Purpose

The purpose of the Chapter of the Year Award is to:

- Assess Chapter performance based on the four pillars of Fraternity & Sorority Life at University of California, Merced: Scholarship, Leadership, Service, and Friendship

- Promote and uphold the expectations and operational standards of the Fraternity & Sorority Life office

- Provide Chapters with a comprehensive guide of best practices that encourages continuous improvement

- Recognize high-performing Chapters and hold underperforming Chapters accountable

- Ensure that students involved in Fraternity & Sorority Life are receiving a well-rounded fraternal experience

Overview

The Chapter of the Year Award overview:

- All Chapters and colonies affiliated with the University of California, Merced are **required** to participate.

- The program will review Chapter performance over **one (1) calendar year (2018 calendar year)** through the submission of narratives, Chapter programs, and other detailed supplemental materials submitted

  - Detailed supplemental materials and/or explanation must be provided to support answers and gain points. This can include, but is not limited to: written programs, policies and procedures, event summaries and photographs, detailed spreadsheets of relevant statistics, and relevant letters of support.

- Submissions are broken down by the four pillars: Scholarship, Leadership, Service, and Friendship

  - Within each pillar are three to four subsections (shown below) composed of 55 total questions.

- Each subsection will be comprised of **PRIMARY** and **SECONDARY** YES/NO questions, with further follow up questions to guide your chapter in its explanation.

  - **PRIMARY QUESTIONS** are considered 'basic expectations' and are worth 10 points each

  - **SECONDARY QUESTIONS** are considered 'exceeding expectations' and are worth 5 points each

Pillar 1: Scholarship	Pillar 2: Leadership	Pillar 3: Service	Pillar 4: Friendship
Academic Achievement	Member Development	Chapter Community Service	Brotherhood/Sisterhood
Standards & Accountability	Chapter Management	Chapter Philanthropy	Member Accountability
Scholarship Programming	Risk Management	Community Service Participation	Interfraternal Relations
	Leadership Programs & Conferences	Philanthropy Participation	University & Community Relations

Timeline

Timeline for **2019**:

- The program will review Chapter performance from the **2018 calendar year: Jan 1, 2018 – Dec 31, 2018.**
    - Submission form will be made available by: **March 26th, 2019**
    - Final Submission DUE by: **April 4th, 2019 at 11:59PM (no late submissions will be accepted)**
    - *Only winners will be e-mailed to extend an invitation to the Leadership Awards*
    - 2019 Student Leadership Awards: **April 28th, 2019**

Method of Evaluation

Chapter of the Year Award submissions will be reviewed internally by the Fraternity & Sorority Life staff, and then reviewed and decided on by a committee comprised of the following individuals:

FSC Chapter of the Year	**PFC Chapter of the Year**
- FSC President	- PFC President
- FSC EVP for Panhellenic	- PFC VP of Finance
- FSC EVP for NALFO	- PFC VP of Recruitment
- FSC EVP for Fraternities	- PFC VP of Academics
- FSC VP of Administration	- PFC VP of Outreach
- FSL Intern	- PFC VP of Marketing & Administration
- Student Affairs Professional	- FSL Intern
- Coordinator for FSL (non-voting)	- Student Affairs Professional
	- Coordinator for FSL (non-voting)

Note: a chapter may not have more than two representatives on their respective award committee.

How points are awarded (points are only gained):

- **Internal Evaluation:** Fraternity & Sorority Life Staff will award ALL points or NO points to **each question** based upon the submission material provided (Primary: 10 pts. | Secondary: 5 pts.).

- **Committee Evaluation:** Evaluators will award points based on their own opinion of the **detail and thought given** to the material provided for **each subsection** (Primary: 10 pts. | Secondary: 5 pts.).

- **Total Points:** Points awarded from FSL staff and volunteer evaluators will be added together for the total score for each subsection. Total points of each subsection will be added together to determine total for each pillar. Total points from each pillar will be added together to determine overall score.

    Tips:

    - Create a committee tasked to document and record relevant events throughout the year
    - Establish Chapter goals that align with the Chapter of the Year questions
    - Submit detailed, concise, relevant, and presentable answers to all questions

Award Eligibility

1. All answers and supplemental material submitted must be legitimate and factual with evidence of programs, policies, etc. provided as supporting evidence, as described above.

2. Applications must be submitted on time by the Qualtrics link that is provided via the Fraternity & Sorority website.

3. Chapter must be in good standing with the University and the Fraternity and Sorority Council/Professional Fraternity Council.

4. The Chapter with the most points within a given pillar will be awarded a **Pillar of Excellence Certificate** for that respective pillar.

