

International Achievement
Week Committee
Omega Psi Phi Fraternity, Inc.



International Large Graduate Chapter of the Year
Award Application

International Achievement Week Committee

Award Application

Small Graduate Chapter of the Year - The Small Graduate Chapter of the Year should be a Chapter that has made significant contributions on the District and the International level of the Fraternity as well as to its community. Graduate Chapters with financial membership below 50 members will be in the Small Graduate Chapter category. Additionally, the Chapter must be in good standing at the District and International levels during the immediate year prior to the award and the year of the award. The exception would be only for Small Graduate Chapters that were not chartered in the prior year.

The scoring criteria for the award is listed below:

Special Notes: (Each Section must contain the following or point deductions will take place).

^ The summary shall follow the outline and each section should be arranged as follows:

1. *Agenda, Program or Flyer that outlines or announces the event*
2. *Photos (labeled to include description of the event and date) and news articles that support the activity*
3. *Written report that documents the results of the activity*
4. *Pictures and photos in the summary should coincide with the dates of the period covered*
5. *Chapters must still provide mandatory items even though the committee will verify with IHQ*

All submissions must follow the International Small/Large Graduate and Undergraduate Chapter of The Year Evaluation Criteria listed on the page below without deviation and in criteria order. Forms must not be altered / changed or deductions will take place. For example, the yearbook starts with:

- a) Introduction and Presentation
 - b) Table of Contents
 - c) Proper Labeling
- (The yearbook must follow that order without deviation).

The next section will include:

- a) Achievement Week
 - b) Scholarship
 - c) Conclave / Leadership conference delegates
 - d) Memorial Service
 - e) Social Action
 - f) Talent Hunt
 - g) Reclamation / Retention
 - h) College Endowment Fund
 - i) NAACP Life Member
 - j) International Health Initiatives
 - k) Other Local Community Based Activities.
- (The yearbook must follow that order without deviation)

The last section is Chapter Awards and Other Recognition. (This should be your last section)

along with a signature page at the end).

THE PACKET MUST NOT EXCEED 100 PAGES.

Note: Quantity over Quality is not best practice. Seeking the best quality packet, with a top to bottom overview based on the evaluation criteria along with the report out in the special notes provided. "Do Not Deviate from the Evaluation Criteria".

INTERNATIONAL SMALL/LARGE GRADUATE AND UNDERGRADUATE CHAPTER OF THE YEAR Evaluation Criteria

	Maximum Weight	Nominee's Score
1. Year Book		
<i>(Electronic Submission in pdf format on CD, DVD, or thumbdrive)</i>		
a) Introduction and Presentation <i>(Attractiveness, creativity, theme, captivating)</i>	4	_____
b) Table of Contents <i>(Sequence of the year book, flow, easy to follow)</i>	2	_____
c) Proper labeling <i>(Documentation: Captions on the photographs and proper labeling of year book sections)</i>	6	_____
Sub-total for Year Book Electronic Submission	12	_____
2. Programs		
a) Achievement Week	12	_____
b) Scholarships (KRS conformation required)	10	_____
c) Conclave / Leadership Conference Delegates <i>(KRS confirmation of registered delegates required)</i>	2	_____
d) Memorial Service	4	_____
e) Social Action	16	_____
f) Talent Hunt	8	_____
g) Reclamation / Retention	6	_____
h) College Endowment Fund	2	_____
i) NAACP Life Member	2	_____
j) International Health Initiative	8	_____
k) Other Local Campus or Community Based Activities <i>(Documentation: mentoring programs, adopt-a-highway, visiting nursing homes, after school, youth athletic programs etc.)</i>	12	_____
Sub-total for Fraternity Programs	82	_____
3. Chapter Awards and Other Recognitions	6	_____
Total	100	_____

**Criteria Summary Form
Omega Psi Phi Fraternity, Inc.
International Achievement Awards**

General rules for completing this form:

1. The application must be typed responses that are clear, concise, specific, and fully address the topic area. Please carefully read each question before responding. Failure to fully comply with any or all rules **may result in disqualification**.
2. Do not include activities more than once. Enter the activity into the area that it most appropriately supports. Credit will only be given once for one entry of an event or activity.
3. All events and or activities listed must be dated reflecting the year of the event or activity. Events or activities that are not dated will not be considered in the scoring.
4. Applications **will not be accepted** without the Chapter Basileus and Keeper of Records and Seal signature page validating the content and the good standing of the nominee in their community.

A separate form must be completed for each applicant.

_____ **Small Graduate Chapter of The Year Award**

Year of Award: November 1, _____ to October 31, _____

(Note: should correspond with the Fraternity's fiscal calendar)

Small Graduate Chapter Name:

Street Address: _____

City/State/Zip Code: _____

Chapter Name/District: _____

Location of Chapter as shown on the Charter: _____

This Signature Page Must be submitted with each application

Note: The signatures of the Basileus and KRS are required below for all awards to confirm that they each read, reviewed and approved the contents of the applications. (Electronic Signatures are Acceptable)

Prepared by: _____
(Name – legibly print or type) (Signature) Date

Chapter Basileus: _____
(Name – legibly print or type) (Signature) Date

Phone Number: _____

Email: _____

Chapter KRS: _____
(Name – legibly print or type) (Signature) Date

Phone Number: _____

Email: _____