**CERES FRATERNITY**

**Chapter Award of Excellence**

***This minimum standards awards program is designed to recognize chapters that are operating at the performance level outlined by the International Fraternity in our By-Laws, policies, and handbooks.***

***Deadline: June 1, 2018***

# January 2018

**CHAPTER AWARD OF EXCELLENCE**

 **The criteria for the Chapter Award of Excellence and Achievement are built upon expected performance in the areas of chapter operations. The award is based upon objective criteria. The award application is completed by checking the criteria met by the chapter and providing additional information where needed.**

Chapters meeting 95% of the criteria will received the Chapter Award of Excellence.

 Chapters meeting 85% of the criteria will receive the Chapter Award of Achievement.

 Chapters dropping below 70% will be placed on the Chapter Excellence Challenge.

 It is possible for each chapter to receive the Chapter Award of Excellence. The award is not a competition between chapters. The award is given to chapters that meet the level of performance outlined in the criteria.

**CERES FRATERNITY**

**CHAPTER AWARD OF EXCELLENCE**

All chapters are required to complete this evaluation form for the calendar year. Complete the evaluation by checking the criteria met during the calendar year. Please provide supporting material as requested. Applications postmarked after June 1, 2018 will not be eligible for receiving the awards, and will be placed on the Chapter Excellence Challenge.

Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter

**A)** **Intellectual Development & Scholastic Achievement**

\_\_\_\_\_ *The chapter maintained an overall chapter grade point equivalent to or above the all-women’s average or all women’s fraternities’ average, whichever is higher. Please do not use cumulative GPA.*

 Chapter All Women’s All Women’s Fraternities

 Spring Term \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Fall Term \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Winter Term(if applicable) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ *The chapter established and enforced grade requirements of at least a 2.25 out of 4.0 for members holding chapter offices.*

Chapter GPA requirements for holding office\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ *The chapter established and enforced local by-law grade requirements for initiating new members.*

 Chapter GPA requirements for initiation\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ *The chapter presented awards or recognition to member(s) for high achievement in scholarship and most improved scholarship.*

*\_\_\_\_\_ The chapter maintained and enforced a minimum academic standard of at least a 2.2 GPA for active members, with members below standard placed on academic probation.*

Minimum GPA required of active members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ A scholarship/mentoring program was in place to assist all members with their academics (including such things as GPA competitions, study hours/halls, designated quiet hours, test file systems, progress reports, etc.).*

**B. New Member Education**

*\_\_\_\_\_ The chapter has set guidelines and responsibilities written down and followed for its Big Sister Program.*

*\_\_\_\_\_ The chapter has a written program for new member education and pre-initiation activities.*

*\_\_\_\_\_ The chapter new member education period is no longer than one academic term. (If new members are initiated within one to two weeks of the second term, your chapter qualifies.)*

*\_\_\_\_\_ The chapter initiated 85% of the women pledged.*

**C. New Member Recruitment**

*\_\_\_\_\_ The chapter held a recruitment workshop prior to the chapter’s concentrated recruitment period-stressing the importance of the “Right Way to Rush” philosophy.*

*\_\_\_\_\_ The chapter pledged a number of women equal to one-fourth the chapter size during the calendar year.*

*\_\_\_\_\_ The chapter followed dry recruitment rules (no alcohol) at all formal and informal recruitment activities.*

*\_\_\_\_\_ The chapter has developed a written strategy (marketing plan) to reach its recruitment goals.*

*\_\_\_\_\_ A recruitment committee has been established to assist recruitment chair(s) and help lead recruitment efforts.*

*\_\_\_\_\_ A 365-day-a-year recruitment philosophy is practiced.*

*\_\_\_\_\_ The chapter maintained an ongoing “hot list” of potential members utilizing advisors, alumnae, faculty members, parents and sisters.*

**D. Total Membership Education**

*\_\_\_\_\_ The chapter conducted at least one educational program on social issues (rape awareness, hazing, AIDS, racial sensitivity, etc.) during calendar year.*

 *Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ The chapter conducted at least one educational program on personal improvement issues (study skills, time management, etiquette, confrontation skills, marriage & relationships).*

 *Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ The chapter conducted at least one educational program on career networking/development (mock job interviews, resume preparation, business etiquette/interviewing, etc.)*

 *Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ At least one of the above educational programs was held in conjunction with another campus organization (fraternity, sorority, club, or other organization).*

*\_\_\_\_\_ The chapter polled its membership to determine what types of total membership programs it’s interested in.*