5. Cover letters and overall points earned will be considered for overall **Chapter of the Year** Awards.

Note: The Chapter of the Year Awards was adapted from the University of Pacific Fraternity and Sorority Life Standards of Excellence Program.

Cover Letter

The purpose of the cover letter is to provide chapters an opportunity to elaborate on some of the challenges and achievements of the year through a narrative. The cover letter can highlights any areas that were included in the application or address areas that may not have been included in the application. The cover letter may not be more than one standard sized page, 12-point font, including the chapter's letterhead, and **must be submitted as a PDF**.

Scholarship

Academic Achievement

PRIMARY QUESTIONS:

1. Is the cumulative Chapter GPA for active members above a 2.5 for Spring 2018 and Fall 2018? *
2. Is the cumulative Chapter GPA for new members above a 2.5 for Spring 2018 and Fall 2018? *

SECONDARY QUESTIONS:

3. Is the Chapter's cumulative GPA above the UC Merced undergraduate GPA for Spring 2018 and Fall 2018? *
4. Does the Chapter have members in academic honor societies, on the Dean Honor List*, or have received other notable academic recognitions? *Please list the organization, number of individuals on Deans Honor List, and any other notable academic recognition.*

Standards and Accountability

PRIMARY QUESTIONS:

1. Does the Chapter have a GPA requirement for members to maintain active/good standing? *If yes, what is the GPA requirement?*
2. Does the Chapter have accountability measures in place for underperforming members? *If yes, what does this accountability look like? What strategies are used to support these members in succeeding academically?*

SECONDARY QUESTIONS:

3. Does the Chapter enforce a GPA requirement specific for Chapter Officers? *If yes, what is the GPA requirement?*
4. Does the Chapter have other academic requirements/standards for members? *If yes, what are those academic requirements/standards?*

Scholarship Programming

PRIMARY QUESTIONS:

1. Does the Chapter have an academic focused recognition or incentive program? *If yes, please explain.*
2. Does the Chapter provide opportunities and/or resources to support members in their academics? *If yes, please explain.*

SECONDARY QUESTIONS:

3. Does the Chapter have other programs/events that demonstrate academics as a priority of the organization? *If yes, please provide examples/explain.*
4. Does the Chapter rank scholastically within the top two of their respective council? *See grade reports on FSL website.*

Will be Internally Verified by Fraternity and Sorority Life

Service

Chapter Community Service

PRIMARY QUESTIONS:

1. Does the Chapter organize/host at least one **community service** event per semester? *If yes, please explain and list the events.*
2. Does the Chapter maintain detailed records of events and hours served by each member? *If so, how? (Note. CatLife should ALSO be utilized for this)*

SECONDARY QUESTIONS:

3. Does the Chapter provide education/awareness of the purpose of the organization being supported (for community service events)? *If yes, how and when is this education provided?*
4. Does the Chapter have an expectation/requirement for members to participate in their organized/hosted service events? *If yes, what is this expectation/requirement?*

Chapter Philanthropy

PRIMARY QUESTIONS:

1. Does the Chapter organize/host at least one **philanthropy** event per year? *If yes, please explain and list the events.*
2. Does the Chapter maintain detailed records of dollars raised per event? *If yes, how is this tracked? How much money was raised during Spring 2018 and Fall 2018 (list separately). If multiple organizations, please list specific amounts per organization.*

SECONDARY QUESTIONS:

3. Does the Chapter provide education/awareness of the purpose of the organization being supported (philanthropy events)? *If yes, how and when is this education provided? How do you show the connection with your event?*
4. Does the Chapter have an expectation/requirement for members to raise money and participate in Chapter organized philanthropy events? *If yes, what is this expectation/requirement?*

Community Service Participation

PRIMARY QUESTIONS:

1. Does the Chapter participate in community service events <u>hosted by other organizations</u>? *If yes, please explain and list the events.*
2. Does the Chapter maintain detailed records of attendance and hours served for members? *If yes, how is this tracked? How many community service hours were completed in support of other organizations during Spring 2018 and Fall 2018 (list separately).*

SECONDARY QUESTION:

3. Does the Chapter have an expectation or requirement for members to participate in other organizations community service projects? *If yes, what is this expectation/requirement?*

Philanthropy Participation

PRIMARY QUESTIONS:

1. Does the Chapter participate in philanthropy events <u>hosted by other organizations</u>? *If yes, please explain and list the events.*

SECONDARY QUESTION:

2. Does the Chapter have an expectation or requirement of members to participate in other organizations philanthropy? *If yes, what is this expectation/requirement?*

Leadership

Member Development

PRIMARY QUESTIONS:

1. Does the Chapter have a written new member education/development program? *If yes, please attach a copy of your new member education/development program.*
2. Does the Chapter have a member education/development program for active members? *If yes, please attach a copy of your active member education/development program.*

SECONDARY QUESTIONS:

3. Does the Chapter participate in or host programs for members that focused on members' personal/ professional development? *If yes, please provide examples/explain.*
4. Does the Chapter provide each executive board members with Membership/Officer Handbooks?

