

Fraternity/Sorority Life Awards Packet

The WIU fraternity/sorority community annually recognizes outstanding chapters at the spring Fraternity/Sorority Awards Ceremony. All organization are encouraged to submit application materials for each section of the awards program. Great organizations continually strive to improve their chapter operations and the annual awards process is a perfect way to benchmark your chapter.

Greek Life Programs Mission Statement

Greek Life Programs in the Office of Student Activities at Western Illinois University, in support of diversity and a strong fraternal community, will provide opportunities and resources to complement and assist in the development of students as members of self governing organizations that promote high standards of scholarship, a strong commitment to service to the individual, respective council and their community, a commitment to moral, personal, social, and leadership development while promoting positive and active citizenship, informed decisions and empowerment to make meaningful contributions to university and local community.

Medal Program

A total of 52 points are possible if an organization meets all items within the awards packet. All organizations have the ability to earn a gold rating as this is not a ranking system. The ultimate goal is to have every chapter with a gold rating.

- 100-90 points = Gold Rating
- 89-80 points = Silver Rating
- 79-70 points = Bronze Rating

President's Award of Excellence - 2017

The President's Award of Excellence will be awarded to the organization with the highest total points per council. First place awards will also be given to the organization who achieves the highest point total in each area per council: Scholarship, Leadership, Membership Development, Organizational Standards and Membership Accountability, and External relations.

Individual Awards

'Of the Year' Individual awards will be given out in the following areas: Emerging Male & Female Members, Advisor, President, and Fraternity Man & Sorority Woman. Each chapter can nominate only one person per category.

These awards will be evaluated based on of the information and proof provided within this awards packet.

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Date Submitted: _____

APPLICATION INFORMATION

Organization Name: _____

Organization President: _____

Phone Number: _____

Email: _____

On Campus Advisor: _____

Phone Number: _____

Email: _____

I certify all the information supplied within, and all the accompanying documentation, is true to the best of my knowledge.

Member Completing Award Application

Date

Organization President

Date

Organization Advisor

Date

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Application Materials Guidelines

- Deadline for Submission is at 4:30 PM on Friday, February 16, 2018.
- Deliver your submission to the Office of Student Activities, University Union
- All entries must be on 8.5" x 11" paper and contained within a three-ring binder with the front label clearly identifying your chapter.
- All narrative responses must be typed and double spaced
- All supporting documentation must be legible, clearly identified and included in the appropriate section (**marked tabs are helpful**). The criteria checklist, narrative responses, and supporting documentation should be submitted together for each section.
- Please be concise in your responses
- Award application covers January 2017 through December 2017.
- If no documentation is provided, no points will be awarded. Evaluators have the right to not award points if adequate supporting information is not provided. Supporting documentation can include but is not limited to chapter minutes, flyers, copies of correspondence, newspaper clippings, online screenshots, pictures, letters on official letterhead, letters of support, cards, official documentation, PurplePost 2.0 screen-shot/printouts, etc.

This is your opportunity to show off your accomplishments over the last year. Remember, this pertains to the ENTIRE ORGANIZATION and an organization is made up of many individuals. One person should not complete this packet by himself or herself. Delegate sections to appropriate chapter members and solicit help from your brothers and sisters.

Any questions should be directed to Nick Katz at nb-katz@wiu.edu or (309) 298-3232

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I. Scholarship

Please respond to the criteria below by circling yes (Y) or no (N). Include documentation such as meeting minutes, calendars, newspaper clippings, reports, programs, invitations, thank you notes, letters from inter/national headquarters, etc. that would assist the evaluating committee in assessing your organization's success in this area. Supply a typed narrative of no more than one page (double-spaced) highlighting each area question when requested. Each item is worth one point. Please total points for each section, and a grand total at the end of the packet.

1. Organization GPA exceeds the All - Male or All - Female GPA (attach Grade Report):
Spring 2017 Y N
2. Organization GPA exceeds the All - Male or All - Female GPA (attach Grade Report):
Fall 2017 Y N
3. Organization GPA exceeds the All Fraternity/All Sorority GPA: (attach Grade Report):
Spring 2017 Y N
4. Organization GPA exceeds the All Fraternity/All Sorority GPA: (attach Grade Report):
Fall 2017 Y N
5. 20% of members achieve Dean's List per semester:
Spring 2017 Y N
6. 20% of members achieve Dean's List per semester:
Fall 2017 Y N
7. Organization has a written scholarship program (submit a **1-3 page** outline) Y N
8. Organization has an appointed/elected Scholarship Officer (submit name and written position description included in constitution/bylaws) Y N
9. Strict eligibility to hold chapter office is enforced (submit GPA required to hold maintain office stated in constitution/bylaws) Y N
10. Organization has improved their GPA from Fall 2016 to Spring 2017 or Spring 2017 to Fall 2017 by at least .100 Y N