**E. Alumnae Relations**

*\_\_\_\_\_ The chapter published a newsletter for the alumnae twice each calendar year.*

*\_\_\_\_\_ The chapter hosted an alumnae event each academic term.*

1. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ Chapter members were required to attend at least one Association Board meeting each academic year.*

*\_\_\_\_\_ The chapter selected and initiated two associate members during the calendar year.*

Name of newly initiated associate members:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ The chapter involved alumnae in its membership education program as guest speakers, facilitators at workshops, alumnae bigger sister programs, mentoring programs, etc.)*

**F. Financial Management**

*\_\_\_\_\_ The chapter paid all invoices on time.*

*\_\_\_\_\_ The chapter submitted its initiation reports and fees within one month of each initiation.*

 *Date(s) of Initiation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ The chapter has paid the liability insurance payment by due date.*

*\_\_\_\_\_ The chapter submitted its term reports and paid its dues by the date due each term of this calendar year.*

*\_\_\_\_\_ The chapter treasurer submitted monthly a list of collection, disbursements, accounts receivable, accounts payable and a balance sheet to the Chapter Executive Board and/or Finance Committee of the Chapter.*

*\_\_\_\_\_ An annual budget existed and was reviewed monthly by a Finance Committee and/or Chapter Executive Board.*

*\_\_\_\_\_ The chapter has developed and adhered to set procedures for collecting delinquent accounts.*

*\_\_\_\_\_ The chapter requires two signatures on all chapter checks, or checks are drafted by a bonded firm employed by the chapter.*

*\_\_\_\_\_ The chapter had its financial records audited/reviewed as outlined in the Ceres International By-Laws. (Attach a copy of the audit or financial review.)*

Name of professional auditor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Or

Name of Auditing/Reviewing Committee Members

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ The chapter maintained no more than 5% accounts receivable from chapter members.*

*\_\_\_\_\_ A Finance Committee consisting of at least one alumnus or advisor and chapter officers who handle money met at least once per term to review financial conditions of chapter.*

**G. Philanthropy/Community Service**

*\_\_\_\_\_ The chapter conducted at least three community service projects for the year, with one involving another student organization (fraternity/sorority/club/etc.).*

 1. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* list below the one with another student organization

 3. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Chapter participated in the International Philanthropy-Relay for Life.

\_\_\_\_\_ 85% of chapters members participated.

\_\_\_\_\_ At least one association member (not counting active members) participated.

**H. Sisterhood/Chapter Unity**

*\_\_\_\_\_ The chapter conducted at least three sisters-only events (not including recruitment events, membership education, retreats or meetings) during the calendar year. Events can range from camping and canoe trips to sisterhood nights with at least 75% of the chapter attending.*

 1. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ A system or program of regular constructive evaluation of members is in place to provide opportunities for self-development.*

\_\_\_\_\_ *Members are recognized regularly for outstanding sisterhood (For example: sister of the week, etc.).*

**I. Chapter Management/Executive Leadership**

**\_\_\_\_\_** *The chapter conducted at least one chapter retreat this calendar year. A chapter retreat is defined as a 4-hour period away from the chapter house used to set goals, plan activities and build bonds of sisterhood.*

Date of Retreat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location of Retreat:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ The chapter conducted a formal officer transition program. (An officer transition program should consist of at least 4 hours of individual and/or group training of new officers by past officers and advisors. It may include officers’ retreat or lock-in, written reports and notebooks, and shared officer duties during the transition period.)*

*\_\_\_\_\_ All chapter officers and committee chairmen have written descriptions of duties and written records of activities they have conducted.*

*\_\_\_\_\_ The chapter held Executive Board meetings weekly prior to each chapter meeting.*

*\_\_\_\_\_ The chapter has a Web site on the Internet and its own e-mail account for interchapter correspondence that is checked regularly.*

 *Web Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ A committee structure exists in which each standing committee meets once a month and regularly sets goals and takes steps to reach those goals.*

*\_\_\_\_\_ Each member is required to sign a housing contract or membership obligation contract.*

**J. Individual & Campus Involvement**

*\_\_\_\_\_ The chapter president conducted at least one meeting per term with the fraternity affairs advisor.*

*\_\_\_\_\_ The chapter had a representative at 100% of all Greek/Panhellenic Council meeting.*

*\_\_\_\_\_ The chapter had a representative at all Greek/Panhellenic training programs, special meetings, and Greek sponsored events.*

