

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

The information submitted in this report will be used for the following: All chapter awards and citations; insurance discounts; distribution to alumni; distribution to campus Greek advisors; posted on the national website; and chapter accreditation. This report should be submitted to Headquarters no later than 5:00pm on April 15.

CHAPTER INFORMATION

College/University: _____

Chapter Designation: _____

OFFICER PORTAL INFORMATION (the items mentioned below should be completed using Officer Portal)

In the last ten days, I have updated/confirmed our chapter's officers. Yes No

In the last ten days, I have updated/confirmed our chapter's membership roster. Yes No

200 total points are possible for this report. **TOTAL POINTS** _____

The chapter with the most points (large Greek Community; small Greek Community) will be the recipient of the Grand Senior President's Award. Points will be totaled for the two years of the award period.

The chapter with the most improvement in total points from one award period to the current award period will receive the Alpha Gamma Upsilon award.

Alpha Gamma Upsilon merged with Alpha Sigma Phi in 1965. First presented in 1968, the award commemorates the merger of Alpha Gamma Upsilon into Alpha Sigma Phi.

Chapter's that earn at least 180 points (90% of possible points) will receive the Gold Level citation.
Chapter's that earn at least 160 points (80% of possible points) will receive the Silver Level citation.
Chapter's that earn at least 140 points (70% of possible points) will receive the Bronze Level citation

RECRUITMENT/GROWTH (30 possible points) **TOTAL POINTS** _____

Are first semester students allowed to join a fraternity at your school? Yes No

Are first-year students allowed to join a fraternity at your school? Yes No

Does your campus have a formal recruitment period and if yes, when does that occur (fall or spring)? Yes No / Fall Spring

Are there any restrictions as to when you can offer a bid to a potential member? Yes No

(Please list below: i.e, have to wait until the second day of classes or can't offer a bid during exam week, etc.)

Please check the boxes of all the standards the chapter met this academic year. Chapters that earn at least 21 points will win the Recruitment Citation. The chapter with the most points will receive the Cardinal and Stone Award.

- Chapter met the mutually agreed upon recruitment goal. **10 points**
- Chapter has at least 35 active Brothers or 4 members above the fraternity average, whichever is higher. **5 points**
- Chapter has a "names list" at least twice the size of the active chapter, with contact information and a member assigned to each prospect. (Please provide a copy of the names list with contact information and assignments) **3 points**
- Chapter has an incentive program to reward individuals for contributing to the growth of the chapter. (Please describe the incentive program) **3 points**

- Chapter held or attended at least one recruitment workshop presented by an outside speaker in which at least 80% of the chapter was in attendance (Please provide the date of the program and the presenter) **1 point** Date: _____ Presenter: _____
- Chapter offers at least one To Better the Man scholarship for potential new members. (Please provide a copy of the scholarship application) **2 points**
- Chapter did not post/display/wear signs, banners or shirts that are inconsistent with our values. **1 point**
- Chapter has a summer recruitment program/plan. (Please provide a copy of the summer recruitment plan) **2 points**
- Chapter has a recruitment committee or recruitment teams. (Please provide a description of the committee/team structure) **2 points**
- Chapter incorporated the Fraternity's values (Silence, Charity, Purity, Honor, and Patriotism) in the recruitment plan. (Please provide a description of how the values are incorporated) **1 point**

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

LEADERSHIP DEVELOPMENT (16 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.

Chapters that earn at least 11 points will receive the Leadership Development citation.

- Chapter sent the required officers to the Academy of Leadership in January. **3 points**
- Chapter registered at least two members to the summer national meeting. **3 points**
- Chapter sent at least 50% of its newly initiated members to the Burns Institute. **3 points**
- Chapter sent at least one member to UIFI, Leadershape, or the equivalent. **1 point**
- Chapter had an officer retreat within two weeks of classes starting after winter break in which SMART goals were established with action plans. **2 points**
Date: _____
- Chapter had an officer retreat within two weeks of classes starting after summer break in which SMART goals were established with action plans. **2 points**
Date: _____
- Chapter had an officer transition meeting within two weeks of elections that was led by an outside facilitator. **2 points**
Date: _____

ALUMNI/PARENT RELATIONS (30 points possible)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.

