

# Alpha Phi Omega

## CHAPTER OF EXCELLENCE AWARD CHECKLIST

	<b>ACTIVITIES CONDUCTED</b> <i>Must complete 8 out of the following 12 items including all the required items</i>	<b>DATE DUE</b>	<b>DATE COMPLETED</b>
<b>Required</b>	<b>1. Required Annual Paperwork submitted on time*</b> <ul style="list-style-type: none"> <li>▪ Annual Charter Reaffirmation Form <i>(including roster of members and signed compliance of Fraternity policies)</i></li> <li>▪ Payment of Annual Active Membership Dues (AAMD)</li> <li>▪ National Service Week Report</li> <li>▪ Spring Youth Service Day Report</li> </ul>	November 15 <sup>th</sup>  November 15 <sup>th</sup> November 15 <sup>th</sup> May 1 <sup>st</sup>	
<b>Required</b>	<b>2. Pledge and Active Applications and Fees</b> <ul style="list-style-type: none"> <li>▪ Submitted Pledge Applications and \$20 per Pledge</li> <li>▪ Submitted Active Applications and \$35 for each new Brother</li> </ul>	Submitted within 10 days of the respective ceremony	
<b>Required</b>	<b>3. Officer Transition</b> Held an orientation/training session for new chapter officers as well as an annual orientation/training for advisors.	No later than July 31 <sup>st</sup>	
<b>Required</b>	<b>4. Alumni</b> Hosted a chapter alumni event or published an alumni newsletter	No later than July 31 <sup>st</sup>	
<b>Required</b>	<b>5. Conferences</b> Hosted or attended the annual Sectional Conference <b>and</b> Regional Conference or National Convention <i>(contact Regional Director/Sectional Chair for dates)</i>	No later than July 31 <sup>st</sup>	
<b>Required</b>	<b>6. Chapter Program Planning Conference (CPPC) and Annual Chapter Evaluation</b> <ul style="list-style-type: none"> <li>▪ Conducted a CPPC and Annual Charter Evaluation or other planning activity and submitted the H. Roe Bartle Award form <i>(chapter does not have to qualify for H. Roe Bartle Award to submit form)</i></li> </ul>	<u>CPPC:</u> Immediately following conference <u>Annual Chapter Evaluation :</u> November 15 <sup>th</sup>	
	<b>7. Leadership Development</b> <ul style="list-style-type: none"> <li>▪ Attended or hosted at least two Leadership Development events or activities <i>(such as a Chapter Program Workshop or APO LEADS segment)</i></li> </ul>	No later than July 31 <sup>st</sup>	
	<b>8. Joseph Scanlon Certificate of Merit Award</b> <ul style="list-style-type: none"> <li>▪ Reported 15 or more active Brothers after having reported few than 15 the prior fiscal year <b>OR</b></li> <li>▪ Reported a growth of at least 5 active Brothers after having reported at least 15 the prior year <b>OR</b></li> <li>▪ Reported a growth of at least 15% after having reported membership of 51 or more the prior year</li> </ul>	No later than July 31 <sup>st</sup>	

	<b>9. Graduating Seniors</b> <ul style="list-style-type: none"> <li>▪ Submitted list of graduating seniors to the National Office each semester.</li> </ul>	June 1 <sup>st</sup>	
	<b>10. Letter of recommendation from Chapter Advisory Chair</b> <ul style="list-style-type: none"> <li>▪ Submitted letter from the chair outlining the chapter's service on campus during the year</li> </ul>	No later than July 31 <sup>st</sup>	
	<b>11. <i>Torch &amp; Trefoil</i> and/or local media coverage</b> <ul style="list-style-type: none"> <li>▪ Submitted an article for <i>Torch &amp; Trefoil</i> and/or local media coverage about a chapter service project or activity (<i>notify Sectional Chair about local media coverage</i>)</li> </ul>	No later than July 31 <sup>st</sup>	
	<b>12. Alpha Phi Omega's National Partners</b> <ul style="list-style-type: none"> <li>▪ Involvement in a project or program with one of the following: <ul style="list-style-type: none"> <li>○ Campfire USA</li> <li>○ America's Promise</li> <li>○ President's Student Service Awards</li> <li>○ Boy Scouts of America</li> <li>○ USA Freedom Corps</li> <li>○ Girl Scouts of the USA</li> <li>○ Youth Service America</li> </ul> </li> </ul>	No later than July 31 <sup>st</sup>	

Requirements need to be signed off by the Sectional Chair, Regional Director, or other designated staffer. The Chapter President should be in contact regularly with the Section Chair and Region Director and their staffs to monitor the progress of the Chapter during the reporting period (August 1<sup>st</sup> through July 31<sup>st</sup> of each year).

All Chapters in Good Standing are eligible for this award. See the Chapter Checklist for the definition of "good standing".

\* The date of receipt by the National Office will be the date of record for this award.