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BONUS SECTION

Bonus questions are provided for organizations who have shown, through their performance, have gone above and beyond a basic level. The bonus question(s) **will not be counted against the organization**, if they choose not to provide an answer with the supporting documentation. Answering the bonus question(s) will only provide additional points to the chapter in this category who appropriately and correctly answer the question

1. If you could add one criteria statement or question to this category, what would it be and why? This question will be reviewed and evaluated. Organizations are expected to provide a narrative response. Please provide supporting documentation to demonstrate how the organization meets the suggested criteria.
2. Describe one program in the area of scholarship that the organization has improved or one new program that the chapter has implemented this year.
3. The organization has an advisor, in addition to a primary advisor, dedicated to the advisement of scholarship. Documentation must provide evidence of name, contact information, department, etc.

Total points in this section _____/10

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Leadership

Please respond to the criteria below by circling yes (Y) or no (N). Include documentation such as meeting minutes, calendars, newspaper clippings, reports, programs, invitations, thank you notes, letters from inter/national headquarters, etc. that would assist the evaluating committee in assessing your organization's success in this area. Supply a typed narrative of no more than one page (double-spaced) highlighting each area question when requested. Each item is worth one point. Please total points for each section, and a grand total at the end of the packet.

1. The organization attends their national convention, leadership schools, and/or regional conferences. (provide proof of attendance) Y N

2. Organization has at least two (2) members serve on PHC or IFC or has one (1) member serving on UGC (submit name and dates of position held) Y N

3. 10% of membership holds an executive board position or 50% of total membership belongs to another WIU Student Organization Spring 2017 Y N

4. 10% of membership holds an executive board position or 50% of total membership belongs to another WIU Student Organization Fall 2017 Y N

5. 10% of membership holds a non student organization campus leadership position. May include the following: Orientation Leader, Admissions Ambassador, Peer Mentor, Resident Assistant, Student Success Team Leader, Housing Ambassador, Camp Leatherneck Leader, Judicial Programs Student Representative, Welcome Week Leader, etc. (attach proof) Y N

6. Organization holds an annual officer transition program (submit **one-sheet** list of program) Y N

7. Organization (National/Local Chapter) **sponsors** the attendance for at least one member to attend a non organizational Greek leadership conference (AFLV, UIFI, LeaderShape, FuturesQuest, or 3 members to Fall Leadership Conference, etc.) (must show proof of chapter or national sponsorship) Y N

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1. If you could add one criteria statement or question to this category, what would it be and why? This question will be reviewed and evaluated. Organizations are expected to provide a narrative response. Please provide supporting documentation to demonstrate how the organization meets the suggested criteria.
2. Describe one program in the area of leadership and educational development that the organization has improved or one new program that the organization has implemented this year.
3. The organization sponsors a member(s) to attend and non-fraternal leadership conference. Please provide supporting documentation of attendance.

Total points in this section ____/7

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III. Membership Development

Please respond to the criteria below by circling yes (Y) or no (N). Include documentation such as meeting minutes, calendars, newspaper clippings, reports, programs, invitations, thank you notes, letters from inter/national headquarters, etc. that would assist the evaluating committee in assessing your organization's success in this area. Supply a typed narrative of no more than one page (double-spaced) highlighting each area question when requested. Each item is worth one point. Please total points for each section, and a grand total at the end of the packet.

1. Organization follows a written membership development/intake program
(submit a **1-2 page detailed** outline) Y N

2. Organization sponsors at least three (3) alcohol-free activities per semester (submit list and show proof of events, must have 80% attendance) Y N

3. Organization conducts or attends at least three (3) educational programs per semester (submit list and show proof of events, must have 80% attendance) Y N

4. Organization hosts at least one (1) annual organization or executive board retreat (submit date, agenda outline and proof of attendance) Y N

5. 50% of organization members attend at least one (1) event per semester that demonstrates an awareness of social justice issues (e.g. culture, race, gender, class, and sexual orientation. (Please describe event, including date, topic, speaker info, etc.) Y N

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1. If you could add one criteria statement or question to this category, what would it be and why? This question will be reviewed and evaluated. Organizations are expected to provide a narrative response. Please provide supporting documentation to demonstrate how the organization meets the suggested criteria.
2. Describe one program in the area of membership development that the organization has improved or one new program that the organization has implemented this year.

Total points in this section ____/5

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IV. Organizational Standards and Membership Accountability

Please respond to the criteria below by circling yes (Y) or no (N). Include documentation such as meeting minutes, calendars, newspaper clippings, reports, programs, invitations, thank you notes, letters from inter/national headquarters, etc. that would assist the evaluating committee in assessing your organization's success in this area. Supply a typed narrative of no more than one page (double-spaced) highlighting each area question when requested. Each item is worth one point. Please total points for each section, and a grand total at the end of the packet.