Chapters that earn at least 21 points will receive the Alumni Relations citation.

- Chapter interacts monthly, face-to-face, with the GCA. **10 points**
- Chapter actively recruits candidates to support the GCA building a minimum Chapter Council consisting of at least the following: GCA, Recruitment Advisor, Member Education Advisor, and Parent/Family Member. **10 points**
- Chapter had at least one event specifically for the purpose of fostering alumni relations.
(Please provide a brief description of the event) **2 points** _____

- Chapter distributed at least two newsletters to alumni. **2 points**
- Chapter invited local alumni to initiation with at least one month advance notification. **2 points**
- Chapter has an active Parents Club. **1 point**
- Chapter invited parents of new members to the open portion of the pledge ceremony. **1 point**
- Chapter had at least one event annually for the purpose of connecting parents/family members to the fraternity.
(Please provide a brief description of the event) **1 point** _____

- Chapter initiated at least one father or grandfather. **1 point**

BROTHERHOOD DEVELOPMENT (12 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.

Chapters that earn at least eight points will receive the Brotherhood development citation.

- Chapter had a retreat (minimum of 6 hours) each semester/quarter with at least 80 percent of members in attendance. **3 points**
Dates: _____
- Chapter had at least one overnight retreat with at least 80 percent of members in attendance. **3 points**
Dates: _____
- Chapter has a Brotherhood Development Director. **1 point**
- Chapter had at least one brotherhood event/month that was substance free and attended by at least 50% of members. **2 points**
- Chapter had at least one brotherhood activity over the summer. **1 point**
- Chapter held at least one workshop/educational program focused on career and life planning with at least 50% of the chapter in attendance. **1 point**
Topic: _____
- Chapter held at least one workshop/educational program focused on etiquette with at least 50% of the chapter in attendance. **1 point**
Topic: _____

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

RITUAL (10 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.

Chapters that earn at least seven points will receive the Ritual Citation. The chapter with the most points will receive the Louis Manigault Ritual Award.

- Chapter conducted Senior Service. **1 point**
- Chapter conducted the Officer Installation Ceremony. **1 point**
- Chapter had a Pinnacle Week with meaningful activities (Please provide a schedule of activities) **1 point**
- Chapter conducted at least one formal chapter meeting a month. **1 point**
- Chapter conducted the Black Lantern Processional. **1 point**
- Chapter followed the Ritual Education program outlined in the ritual book. **1 point**
- Chapter had at least one organized practice prior to each ritualistic ceremony. **1 point**
- Chapter conducted the Initiation Ceremony as outlined in the ritual book. **1 point**
- Chapter conducted the Pledge Ceremony as outlined in the ritual book. **1 point**
- Chapter has a proper inventory of ritual equipment and it is stored in a secure location. **1 point**

MEMBER EDUCATION (30 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year. For this section, please provide a copy of the new member education program with the sections highlighted that provide documentation to any of the criteria with an * next to it.

Chapters that earn at least 21 points will receive the Member Education citation. The Chapter with the most points will receive the Gary A. Anderson Memorial Award. Gary A. Anderson, Westminster '71/Delta Beta Xi'80 served as a Fraternity Headquarters Staff member from 1974-1978, Executive Director of Alpha Sigma Phi Fraternity, Inc from 1976-1978. Brother Anderson passed into Omega Chapter in 1986 at the age of 33.

- Chapter has a new member education program of no more than six weeks (new members are initiated no longer than eight weeks after the Pledge Ceremony). ***5 points**
- At least 85 percent of new members were initiated. **10 points**
- Chapter has a specific scholarship program for new members that is beyond study tables ***2 points**
- Chapter dedicated a portion of at least one new member meeting for scholarship programming ***1 point**
- Chapter dedicated a portion of at least one new member meeting to discuss campus involvement opportunities ***1 point**
- Chapter dedicated a portion of at least one new member meeting to discuss risk management/hazing ***2 points**
- Chapter dedicated a portion of at least one new member meeting to teaching new members how to recruit ***2 points**
- New member class performed at least one community service project during new member period ***1 point**
- New member class had an overnight retreat with 100% attendance of new members ***1 point**
- Chapter dedicated a portion of at least one new member meeting to time/stress management **1 point**
- Chapter had at least three new member classes during the academic year. **4 points**

COMMUNITY SERVICE/PHILANTHROPY (10 points possible) TOTAL POINTS _____

Total money chapter raised for charity: _____

Total hands-on service hours performed by chapter: _____

Chapters that answer yes to questions #1 and #2 will receive the Livestrong citation.

