Sigma Nu Fraternity
EXCELLING WITH HONOR

Pursuit of Excellence Program

[ ] Chapter
Self-Assessment Booklet
2025-2026 Official Submission

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Involving the Chapter

Although the Lt. Commander is typically tasked with oversight of the chapter's annual PEP submission, he should not be the sole officer or member involved in describing the chapter's performance over the past year.

The self-assessment session is designed to be conducted with the general chapter membership but could also be done with just the officers and chairmen, or independently by subcategory by the chapter's relevant committees.

The discussion questions and suggested documentation included in the self-assessment session are the same questions to be addressed in the chapter's annual submission booklet.

Giving each officer/committee a copy of the booklet to complete and return to the Lt. Commander or PEP Committee for editing and combining with the other officers' submissions is a great way to spread the workload of the final submission and ensure the full chapter's voice and input is included in the final submission.

An additional best practice is completing the self-assessment by mid-April to allow time for the chapter's Executive Committee and Alumni Advisory Board to do a final review and update prior to submission.

Overview and Instructions

Overview

This booklet should be completed by the chapter's Pursuit of Excellence committee, or another committee appointed by the chapter and chaired by the Lt. Commander. The committee should complete this booklet using the information and data created from the **Chapter Self-Assessment Session**. **Chapters should consider the past 365 days in response to all questions.**

Additional supporting documentation created throughout or acquired at the end of the year should take the form indicated. When no special instructions are provided, chapters should use a format consistent with the content requested and one that best articulates achievement of the standard.

Each chapter's submission should include the completed Chapter Self-Assessment Booklet and applicable supporting documentation. Submissions should be emailed to pep@sigmanu.org and are due no later than April 30.

Instructions

1. Determine the committee or individuals tasked with completing and submitting the Chapter Self-Assessment Booklet.
2. Convene the chapter and complete the **Self-Assessment Session**.
3. Task individuals with creating and/or acquiring any needed supporting documentation in a digital format. Set a date for all supporting documentation to be provided to the committee or individuals completing the self-assessment booklet.
4. Committee completes the booklet using the information and raw data created by the chapter in the self-assessment session.
    a. Download this form (Booklet) **and work from local copy** *(working in web version without downloading first may not save progress).* **Use only Adobe Reader to complete.** (Download the **free Adobe Reader application** to fill out and save your work).
    b. Fill in all editable fields, including chapter designation on cover.
    c. Check boxes in each section for any supporting documentation being provided.
    d. Save completed booklet for chapter records and reference.
5. Email completed booklet and supporting documentation to **pep@sigmanu.org** by April 30.
    a. If submission booklet and supporting documents exceed 25MB:
        i. Spread your submission over multiple messages to **pep@sigmanu.org**, ensuring each does not exceed 25MB total, **OR**
        ii. Upload submission to a third-party service such as **Dropbox** or **Google Drive** and email a download link to **pep@sigmanu.org**.
    b. All submissions will receive a confirmation email indicating receipt of the submission booklet and number of supporting documents received. If the chapter has not received a confirmation email within one week of their submission, contact **pep@sigmanu.org** to confirm receipt or request instructions for resubmission.

Supporting Documentation

For each section and subcategory that follows, answer the questions in the space provided based on the chapter's **operations over the past 365 days.** *For items not yet completed by the time of submission (e.g., spring initiations, spring grades) provide the complementary statistic from the prior year, noting such.* If more space is needed, attach additional information as a supplement.

At the end of each section is a listing of supporting documentation that should also be included in the chapter's final submission as a supplement. Please note each supporting document included by checking the appropriate box. Supporting documentation, unless otherwise noted, may be submitted at the discretion of the chapter; however, all supporting documents may be necessary to fulfill the criteria for excellence and for chapters to be recognized as performing at the Excellence level.

Supporting documents should be submitted as attachments or download links at the same time as the Self-Assessment Booklet.

Where explanations or supporting documentation call for specific records from each term of an academic year (e.g., grade reports) use the most recently completed fall and spring terms (i.e., Spring and Fall 2025).

Principles-Based Leadership

Sigma Nu transforms society through the commitment of its members to the Fraternity's founding principles, leadership, and ethical living.

Principles-Based Leadership focuses on the role that chapters and their members play in the communities in which they are embedded. As current and future leaders, we must model exemplary citizenship and create positive environments.

Service and Philanthropy

Future leaders are transformative throughout the communities they interface with. Service to others, through the donation of time, talent, and treasure, is a core mechanism for creating leaders and engaged citizens in their local community.