1. Organization has a functioning standards/judicial board (submit **one-page** outline of the board and its duties and provide one example of the board in use) Y N
2. Organization educates members on social misconduct, sexual abuse, and drug/alcohol abuse (submit **one-page** policy and distributed material) Y N
3. Organization keeps accurate meeting minutes (submit last 3 weeks of typed minutes for each semester) Y N
4. Organization has not had any disciplinary problems/infractions with their councils (provide verification) Y N
5. Organization has not had any disciplinary problems/infractions with WIU/OSA/GRB during the 2017 calendar year (provide verification) Y N
6. Organization has not had any disciplinary problems/infractions with headquarters during the 2017 calendar year (provide verification) Y N
7. Organization has an operating budget (please submit **one-page** budget) Y N
8. Organization is in good financial standing with their national headquarters. (provide verification) Y N
9. Organization is in good financial standing with WIU (provide verification) Y N
10. Organization is in good financial standing with their respective councils (provide verification) Y N
11. Payment plans are made available to members (please submit **one-page** description of plans) Y N
12. Organization does not have any recruitment infractions or have completed recruitment infractions sanctions. (provide verification) Y N

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Office of Student Activities ~ 1 University Circle ~ Macomb, IL 61455 ~ (309) 298-3232 ~ [www.wiu.edu/Greek life](http://www.wiu.edu/Greek%20life)

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1. If you could add one criteria statement or question to this category, what would it be and why? This question will be reviewed and evaluated. Organizations are expected to provide a narrative response. Please provide supporting documentation to demonstrate how the organization meets the suggested criteria.
2. Describe one program in the area of organization standards and membership accountability the organization has improved or one new program that the chapter has implemented this year.

**Total points in this section \_\_\_\_\_/12**

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## V. External Relations

Please respond to the criteria below by circling yes (Y) or no (N). Include documentation such as meeting minutes, calendars, newspaper clippings, reports, programs, invitations, thank you notes, letters from inter/national headquarters, etc. that would assist the evaluating committee in assessing your chapter's success in this area. Community Service/Philanthropy reports must be submitted on PurplePost 2.0. Supply a typed narrative of no more than one page (double-spaced) highlighting each area question when requested. Each item is worth one point. Please total points for each section, and a grand total at the end of the packet.

1. Organization (or Faculty) Advisor attends chapter meetings or exec meetings Monthly (submit statement with advisor's signature) Y N
2. Organization distributes two alumni newsletters per year (submit copies) Y N
3. Organization maintains an alumni relations appointed/elected officer (provide name of officer and position description in bylaws) Y N
4. Organization sponsors at least one alumni event annually (submit event description, pictures, or event announcement in meeting minutes. Include # attended) Y N
5. Organization sponsors at least one parent event annually- (submit event description pictures, or event announcement in meeting minutes. Include # attended) Y N
6. Organization communicates with parents annually via a newsletter - (submit copy of newsletter) Y N
7. Organization co-sponsors a program with a **Non-Greek** WIU student organization annually (submit event description and name of other WIU student organization) Y N
8. Organization has an updated, local web site (provide screenshot from mainpage) Y N
9. Organization utilizes social media for communication (facebook, twitter, etc.) provide screenshot as proof Y N
10. Organization has won an award from their national headquarters within the past year (submit the name, date awarded, and a picture of the award) Y N

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**External Relations continued...**

- 11. Organization holds one faculty/staff recognition program annually Y N
- 12. Organization performs at least two (2) non WIU community service projects per semester (attach documentation from Community Service / Philanthropy Reports) Y N
- 13. Organization performs at least two (2) service projects per year for Western Illinois University (attach documentation from Community Service / Philanthropy Reports) Y N
- 14. Organization raises an average of \$25/member/year toward the organizational philanthropy (include documentation that money is going toward specific philanthropy) (attach documentation from Community Service / Philanthropy Reports) Y N
- 15. Organization raises an average of \$50/member/year toward the organization philanthropy (include documentation that money is going toward specific philanthropy) (attach documentation from Community Service / Philanthropy Reports) Y N
- 16. Organization averages 10 hours of community service per member per year (attach documentation from Community Service / Philanthropy Reports) Y N

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Answering the bonus question(s) will only provide additional points to the organization in this category who appropriately and correctly answer the question

1. If you could add one criteria statement or question to this category, what would it be and why? This question will be reviewed and evaluated. Organizations are expected to provide a narrative response. Please provide supporting documentation to demonstrate how the chapter meets the suggested criteria.
2. Describe one program in the area of philanthropic (focus on money raised) program that the organization has improved or one new program that the chapter has implemented this year.
3. Describe one program in the area of community service (focus on hours volunteered) program that the organization has improved or one new program that the chapter has implemented this year.

**Total points for this section \_\_\_/16**

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