Chapters that answer yes to questions #5 and #6 will receive the Service citation.

The chapter that scores the most points will be awarded the Phi Pi Phi Award. (total money raised and total hands-on service hours will be the tie-breaker) The Phi Pi Phi Award is given biennially to a chapter that has demonstrated the most outstanding dedication to philanthropy or service during the previous two years. Phi Pi Phi merged with Alpha Sigma Phi in 1939, as the Great Depression left Phi Pi Phi with only five of its original twenty one chapters. Phi Pi Phi was founded in 1915 at Northwestern as a graduate fraternity. They became an undergraduate fraternity in 1923. In honor of Phi Pi Phi's heritage, this award was established in the late 1950's to recognize those chapters who have helped to advance the Mission and Purpose of the Fraternity through philanthropy and service.

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

COMMUNITY SERVICE

- Chapter held at least one event to raise money for Livestrong. (Please describe the event) **2 points** _____

- Chapter raised at least \$20/member for Livestrong. **2 points** How much was raised? _____
- Chapter raised at least an additional \$10/member for another charity? **1 point**
- Chapter held at least one event to raise money for a charity outside of Livestrong. **1 point**
(Please describe the service projects) _____

- Chapter completed at least four service projects with at least 50% of the chapter participating in each. **2 points**
(Please describe the service projects) _____

- Chapter performed at least 25 hours/member of hands-on community service
(doesn't include hours during events to raise money for charity or events for class credit). **2 points**

FINANCE (10 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.
Chapters that earn at least seven points will receive the Finance Citation.

- Chapter has a quarterly/semesterly/or annual budget with line items. (Please submit the chapter's detailed budget) **1 point**
- Chapter employed conservative budgeting principles and sets aside at least 5% of discretionary funds for savings.
(Please submit the chapter's detailed budget with a brief explanation of how conservative budgeting principles were used) **1 point**
- Chapter discretionary funds are budgeted in a manner that reflects the chapter's end statements and/or goals.
(Please submit the chapter's detailed budget, along with the chapter's end statements/goals) **1 point**
- All members sign financial contracts at least annually. **1 point**
- The chapter paid the insurance bill on time in October. **2 points**
- All initiation fees were paid prior to each initiation. **1 point**
- Chapter assessment fee was paid on-time. **1 point**
- The chapter has no past due balance (over 1 year old) with Headquarters. **2 points**

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

RISK MANAGEMENT (10 possible points)

TOTAL POINTS _____

Please check the boxes of all standards the chapter met this academic year.
Chapters that earn at least seven points will receive the Risk Management Citation.

- Chapter had no risk management violations (national or university-level). **4 points**
- At least 80% of the chapter participated in GreekLife edu. **1 point**
- Chapter has a Risk Management Director with updated contact information at Fraternity Headquarters. **1 point**
- Chapter had the GCA or at least one chapter council member in attendance at the Pledge Ceremony and Initiation Ceremony. **1 point**
- At least 50% of brotherhood/social activities are substance free
(Please provide a list of all brotherhood/social activities and indicate which events were substance free). **1 point**

- Chapter had at least one risk management program addressing hazing that was attended by at least 80% of the chapter. **1 point**
Program: _____ Topic: _____ Presenter: _____
- Chapter had at least one risk management program addressing alcohol use that was attended by at least 80% of the chapter. **1 point**
Program: _____ Topic: _____ Presenter: _____

CAMPUS INVOLVEMENT (10 points possible)

TOTAL POINTS _____

Percentage of members involved in another campus organization:

Chapters that earn at least 7 points will receive the Campus Involvement citation.

