

Application/Evaluation Form

All chapters and colonies are required to complete this evaluation form by January 16, 2010, and turn it in at the time of registration for the National Convention. The chapter/colony deemed the most successful at meeting the criteria will receive the Larry R. Edwards Award for Outstanding Collegiate Group Management. All chapters will be invited to a review with National Fraternity staff to discuss the chapter/colony's evaluation form. The chapter/colony will receive specific feedback on improving areas of chapter/colony operations. Specific goals for improvement based upon the criteria will be discussed, agreed upon, outlined, and dated by the chapter/colony and the National Fraternity.

Submit all supporting material as requested with completed applications. All information on this evaluation form is for the 2009 calendar year. If you have any questions, please contact the National Executive Vice-President or Coordinator of Collegiate Development by phone or e-mail.

Name of Chapter/Colony: _____

1. Chapter/Colony Administration

- 1.1. Submit a copy of the chapter/colony constitution and by-laws to the National Headquarters. **Responsible officer: President**

Did the chapter/colony submit a copy of their constitution to the National Headquarters?

Yes _____ No _____

- 1.2. Submit an outline of the group's Membership Education program, containing elements for both active and associate members. **Responsible officer: First Vice-President**

Did the chapter/colony submit a copy of the Membership Education program?

Yes _____ No _____

- 1.3. Submit a copy of the minutes of all meetings to the National Headquarters, Executive Vice-President, and Coordinator of Collegiate Development by the 10th of each month (*Reference: National By-Laws, Article III, Section 1-D*). **Responsible officer: Secretary**

Did the chapter/colony submit a copy of the minutes of all meetings to the required parties by the 10th of each month?

Yes _____ No _____

- 1.4. Financial Requirements

- 1.4.1. Submit membership dues to the National Headquarters as directed (*Reference: National By-Laws, Article V, Section 3*). **Responsible officer: Treasurer**

Did the chapter/colony submit membership dues to the National Headquarters as directed?

Yes _____ No _____

- 1.4.2. Submit all associate member fees to the National Headquarters at the time of initial pledging into the chapter/colony (*Reference: National By-Laws, Article V, Section 4*). **Responsible officer: Treasurer**

Did the chapter/colony submit all associate member fees to the National Headquarters at the time of initial pledging into the chapter?

Date of Pledging (Spring 2009) _____

Date Fees Sent _____

Date of Pledging (Fall 2009) _____

Date Fees Sent _____

- 1.4.3. Submit all activation fees to the National Headquarters at least two weeks in advance of the activation ceremony (*Reference: National By-Laws, Article V, Section 5*). **Responsible officer: Treasurer**

Did the chapter/colony submit all activation fees to the National Headquarters at least two weeks in advance of the activation ceremony?

Date of Initiation (Spring 2009) _____

Date Fees Sent _____

Date of Initiation (Fall 2009) _____

Date Fees Sent _____

- 1.5. Submit the scholastic status of the chapter/colony to the National Headquarters no later than 30 days at the conclusion of the academic term (*Reference: National By-Laws, Article III, Section 1-G*). **Responsible officer: Scholarship Chair**

Did the chapter/colony submit a statement of its scholastic status to the National Headquarters within 30 days of the conclusion of each academic term?

Yes _____ No _____

- 1.6. Submit the Statement of Understanding of the National Risk Management Policy with required signatures to the National Headquarters by the required dates for the Fall and Spring Semesters. (*Reference: National Risk Management Policy*). **Responsible officer: President**

Did the chapter/colony submit the Statement of Understanding of the National Risk Management Policy with all required signatures to the National Headquarters by the required dates?

Yes _____ No _____

- 1.7. Submit the Chapter/Colony Risk Management Policy with required signatures to the National Headquarters by the required dates for the Fall and Spring Semesters. (*Reference: National Risk Management Policy*). **Responsible officer: President**

Did the chapter/colony submit its Risk Management Policy with all required signatures by the required dates?

Yes _____ No _____

2. Spiritual Development

- 2.1. Sponsor a chapter/colony devotion once a month during the 2009 calendar year. **Responsible officer: Chaplain**

Did the chapter/colony sponsor a devotion once a month during the 2009 calendar year?

Yes _____ No _____

- 2.2. Sponsor a prayer breakfast/dinner or service project involving a local Lutheran congregation. **Responsible officer: Chaplain**

Did the chapter/colony sponsor a prayer breakfast/dinner or service project involving a local Lutheran congregation during the 2009 calendar year?

Yes _____ No _____

What were the activities and when were they held? How many congregation members attended? How many Beta Sigs attended?

- 2.3. Secure a pastoral advisor and meet at least two times a year to discuss chapter/colony operations. **Responsible officer: President**

Did the chapter/colony secure a pastoral advisor and meet at least two times a year to discuss chapter/colony operations?

