

Region: _____ Section: _____

School: _____

Alpha Phi Omega

CHAPTER OF EXCELLENCE AWARD CHECKLIST

CATEGORY	LEVELS OF EXCELLENCE:
	<p>BLUE Level - must complete all 8 numbered items in Required category, plus an additional 3 items, one from each of the other three categories (Development, Reporting, Service)</p> <p>GOLD Level - must complete all 8 numbered items in Required category, plus an additional 6 items, two from each of the other three categories (Development, Reporting, Service)</p> <p>DIAMOND Level - must complete all 8 numbered items in Required category, plus an additional 9 items, three from each of the other three categories (Development, Reporting, Service)</p>

	ACTIVITIES CONDUCTED	DATE DUE	DATE COMPLETED
	Each numbered item represents one of four categories: Required, Development, Reporting, Service		
Required	1. Required annual paperwork submitted complete and on time* <ul style="list-style-type: none"> ○ Submitted Annual Charter Reaffirmation Form (including roster of members and signed compliance of Fraternity policies) AND ○ Submitted payment of Annual Active Membership Dues (AAMD) of \$25 per active member (minimum \$75 per chapter) AND ○ Submitted payment of insurance fee of \$5 per active member listed on roster <p style="text-align: center;">(Proof of check request from school is acceptable)</p>	November 15 November 15 November 15	<hr/> <hr/> <hr/>
Required	2. Annual service projects completed and reports submitted on time* <ul style="list-style-type: none"> ○ Conducted a service project in conjunction with <ul style="list-style-type: none"> • National Service Week AND • Spring Youth Service Day 	November 15 May 3, 2010 May 2, 2011	<hr/> <hr/>
Required	3. Pledge and active applications and fees <ul style="list-style-type: none"> ○ Submitted pledge applications, pledge fee of \$25 per pledge and insurance fee of \$5 per pledge AND ○ Submitted active applications and active fee of \$35 for each new member <p style="text-align: center;">(Proof of check request from school is acceptable)</p>	Sent within 10 business days of each respective ceremony	<hr/> <hr/>

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Required	<p>4. Officer Transition</p> <ul style="list-style-type: none"> ○ Held an orientation/training session for all new chapter officers AND ○ Held an annual orientation/training for advisors <p>(submit a short description of the orientation/training in writing to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	<hr/> <hr/>
Required	<p>5. Alumni</p> <ul style="list-style-type: none"> ○ Hosted a chapter alumni event OR ○ Published an alumni newsletter <p>(submit a short description of the event or a copy of the newsletter to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	<hr/>
Required	<p>6. Conferences</p> <ul style="list-style-type: none"> ○ Hosted or attended (by at least one active voting delegate): <ul style="list-style-type: none"> • annual sectional conference AND • regional conference or National Convention <p>(contact regional director/sectional chair for dates)</p>	No later than July 31	<hr/> <hr/>
Required	<p>7. Chapter Assessment and Planning Session (CAPS) and Annual Chapter Evaluation & H. Roe Bartle Award</p> <ul style="list-style-type: none"> ○ Conducted a CAPS or other planning activity AND ○ Submitted Annual Chapter Evaluation & H. Roe Bartle Award form (chapter does not have to qualify for H. Roe Bartle Award to submit form) <p>(submit a short description of the results of the CAPS in writing to the sectional chair, regional director or designated alumni volunteer)</p>	<p>CAPS: Immediately following conference</p> <p>Annual Chapter Evaluation: November 15</p>	<hr/> <hr/>
Required	<p>8. Annual Financial Review</p> <ul style="list-style-type: none"> ○ Verified review of chapter's previous year's financial records 	No later than July 31	<hr/>
Development	<p>9. Leadership Development</p> <ul style="list-style-type: none"> ○ Attended or hosted at least two leadership development events or activities, at least one of which must be fraternity affiliated (such as an APO LEADS course or a chapter or section leadership day) 	No later than July 31	<hr/>

Development	<p>10. Retention</p> <ul style="list-style-type: none"> ○ Performed a survey at start of each semester to determine the needs of the chapter <li style="text-align: center;">OR ○ Developed a plan of action to achieve retention and recruitment goals established during the chapter CAPS <li style="text-align: center;">OR ○ Achieved membership retention rate of at least 75 percent (National Fraternity’s goal) for the year <p>(submit a short description of the survey/plan in writing to the sectional chair, regional director or designated alumni volunteer)</p>	No later than July 31	_____
Development	<p>11. Pledge Program</p> <ul style="list-style-type: none"> ○ Conducted a pledge program in which pledges are educated in Fraternity history and functions <li style="text-align: center;">AND ○ Both actives and pledges participated in a pledge-planned project 	No later than July 31	_____ _____
Development	<p>12. Interchapter Relations (Friendship)</p> <ul style="list-style-type: none"> ○ Attended at least one fellowship activity with another chapter, not to include sectional, regional, or national events. 	No later than July 31	_____
Reporting	<p>13. Community Publicity</p> <ul style="list-style-type: none"> ○ Maintained chapter Web site, Facebook, or MySpace <li style="text-align: center;">OR ○ Obtained local media coverage about a chapter service project or activity (notified sectional chair about local media coverage) 	No later than July 31	_____
Reporting	<p>14. Fraternal Publicity</p> <ul style="list-style-type: none"> ○ Submitted an article/photo for Torch & Trefoil <li style="text-align: center;">OR ○ Submitted an article/photo to National, Regional, or Sectional Website 	No later than July 31	_____
Reporting	<p>15. Chapter Officer List*</p> <ul style="list-style-type: none"> ○ Submitted once per year (if elections are annual) <li style="text-align: center;">OR ○ Submitted twice per year if (elections are biannual) 	Submitted within 10 days after taking office	_____
Reporting	<p>16. Graduating Seniors*</p> <ul style="list-style-type: none"> ○ Submitted list of graduating seniors to the National Office. 	No later than June 1	_____

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Service	17. Youth Service Grant Application* <ul style="list-style-type: none"> ○ Submitted Youth Service Grant Application for a pre-college-based service project 	No later than due date set by Service Committee	_____
Service	18. Letter of recommendation from chapter advisory chair <ul style="list-style-type: none"> ○ Submitted letter from the chair outlining the chapter's service on campus during the year 	No later than July 31	_____
Service	19. Alpha Phi Omega's National Partners <ul style="list-style-type: none"> ○ Involved in a project or program with one of the following: <ul style="list-style-type: none"> ● America's Promise ● Boy Scouts of America ● Campfire USA ● Girl Scouts of the United States of America ● President's Student Service Awards ● USA FreedomCorps ● Youth Service America 	No later than July 31	_____
Service	20. Four Fields of Service <ul style="list-style-type: none"> ○ Conducted at least 4 different projects in each of the four fields of service <ul style="list-style-type: none"> ● Fraternity ● College ● Community ● Nation 	No later than July 31	_____

Requirements need to be signed off by the sectional chair, regional director, or other designated alumni volunteer. The chapter president should be in contact regularly with the sectional chair and regional director (and their alumni volunteers) to monitor the progress of the chapter during the reporting period (August 1 through July 31 of each year).

All chapters in good standing are eligible for this award. See the Chapter Checklist on page 1 for the definition of "good standing".

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*Chapters will be allowed to miss one of the timed deadlines in Requirements 1,2,3 and 7 and still qualify for the **BLUE** level if they eventually fulfill that requirement by July 31.*

*Chapters must meet all of the timed deadlines in Requirements 1,2,3 and 7 in order to qualify for the **GOLD** and **DIAMOND** levels.*

Verified by: _____

Date: _____