KEY DEFINITIONS

- **Service** – giving of your time and talent to directly benefit another or an organization. This includes efforts like assisting with a Habitat for Humanity build, serving as a big brother/mentor to a child, helping school children with after-school tutoring, working at a food bank, and related activities. **The purpose of these activities is directly assisting some other person or organization through your volunteer work.**
- **Philanthropy** – giving of your treasure. This includes the chapter's efforts to raise money for charitable organizations (e.g., letter writing for St. Jude; raising money for, and participating in, Dance Marathon; chapter or member donations to a local or national cause). **The purpose of these activities is to raise funds for another person or organization.** *Do not count member participation in fundraising or competitions and celebrations related to philanthropy as "service hours."*
  - Both service and philanthropy are equally important endeavors that allow chapters and members to give back to the local, national, or global community. Each has its own benefits, and both should be valued and undertaken by Sigma Nu members and chapters.

SERVICE AND PHILANTHROPY INVENTORY:

Section 1: Totals (all chapter and individual service and philanthropic endeavors)

Totals here should be reflective of participation and contributions included in Section II (below). Include an account of individual service and donations to supplement the totals listed below. The Service and Philanthropy Tracking Sheet or similar documentation is suggested.

Fall

# of Members	Total # of Hours Served		Total $ Donated	
	Hours per Member		$ per Member	

Spring

# of Members	Total # of Hours Served		Total $ Donated	
	Hours per Member		$ per Member	

Section II: Community Service Participation and Philanthropic Contributions

Use the boxes below to provide specific totals raised through chapter planned/led efforts to benefit philanthropic organizations/causes. Indicate the name of the event, organizations/causes the chapter worked with this year, and dollars raised. *If additional space is needed, provide information on additional organizations/causes as a supplemental document.*

Only events <u>hosted by the chapter</u> should be reported here. Events that the chapter participated in but were hosted by another student or community organization should be reported in question 4 (below).

	Event Name	Charity Benefited	Date of Event	$ Raised
1.				
2.				
3.				
4.				
5.				

Founders' Month of Service (FMoS)

Describe how the chapter impacted its local community during the month of April (FMoS) and/or hosted a discussion with chapter members on the importance of service.

1. How does the chapter incorporate education about the causes of the service and philanthropic group(s) it helps? Explain any educational or awareness promotion efforts (e.g., brochures, flyers, or a speaker on the issue).

2. How did the chapter incorporate periodic reflection **after service and philanthropic activities** to help members process the experience and help them better understand the impact of their service and philanthropic activities as it relates to the principles and purpose of the Fraternity?

3. Which **community/campus service-oriented** and **philanthropic events** did the **chapter plan**? Indicate and describe events held and the months in which those events took place (e.g., chapter planned a 5K event that raised $2,000 for local animal shelter in April). Include a detailed description of how chapter members were involved in and planned/executed each event.

Service Projects	Philanthropy Projects

4. Which **community/campus service-oriented** and **philanthropic events** did the **chapter participate in**? Indicate events participated in, months in which those events took place, and describe the chapter's participation in each event (e.g., chapter fielded a team that fundraised $500 and participated in the campus dance marathon in February). Include a detailed description of how chapter members participated in each event.

Service Projects	Philanthropy Projects

5. How did the chapter educate its members on the importance of servant leadership (e.g., did the chapter conduct LEAD Phase I Session 11 on Community Service or some other workshop to explain the importance and benefits of servant leadership)?

6. How did the chapter collaborate with other student organizations on campus (fraternity/sorority or other) on any projects? Indicate which groups were worked with on each project.

7. Explain the **individual community service** conducted by each of your members. Indicate any service efforts done outside of chapter-sponsored activities.

8. What does the chapter do to instill the value of lifelong service in its members?

9. What **local non-profit organization(s)** does the chapter support? Describe the partnership and how often the chapter engages with the non-profit organization (e.g., each month 5 brothers work with the local Habitat for Humanity office on a community build site, each week 3 brothers walk dogs at the local animal shelter).

10. How does the chapter advocate on behalf of the causes of the service and philanthropic group(s) it helps? Explain any awareness promotion efforts (e.g., social media campaign) to help others in the community understand the importance of supporting these causes.

11. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources. If citing from the **Best Practices Library,** please reference the practice #; for example, Service and Philanthropy #1.

SUPPORTING DOCUMENTS FOR SERVICE AND PHILANTHROPY

Attach as supplements to completed booklet.