- Chapter has 100 percent of its members involved in another campus organization (Please list members and organization). **2 points**

- Chapter has at least 60 percent of its members involved in another campus organization **1 point**
- Chapter has at least one Resident Advisor. **2 points** Name: _____
- Chapter has at least one Orientation Leader. **2 points** Name: _____
- Chapter has at least one member involved with IFC (executive board/cabinet) **1 point**
Name: _____
- Chapter has at least one member in Greek honorary organization. **1 point**
Name: _____ Organization: _____
- Chapter won at least one intramural sport
(Please provide the name of the intramural sport won) **1 point** _____

ANNUAL REPORT

Alpha Sigma Phi Fraternity, Inc.

SCHOLARSHIP (16 possible points)

TOTAL POINTS _____

Fall term chapter GPA: _____

Winter term chapter GPA: _____

Spring term chapter GPA: _____

Chapters that earn at least 12 points will receive the Scholarship citation. The chapter that earns the most points will be awarded the Alpha Kappa Pi Award.

- Chapter GPA was above the all-men's average all quarters/semesters this academic year.
(Please supply documentation which can be obtained from the Greek Advisor) **2 points** (1 point if not all but at least one)
- Chapter GPA was above the all-fraternity average all quarters/semesters this academic year.
(Please supply documentation which can be obtained from the Greek Advisor) **2 points** (1 point if not all but at least one)
- Chapter GPA was above the all-undergraduate average all quarters/semesters this academic year.
(Please supply documentation which can be obtained from the Greek Advisor) **2 points** (1 point if not all but at least one)
- Chapter GPA was above the all-Greek average all quarters/semesters this academic year.
(Please supply documentation which can be obtained from the Greek Advisor) **2 points** (1 point if not all but at least one)
- Chapter GPA was above 3.0 all quarters/semesters this academic year.
(Please supply documentation which can be obtained from the Greek Advisor) **2 points** (1 point if not all but at least one)
- Chapter has a scholarship program that is beyond study tables for those members below a 2.50 GPA.
(Please provide a copy of the chapter's scholarship program). **1 point**
- Chapter has a minimum GPA standard of at least 2.50 to hold office. **1 point**
- Chapter has a minimum GPA standard of at least 2.50 to receive a bid. **1 point**
- Chapter has a minimum GPA standard of at least 2.50 to participate in social events/intramurals. **1 point**
- Chapter dedicated at least 10 percent of discretionary funds to scholarship programming or academic incentives.
(Please provide a copy of the chapter budget). **1 point**
- Chapter has an active faculty advisor **1 point**

CHAPTER OPERATIONS (16 points possible)

TOTAL POINTS _____

Chapters that earn at least 12 points will receive the Chapter Operations Citation.

- Chapter had a weekly chapter meeting at a standard time and in a standard location. **1 points**
Day: _____ Time: _____ Location: _____
- Chapter had a weekly Prudential Committee meeting at a standard time and in a standard location. **1 point**
- HS distributed minutes from weekly chapter meeting, prior to the next meeting. **1 point**
- An agenda was followed for chapter meetings. **1 point**
- Chapter submitted membership roster updates on time. **1 point**
- Chapter submitted the Officer Certification Form updates prior to officer installation. **1 point**
- Chapter submitted the Annual Report on-time. **3 points**
- Chapter registered for leadership programming on-time (Academy, National meeting and Burns Institute) - **1 point**
- Chapter has an updated website. **1 point**
- Chapter has an updated facebook page **1 point**
- Chapter elected officers, including the HSP, prior to winter break. **3 points**
- Terms for all officers (H-Officers and Directors) are one year. **1 point**
- Chapter has a functioning standards board to hold members accountable. **1 point**
- Chapter reviewed the by-laws at least once an academic year. **1 point**
- Chapter averaged at least 90% of members in attendance for chapter meetings. **2 points**
- Chapter meetings are run using Roberts Rules of Order **1 point**

I swear, on my honor as a Brother, that the information contained in this application is true.

HSP Signature _____ Date ____ / ____ / ____

HJP Signature _____ Date ____ / ____ / ____

GCA Signature _____ Date ____ / ____ / ____

To the best of my knowledge, all information contained in this report is accurate.

Campus Greek Professional Signature: _____ Date ____ / ____ / ____