Yes _____ No _____

3. Scholarship

- 3.1. Maintain overall chapter/colony grade-point average equal to or above the all-men's average during the 2008-9 academic year. **Responsible officer: Scholarship Chair**

Chapter/Colony GPA (Fall 2008) _____

All Men's average on campus (Fall 2008) _____

Chapter/Colony GPA (Spring 2009) _____

All Men's average on campus (Spring 2009) _____

- 3.2. Establish and enforce grade requirement for holding chapter/colony offices and pledging/initiating new associates. **Responsible officer: Scholarship Chair**

Grade requirement for holding office _____

Grade requirement for pledging/associating _____

Grade requirement for initiating _____

Were the above grade requirements upheld during the 2008-9 academic year?

Yes _____ No _____

- 3.3. Submit a written scholarship program that contains components for assistance and recognition, including a plan to enhance the academic performance of new associates. **Responsible officer: Scholarship Chair**

Did the chapter/colony submit a written scholarship program that contains components for assistance and recognition, including a plan to enhance the academic performance of new associates?

Yes _____ No _____

Describe these components.

4. Fraternity Education

4.1. Participate in Nationally-sponsored associate member education programs. **Responsible officer: First Vice-President**

Did the chapter/colony participate in Nationally-sponsored associate member education programs?

Yes _____ No _____

4.2. Maintain an active big brother/pledge father program during the 2009 calendar year. **Responsible officer: First Vice-President**

Did the chapter/colony maintain an active big brother/pledge father program during the 2009 calendar year?

Yes _____ No _____

Briefly describe the chapter/colony's big brother/pledge father program and any big brother/pledge father activities.

4.3. Initiate at least 85% of new associates during the year. **Responsible officer: First Vice-President**

Total number of new associates in 2009 _____

Total number of initiates in 2009 _____

Percentage initiated _____ (number initiated/number recruited or associated)

5. Educational Programming

- 5.1. Sponsor an annual educational program, i.e. AIDS awareness, race relations, time management, etiquette, etc.
Responsible officer: First Vice-President

Did the chapter/colony sponsor an educational program during the 2009 calendar year?

Yes _____ No _____

What was the topic of the program, when was it held, and how many brothers attended?

- 5.2. Have all members, both active and associate, attend at least one risk management seminar presented by an outside and credible authority. **Responsible officer: First Vice-President**

Did the chapter/colony attend at least one risk management seminar during the 2009 calendar year?

Yes _____ No _____

6. Membership Recruitment

- 6.1. Hold a chapter/colony recruitment clinic prior to the concentrated recruiting period. **Responsible officer: Recruitment Chair**

Did the chapter/colony hold a recruitment clinic prior to the concentrated recruitment period?

Yes _____ No _____

When was the recruitment clinic held, and how many brothers attended?

- 6.2. Follow National Fraternity, IFC/Greek Council, and college/university rules on dry recruitment (alcohol free). **Responsible officer: Recruitment Chair**

Did the chapter/colony follow National Fraternity, IFC/Greek Council, and college/university rules on dry recruitment?

Yes _____ No _____

- 6.3. Recruit a number of men equal to one-third of the total returning membership during the calendar year. **Responsible officer: Recruitment Chair**

Total chapter size at the end of 2009: _____

Total number of new associates recruited in 2009: _____

Percentage recruited _____ (total number of new associates/total chapter size)

7. Chapter/Colony Management

- 7.1. Involve chapter/colony membership in committees and submit outline of involvement. **Responsible officer: President**

List chapter/colony committees and number of brothers serving on each during the 2009 calendar year.

- 7.2. Involve the membership and chapter/colony advisors in a goal setting and planning retreat during the 2009 calendar year. **Responsible officer: President**

Did the chapter/colony involve the membership and its advisors in a goal setting and planning retreat during the 2009 calendar year?

Yes _____ No _____

When and where was the retreat held? How many brothers participated? Which advisors participated?

Please attach officer goal statements for each of the following areas:

- ◆ Spiritual Development (Chaplain)
- ◆ Scholarship (Scholarship Chair)
- ◆ Membership Recruitment (Recruitment Chair)
- ◆ Educational Programming (First Vice-President)
- ◆ Chapter/Colony Management (President)
- ◆ Social Responsibility (Social Chair)
- ◆ Alumni Relations (Alumni Relations Chair)
- ◆ Interfraternity Relations (IFC Delegate)
- ◆ College/University Relations (President)
- ◆ Community Service and Philanthropy (Philanthropy Chair)
- ◆ Interfraternalism (Social Chair and Athletic Chair)
- ◆ National Fraternity Involvement (President)
- ◆ Facility Management *if applicable* (Second Vice-President)

7.3. Remain free of judicial sanctions from the National Fraternity, IFC/Greek Council, and the college/university during the 2009 calendar year. **Responsible officer: President**

Did the chapter/colony remain free of judicial sanctions from the National Fraternity, IFC/Greek Council, and the college/university during the 2009 calendar year?

