

# Alpha Phi Omega

## PLEDGE PROGRAM OF EXCELLENCE AWARD CHECKLIST

<b>CATEGORY</b>	<p><b>LEVELS OF EXCELLENCE:</b></p> <p><b>BLUE Level</b> - must complete all <b>12</b> of the <b>Required</b> category, plus an additional <b>2</b> items, from the <b>Optional</b> category</p> <p><b>GOLD Level</b> - must complete all <b>12</b> of the <b>Required</b> category, plus an additional <b>4</b> items, from the <b>Optional</b> category</p> <p><b>DIAMOND Level</b> - must complete all <b>12</b> of the <b>Required</b> category, plus an additional <b>6</b> items, from the <b>Optional</b> category</p>
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	<p><b>ACTIVITIES CONDUCTED</b></p> <p>The award is given annually based on the chapter meeting these requirements for each pledge class within that school year. Each numbered item falls into one of two categories: <b>Required</b> and <b>Optional</b></p>	<p><b>DATE DUE</b></p>	<p><b>DATE COMPLETED</b></p>
<b>Required</b>	<p><b>1. Pledge and Active Applications and Fees Submitted on time*</b></p> <ul style="list-style-type: none"> <li>○ Submitted pledge applications, pledge fee of \$25 per pledge and insurance fee of \$5 per pledge</li> <li style="text-align: center;"><b>AND</b></li> <li>○ Submitted active applications and active fees of \$35 per new member (Proof of check request from school is acceptable.)</li> </ul>	<p>Within 10 days of each respective ceremony</p>	<hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>
<b>Required</b>	<p><b>2. Instruction in APO Heritage</b></p> <ul style="list-style-type: none"> <li>○ Pledges are educated on...               <ul style="list-style-type: none"> <li>• Purpose of Alpha Phi Omega</li> <li>• National History (Bylaws, Articles of Association, National, Regional and Sectional Officers)</li> <li>• Chapter History (Bylaws, Officers, Advisors, Key Campus Officials)</li> <li>• Chapter's program of Leadership, Friendship and Service</li> </ul> </li> </ul>	<p>No later than July 31</p>	<hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>
<b>Required</b>	<p><b>3. Big Brother / Little Brother</b></p> <ul style="list-style-type: none"> <li>○ Big Brother/Little Brother Program or other mentoring program</li> <li style="text-align: center;"><b>AND</b></li> <li>○ Developed requirements for the Big Brother/Mentor to fulfill, including attending pledge meetings/activities</li> </ul>	<p>No later than July 31</p>	<hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>

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

<b>Required</b>	<p><b>4. Development of Leadership</b></p> <ul style="list-style-type: none"> <li>○ Election of pledge officers <b>OR</b></li> <li>○ Pledges participate in chapter planning functions <b>AND</b></li> <li>○ Pledges participate in at least <b>1</b> leadership development experience</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>5. Rituals/Wearing of Insignia</b></p> <ul style="list-style-type: none"> <li>○ Pledge Ritual performed for pledges <b>AND</b></li> <li>○ Initiation Ritual performed for new members <b>AND</b></li> <li>○ Pledges are encouraged to wear the official pledge pin at all appropriate times</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>6. Pledge Program Length</b></p> <ul style="list-style-type: none"> <li>○ Pledge period lasts between <b>6</b> and <b>10</b> weeks (unless otherwise specified by university/school policy)</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>7. Service Requirements</b></p> <ul style="list-style-type: none"> <li>○ Pledge service requirements are equivalent to that of active members <b>AND</b></li> <li>○ Completion of pledge-planned service project under the leadership of the pledge class</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>8. Pledge Program Review/Evaluation</b></p> <ul style="list-style-type: none"> <li>○ At least <b>1</b> opportunity at the conclusion of the pledge program for constructive evaluation of the program (could be done during CAPS)</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>9. Pledges in Chapter Meeting</b></p> <ul style="list-style-type: none"> <li>○ Pledges must attend <b>1</b> or more (enough to allow pledges the direct observation of the decision making process) active chapter meetings</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>10. Pledge Requirements</b></p> <ul style="list-style-type: none"> <li>○ Pledge requirements are developed in advance of each pledge period <b>AND</b></li> <li>○ Pledge requirements are written and provided to each interested individual at informational meetings</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>11. Promote Friendship/Interchapter Relations</b></p> <ul style="list-style-type: none"> <li>○ Pledges participate in at least one chapter fellowship event <b>AND</b></li> <li>○ At least <b>10 percent</b> of pledges participate in interchapter relations such as conferences, interchapter APO LEADS courses, visiting another chapter, or similar activities</li> </ul>	No later than July 31	
<b>Required</b>	<p><b>12. Pledge Books</b></p> <ul style="list-style-type: none"> <li>○ Each pledge maintains a permanent record which documents successful completion of the pledge program requirements</li> </ul>	No later than July 31	

<b>Optional</b>	<b>13. Pledge Planned Events</b> <ul style="list-style-type: none"> <li>○ Completion of pledge-planned fundraising project</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Completion of pledge-planned fellowship event</li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>14. Pledge Trainer/Educator Handbook</b> <ul style="list-style-type: none"> <li>○ Pledge Trainer/Educator creates (updates already existing) supplemental handbook for future pledge Trainers/Educators that is passed on to successor</li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>15. Retention</b> <ul style="list-style-type: none"> <li>○ At least 85 percent of pledges become active members</li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>16. Four Fields of Service</b> <ul style="list-style-type: none"> <li>○ Pledges are required to perform at least <b>1</b> hour of service (and/or 1 project) in each of the four fields of service <ul style="list-style-type: none"> <li>• Fraternity</li> <li>• College</li> <li>• Community</li> <li>• Nation</li> </ul> </li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>17. Pledge Handbook</b> <ul style="list-style-type: none"> <li>○ Chapter or pledge trainer/educator developed Pledge Handbook to supplement the National Pledge Book to assist pledges in their APO education</li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>18. Diversity</b> <ul style="list-style-type: none"> <li>○ Diversity of pledge class is consistent with that of the university</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Actively recruiting and working towards obtaining a diverse pledge class consistent with that of the university</li> </ul>	No later than July 31	_____
<b>Optional</b>	<b>19. Recruitment Program</b> <ul style="list-style-type: none"> <li>○ Recruitment period includes at least <b>2</b> meetings at different times and days</li> <li style="text-align: center;"><b>AND</b></li> <li>○ A service project</li> <li style="text-align: center;"><b>AND</b></li> <li>○ A fellowship event</li> </ul>	No later than July 31	_____ _____ _____
<b>Optional</b>	<b>20. Publicity for Recruitment</b> <ul style="list-style-type: none"> <li>○ Chapter uses at least <b>4</b> different methods for publicizing recruitment to the campus/community</li> </ul>	No later than July 31	_____

**Required** items are in accordance with the National Pledging Standards.

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).

*Chapters will be allowed to miss one of the timed deadlines in Requirement 1 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 Requirement 1 in order to qualify for the **GOLD** and the **DIAMOND** levels*