☐ Record of community service hours per member, with a description of the service project(s) – **Service and Philanthropy Tracking Sheet** or similar. ***Submission of this completed sheet is required to be considered for the Fraternity's annual Service and Philanthropy Contribution awards.**

☐ **Service and Philanthropy Action Plan**

Service and Philanthropy Contribution awards recognize those chapters that excel in the areas of service and philanthropy. These awards require completion and submission of the **Service & Philanthropy Tracking Sheet**. Selections are made based on verifiable reports of per member community service hours and philanthropic dollar contributions.

Campus Leadership

Members of the Fraternity enhance their host institution by becoming engaged as leaders in campus and interfraternal activities and organizations. Through their leadership, members advance the purpose of both the Fraternity and their institution. This is recognized as a contribution to the greater good.

1. Describe the chapter's participation in both **Greek and non-Greek** campus sponsored activities and leadership development programs this academic year. Which activities/programs did a majority of the chapter attend or participate in?

2. What role(s) do members of the chapter serve in **other campus organizations**?

% Percentage of members involved in other campus organizations.

3. Has the chapter failed to meet any IFC expectations/requirements in the past year (e.g., attending IFC meetings, chapter attendance at educational programs, recruitment protocols)? If yes, please explain.

4. Explain the chapter's relationship with the campus fraternity/sorority advisor and other campus faculty, staff, and administration. Does chapter leadership meet with the fraternity/sorority advisor on a regular basis? How are other campus administrators used as resources?

5. How does the chapter encourage individual members to become involved on campus? What expectations or assistance is given to members to become involved in other organizations or campus programs? Are members required to be involved in one or more other campus or community organization?

6. Do any chapter members hold an elected position on the Interfraternity Council (IFC)?

IFC Officers (Yes/No)

If so, list the names of the members, positions held, and when their terms end.

7. How do individual members of the chapter **serve as leaders within the campus community**? Include the percentage of chapter members who hold leadership positions in other student organizations or campus programs in your answer. Also list those members and organizations/programs.

% Percentage of members in leadership positions in other campus organizations.

8. Has the chapter hosted any **campus-wide events or programs** this year? If so, describe the event and attendance.

9. List any awards or recognition the chapter has received for its **involvement on campus** in the past year.

10. List any awards or recognition the chapter has received through **campus or interfraternal awards programs** in the past year.

11. How has the chapter been a leading voice on issues facing the fraternity/sorority community?

12. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library,** other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Campus Leadership #1.

SUPPORTING DOCUMENTS FOR CAMPUS LEADERSHIP

Attach as supplements to completed booklet.

- ☐ Letter(s) verifying participation from sponsor or attendance certificate for campus-wide leadership development program.
- ☐ Chapter roster including organizational involvement. Indicate leadership positions where appropriate.
- ☐ **Campus Leadership Action Plan**

Principles Congruent Environments

The physical and social environments created by the Fraternity foster positive growth and development and the establishment of lifelong friendships. This includes the promotion of a safe and healthy lifestyle. The chapter will foster a brotherhood that respects the dignity of people while embracing the free exchange of ideas.

1. Has the chapter been in violation of The Law of Sigma Nu Fraternity, Inc., the *Risk Reduction Policy*, or College/University policy in the past year? If yes, please explain.

2. How does the chapter promote safe and healthy conditions in its home, if applicable, and at social events for its members and guests? How does the chapter promote treating its members and guests with dignity (e.g., chapter conducted the Fraternity's **DignityU** program)?

3. What does the chapter do to educate members on the *Risk Reduction Policy of Sigma Nu Fraternity, Inc.* as well as the policies of the local institution? What role does the LEAD Program and/or the Fraternity's **educational poster series** play in these efforts (e.g., What LEAD sessions and or poster discussion guides has the chapter hosted on risk reduction topics this year? Who was the audience for those sessions – candidates, all members, officers, etc.?)?

4. Has the chapter held any sessions from the **Risk Reduction** or **Personal Development** modules from All-Chapter LEAD this year? If so, which session(s) and who was the audience for each? Indicate if the chapter sponsored or co-hosted any programs with other student organizations.

5. How does the chapter promote mental health and wellness to its members (e.g., use of the **Behind Happy Faces program**)? Indicate whether one or more mental health/wellness educational programs were held.