Chapter Management

PRIMARY QUESTIONS:

1. Does the Chapter establish and review their goals each semester? *If yes, explain how this is done and how it has or has not been effect and how you can make changes in the future.*
2. Does the Chapter have a functioning committee system? *If yes, please list all committees and how they help the organization.*

SECONDARY QUESTIONS:

3. Does the Chapter have an officer transition program? *If yes, please elaborate or attach a copy of your officer transition program.*
4. Does the Chapter include their Advisor(s) in transition and goal setting meetings? *If not, why is the advisor not included?*

Risk Management

PRIMARY QUESTIONS:

1. Does the Chapter educate members on the policies, guidelines, and laws of the local Chapter, inter/national/regional organization, UC Merced, and city of Merced? *If yes, when does this take place during the year? What resources do you utilize or would be helpful to help you accomplish this?*
2. Does the Chapter participate in/host speakers/events for members focused on prevalent social issues? *If yes, please explain and list events that were participated in.*

SECONDARY QUESTIONS:

3. Does the Chapter have a functioning Risk Management/Awareness committee? *If yes, please explain the committees' role.*

Leadership Programs & Conferences

PRIMARY QUESTIONS:

1. Did the Chapter have participants attend the Be A (new) Member Conference (BAM) in Spring 2018 and Fall 2018 (if applicable)? *If yes, what percentage of your new members attended? Alternative Assignments count as "attendance"*
2. Does the Chapter send members to any fraternity and sorority leadership programs or conferences? *If yes, please list all the members who attended and what conference(s) they were.*

SECONDARY QUESTION:

3. Does the Chapter attend other development workshops or speakers hosted by the University? *If yes, please list.*

Friendship

Brotherhood/Sisterhood

PRIMARY QUESTIONS:

1. Does the Chapter host events/programs that promote brotherhood/sisterhood? *If yes, what are these events? Please list.*
2. Does the Chapter have an alumni/ae relations program to connect members beyond graduation? *If yes, please explain.*

SECONDARY QUESTIONS:

3. Does the Chapter provide education on the ritual and values of the organization? *If yes, how is this done outside of initiation?*
4. Does the Chapter promote values congruence within the organization? *If yes, how is does the organization intentionally ensure values congruence of the organization?*

Member Accountability

PRIMARY QUESTIONS:

1. Does the Chapter regularly update and enforce the Chapter's bylaws? *If yes, how are these bylaws enforced within the chapter?*
2. Does the Chapter have a functioning judicial/standards program to hold members accountable? *If yes, please explain or attach your judicial/standards program.*

SECONDARY QUESTIONS:

3. Does the Chapter enforce policies/standards specific to finances, academics, and conduct? *If so, what are these policies/standards and how are they enforced?*
4. Does the Chapter consider opportunities for education/restorative justice in judicial sanctioning of members? *If yes, please explain.*

Interfraternal Relations

PRIMARY QUESTIONS:

1. Does the Chapter have representation in Fraternity and Sorority Council, Professional Fraternity Council, or Order of Omega? *If yes, please list the members and any positions held (if a position is held).*
2. Does the Chapter attend/participate in events/programs hosted by the organizations listed above? *If yes, please list the events/programs attended/participated in.*

SECONDARY QUESTIONS:

3. Does the Chapter make a conscious effort to improve relations in the Greek community? *If yes, how?*
4. Does the Chapter co-sponsor/co-host events or programs with other Greek organizations? *If yes, please explain ad list the events.*

University & Community Relations

PRIMARY QUESTIONS:

1. Does the Chapter create an environment where members are encouraged to be involved on campus? *If yes, please explain.*
2. Does the Chapter have members involved in non-Greek campus clubs and organizations? *If yes, please list all organization members are involved in.*

SECONDARY QUESTIONS:

3. Does the Chapter co-sponsor/co-host events or programs with other campus organizations/departments? *If yes, please explain and list the events/programs.*
4. Does the Chapter encourage members to support and attend University-wide events? *If yes, please explain how and which events.*