*\_\_\_\_\_ Each member is encouraged to participate in at least one other club or student organization beside Ceres.*

*\_\_\_\_\_ The chapter competed in campus-wide contests (Greek Week, Homecoming, Greek philanthropies) as a group.*

*\_\_\_\_\_ The chapter submitted entries for Greek awards on campus.*

**K. Physical Development**

*\_\_\_\_\_ The chapter participated in at least three (3) intramural athletic activities this calendar year.*

 *1. Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *2. Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *3. Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**L. Spiritual Development**

*\_\_\_\_\_ The chapter conducted at least two (2) activities to build women this calendar year.*

 *1. Type of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *2. Type of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ The chapter attended a spiritual event as a group at least once during calendar year (with at least 75% of chapter in attendance).*

**M. Social & Moral Development**

*\_\_\_\_\_ The chapter held a special “dress meal” at least twice per calendar year with a distinguished guest (alumnae, administrator, faculty member, clergy, etc.).*

*\_\_\_\_\_ The chapter held at least two non-alcoholic social activities with other women’s and/or men’s groups this calendar year (dinner exchanges/mixers/socials).*

 *1. Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_*

 *2. Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_*

**N. Relationship with International Fraternity**

*\_\_\_\_\_ Members attended and participated in Regional Leadership Conferences.*

*\_\_\_\_\_ The chapter seated a voting delegate at the past Conclave.*

*\_\_\_\_\_ The chapter submitted entries for the chapter award of excellence award on the off conclave year.*

**O. Public Relations**

*\_\_\_\_\_ The chapter sent copies of newsletters to campus administration, international office, other chapters, associations and board members.*

*\_\_\_\_\_ Press releases were submitted to campus/local newspapers prior to special events/happenings (sister elected president, major community service efforts, noted guest speaker coming, anniversary celebration).*

*\_\_\_\_\_ The chapter sent in articles to The Rose and Scroll every time it was published this calendar year.*

**P. Property Management**

(SECTION FOR CHAPTERS WITH OWN CHAPTER HOUSE)

*\_\_\_\_\_The chapter and association have formed a working agreement for which party is responsible for repairs, upkeep, facilities improvements, etc., and both parties are aware of their responsibilities.*

*\_\_\_\_\_ Work duties (clean-up assignments) are understood and shared by all members.*

*OR*

(SECTION FOR CHAPTERS WITHOUT OWN HOUSE)

*\_\_\_\_\_ A house search committee has been formed to explore housing options in community/campus.*

*\_\_\_\_\_ One of the members of the house search committee is a chapter advisor or association board member who is an alumna.*

*\_\_\_\_\_ The chapter has started a savings plan to assist in a down payment for a chapter house/property.*

**Q. Relationship with Advisors/Associations/Parents/Housemothers**

*\_\_\_\_\_ The chapter maintained at least 3 chapter advisors.*

*\_\_\_\_\_ At least one chapter advisor attended each weekly meeting and regularly offered advice and suggestions to the active chapter.*

*\_\_\_\_\_ The chapter executive board and association board had at least one joint meeting, retreat or planning session during the calendar year.*

*\_\_\_\_\_ The chapter conducted at least one activity involving parents this calendar year.*

Type of activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_ Parents were invited and encouraged to attend formal initiation ceremony.*

**R. Crisis/Risk Management**

*\_\_\_\_\_ The chapter conducted an alcohol awareness program as recommended by the Ceres International Board each academic term.*

 *Date of program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_ The chapter has passed all required city/county/university health, food and fire inspections this calendar year.*

*\_\_\_\_\_ The chapter has developed a plan of action for how to respond in the event of a crisis situation (accident, legal problems, date rape, etc.).*

*\_\_\_\_\_ The chapter has conducted a risk management workshop during the calendar year aside from typical alcohol awareness programs (for instance, a lawyer speaking about legal liabilities).*

**S. Discipline and Standards Board**

*\_\_\_\_\_ A standards board/discipline committee is responsible for hearing major house rules/International violations and standards-type issues; or the executive committee acts as this body.*

*\_\_\_\_\_ Set penalties/procedures are in place for risk management violations, alcohol policy violations, disputes, etc. Attach a copy of these penalties or procedures.*

Please be sure to attach a copy of your by-laws and or any other policies. Also include pictures of the Relay for Life that your chapter participated in.

 **We verify that the information contained in this evaluation form is accurate.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chapter President Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chapter Advisor Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chapter Advisor Signature Date**