Yes _____ No _____

8. Social Responsibility and Involvement

8.1. Explicitly follow guidelines of National Fraternity, IFC/Greek Council, and college/university alcohol policy. **Responsible officer: Social Chair**

Did the chapter/colony explicitly follow guidelines of National Fraternity, IFC/Greek Council, and college/university alcohol policy?

Yes _____ No _____

8.2. Sponsor two non-alcoholic social activities during the 2009 calendar year. **Responsible officer: Social Chair**

Did the chapter/colony sponsor two non-alcoholic social activities during the 2009 calendar year?

Yes _____ No _____

What did the social activities consist of, when were they held, and how many brothers attended?

8.3. Sponsor an alcohol awareness or risk management program during the 2009 calendar year. **Responsible officer: First Vice-President**

Did the chapter/colony sponsor an alcohol awareness or risk management program during the 2009 calendar year?

Yes _____ No _____

What were the programs, and when and where was the program held? How many brothers attended?

8.4. Field one team in at least 3 intramural activities. **Responsible officer: Athletic Chair**

Did the chapter/colony field one team in at least 3 intramural activities?

Yes _____ No _____

8.5. Eliminate conflicts on the playing field (i.e. no fights). **Responsible officer: Athletic Chair**

Did the chapter/colony eliminate conflicts on the playing field?

Yes _____ No _____

9. Alumni Relations

9.1. Involve at least one alumnus as an advisor with the fraternity during the 2009 calendar year. **Responsible officer: Alumni Relations Chair**

Did the chapter/colony involve at least one alumnus as an advisor with the fraternity during the 2009 calendar year?

Yes _____ No _____

9.2. Meet with alumni advisors and housing corporation officers (if applicable) at least twice during the 2009 calendar year to discuss chapter/colony operations. **Responsible officer: Alumni Relations Chair**

Did the chapter/colony meet with alumni advisors and housing corporation officers (if applicable) at least twice during the 2009 calendar year to discuss its operations?

Yes _____ No _____

When and where did the meeting(s) take place? How many alumni and undergraduates participated?

9.3. Publish a chapter/colony newsletter to alumni twice each year. **Responsible officer: Alumni Relations Chair**

Did the chapter/colony publish a newsletter to alumni twice this year?

Yes _____ No _____

ATTACH A COPY OF EACH NEWSLETTER

- 9.4. Host an annual alumni/undergraduate event co-sponsored with alumni. **Responsible officer: Alumni Relations Chair**

Did the chapter/colony host an annual alumni/undergraduate event co-sponsored with alumni?

Yes _____ No _____

When and where did the event take place? How many alumni and undergraduates participated?

10. Interfraternity Participation

- 10.1 Attend all IFC/Greek Council/Student Senate meetings and educational programs. **Responsible officer: President**

Did the chapter/colony attend all IFC/Greek Council/Student Senate meetings and educational programs?

Yes _____ No _____

- 10.2 Have President or 1st Vice-President to serve as the official delegate for interfraternity meetings. **Responsible officer: President**

Did the chapter/colony have the President or 1st Vice-President to serve as the official delegate for interfraternity meetings?

Yes _____ No _____

11. College/University Relations

- 11.1. Involve faculty in chapter/colony activities, (i.e. dinner, guest speaker). **Responsible officer: President**

Did the chapter/colony involve faculty in its activities?

Yes _____ No _____

What were the activities and when were they held? Which faculty members attended? How many brothers participated?

11.2. Secure a faculty advisor and meet at least two times a year to discuss chapter/colony operations. **Responsible officer: President**

Did the chapter/colony secure a faculty advisor and meet at least two times a year to discuss its operations?

Yes _____ No _____

When did these meetings take place? Which faculty and chapter members were involved?

12. National Fraternity Involvement

12.1. Attend the 2009 National Convention. **Responsible officer: President**

Did the chapter/colony attend the 2009 National Convention?

Yes _____ No _____

How many chapter/colony members attended? _____

13. Awards and Recognition

13.1. Submit at least three awards applications from the following list for this awards period. **Responsible officer: First Vice-President**

- Hingst Award (Outstanding Collegiate Group Scholarship)
- Edwards Award (Outstanding Collegiate Group Management)
- Baehr Award (Outstanding Collegiate Historical Record)

- Founders' Cup (Outstanding Collegiate Group Membership Education)
- Welge Award (Outstanding Collegiate Group Recruitment Program)
- Luther Award (Outstanding Individual Contribution to the Lutheran Church)

Did the chapter/colony submit at least three awards applications from the previous list?

Yes _____ No _____

14. Facility Management (if applicable)

14.1. Meet health codes and fire codes by inspection through appropriate agency or organization. **Responsible officer: Second Vice-President**

Did the chapter/colony meet health codes and fire codes by inspection through appropriate agency or organization?

Yes _____ No _____

14.2. Sponsor a fire safety program annually. **Responsible officer: Second Vice-President**

Did the chapter/colony sponsor a fire safety program annually?

Yes _____ No _____