



GENERAL BOARD ADOPTED POLICY AND PROCEDURE

For Global Implementation and Accountability

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Subject: Chapter Awards and Recognition Assessment Report	No. 101	Page: 1 of 3
Author: John E. White, Program Director for Social Action	Effective Date: 11/1/08	Revised Date:
Confirming Adoption by Signature	11/1/08	
President's Signature <i>"Original Document with Signatures on File"</i>		
Executive Director's Signature		

PURPOSE:

To provide detail on implementing the Fraternity's Chapter Awards and Recognition system. Chapters will be required to self evaluate in 5 focus areas:

- Scholarship and Academic Achievement
- Program Implementation and Reporting
- Membership Growth and Retention
- Chapter Operations
- Risk Management

POLICY STATEMENT:

All Chapters are required to self evaluate and submit Chapter Awards and Recognition Audit Report electronically. Prior to submitting, chapter will confirm that all information in report is presented accurate and true. Any falsification of this report will result in immediate chapter suspension by Regional Director. Each Regional Director will review and approve his chapters' report through the Fraternity's electronic reporting process.

REQUIRED SUBMISSION PERIOD:

All chapters are required to submit the Chapter Awards and Recognition Audit to the Regional Director through an electronic process by December 1st of each calendar year. Each Regional Director is required to submit to the Corporate Headquarters for the International Standards and Awards Committee Review by January 9th of each year. *During this first year of implementation the submission date is May 1st to Regional Director. Each Regional Director will be required review and submit to Corporate Headquarters for committee review by June 1st.*

ACCOUNTABILITY:

All Chapters are encouraged to follow established submission period. In 2009 the Fraternity will focus on training and Conclave competitions. Beginning in 2010 all chapters will be required to comply with full audit process and submission period.

TRAINING AND AWARENESS

Recognizing that thorough training of chapters is important to this audit process as well as creating a culture of accountability to our community and other stake holders, we have created a training schedule for program roll out. The initial training will include teleconference and webinars. There will also be training during the 2009 Regional Conference Series.

KEY DEFFINTIONS:

1. *Level I Classification* – Chapters with active membership with 40 or plus.
2. *Level II Classification* – Chapters with active membership with 15 to 39
3. *Level III Classification* – Chapters with active membership with 5 to 14
4. *Gold Status* – Highest ranking of chapters with audit scores above 781-880 plus.
5. *Silver Status* – Second Highest ranking of chapters with audit scores ranging from 681-780 plus
6. *Bronze Status* –Third highest ranking of chapters with audit scores ranging from 580-680.
7. *Marginal Status* – chapter scoring less that 580. Chapters in Marginal Status will be placed on review until performance is brought up to a minimum of Bronze status.
8. *Annual Chapter Report* – Mandated report that chapters are required to submit according to constitution. Template of report in Appendix section of this policy.
9. *Conclave Display* – To be displayed on an 8 Foot table consisting of bound books, unique scrapbooks, plaques, limited electronics. Display must be able to stand alone. Backboards, and/or sideboards, not exceeding the length of the table, may be used.
10. *Formal Interview* – An interview session facilitated by selected members of Fraternity's Standard and Awards Committee with members of the competition chapter leaders competing for Sigma Model Chapter honors.

GUIDELINES FOR OUTSTANDING CHAPTER AWARDS COMPETITION

Outstanding Collegiate Chapter - Regional

This chapter will be judged on the following criteria:

1. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
2. Annual Chapter Report submitted by required deadline.
3. Degree of participation in Sigma National Programs
4. 21 Awards to be given in this area(includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Outstanding Alumni Chapter - Regional

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
3. Annual Chapter Report submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. 21 Awards to be given in this area(includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Sigma Model Collegiate Chapter "Most Outstanding Chapter in Fraternity Award"

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Highest score of Chapter Awards and recognition Audit Report with Regional Director's recommendation.
3. Annual Chapter Report submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. National display (presentation, neat, logical, relevant and attractive)
6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.

Sigma Model Alumni Chapter "Most Outstanding Chapter in Fraternity Award"

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Highest score of Chapter Awards and recognition Audit Report with Regional Director's recommendation.
3. Annual Chapter Report submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. National display (presentation neat, logical, relevant and attractive)
6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.