6. Has the chapter attended or organized / sponsored any educational programs / workshops / speakers on **wellness or diversity**? If so, which session(s) and who was the audience for each? Indicate if the chapter sponsored or co-hosted any programs with other student organizations. Workshops offered through the General Fraternity include All-Chapter LEAD sessions on **Wellness** and **Diversity**.

7. Has the chapter attended or organized any educational sessions / workshops / speakers on **anti-hazing, sexual assault, or drug abuse** this year? If so, which session(s) and who was the audience for each? Indicate if the chapter sponsored or co-hosted any programs with other student organizations. Workshops offered through the General Fraternity include **A Different Look at Hazing**, **Social Strengths**, **Bystander Strengths**, and **GenerationRx**.

8. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Principles Congruent Environments #1.

SUPPORTING DOCUMENTS FOR PRINCIPLES CONGRUENT ENVIRONMENTS

Attach as supplements to completed booklet.

☐ Chapter social calendar.

☐ Chapter risk management/reduction plan and/or **Principles Congruent Environments Action Plan**

Personal Development and Membership Value

Through the development of the organization and the individual the Fraternity adds value to the experience of its members by fostering the personal growth of each man's mind, heart, and character. This added value perpetuates a lifelong commitment to the organization.

Personal Development and Membership Value stresses the importance of the development of our members as candidates, initiates, and alumni. The Fraternity adds value to the lives of its members by creating extracurricular experiences that support the Mission of Sigma Nu and the educational purpose of their host institutions.

Intellectual Development

Chapter will positively impact intellectual development by promoting the importance of academics and by supporting its members through activities which develop the intellect and support critical thinking.

ACADEMIC PERFORMANCE INVENTORY

	Fall Semester 2025 (Fall Quarter)	Spring Semester 2025 (Winter Quarter)	Spring Quarter 2025 (If Applicable)
Chapter GPA			
Initiate Only GPA			
Candidate GPA			
All Men's GPA			
All IFC GPA			
Chapter Rank in IFC	**# of #**	**# of #**	**# of #**

*Note: the chapter will be rated based on the **previous calendar year** as grades for the current spring term will not be available at time of submission. Input the prior spring term's grades in the table above (2024 calendar year).*

MINIMUM STANDARDS

Group	Minimum GPA Standard
Initiates	
Officers	
Candidates (to be initiated)	
Potential New Members (to receive a bid)	

1. What are the key components of the chapter's written academic plan? Explain GPA standards – for bid extension, initiation, members in good standing, and eligibility to hold office; incentives; role of a faculty advisor, if applicable; assistance programs/resources utilized for all members (e.g., regular check-ins, self-reporting by members); and any awards system currently being utilized by the chapter. ***Include the chapter's written plan or completed copy of the Intellectual Development Action Plan as an attachment to the chapter's submission.***

2. What are the chapter's academic goals (e.g., average GPA of initiates/candidates/entire chapter, number of members on Dean's list, specific rank in IFC, or similar)?

ACHIEVEMENT GOALS

Group	Achievement Goals for Each Group		
	Fall Semester (Fall Quarter)	Spring Semester (Winter Quarter)	Spring Quarter (If Applicable)
Initiates			
Candidates			
Chapter			

3. How does the chapter promote academic achievement amongst its members? Include any incentives or recognition provided as part of a chapter scholarship/academic program.

4. How does the chapter connect members with college/university resources to provide academic support for initiates and candidates (e.g., tutoring, writing center, academic success center, library tours, study groups)? How are candidates introduced to these resources (e.g., organized tour, guest speaker, provided overview/contact list)? Which members are expected to use these resources (e.g., candidates only, all members, those below a certain GPA)?

5. Has the chapter held any sessions or hosted guest speakers on academic success skills this year (e.g., time management, note taking, navigating library resources, study skills)? If so, indicate speaker and audience (e.g., John Smith, Academic Success Center Director, provided for candidates).

6. List any honors programs or academic groups chapter members have been admitted to and actively participate in. Indicate the number of members in each.

7. What does the chapter do to encourage members to participate in honors programs, academic groups and intellectually stimulating activities (e.g., lectures, study abroad, campus programs, faculty presentations, and/or undergraduate research)?

8. Provide name and contact information of faculty advisor (prefix, name, title, email address).

Faculty Advisor Information

Prefix	Name	Title	Email Address
Select			

9. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Intellectual Development #1.

SUPPORTING DOCUMENTS FOR INTELLECTUAL DEVELOPMENT

Attach as supplements to completed booklet.

- ☐ Written scholarship/academic plan or **Intellectual Development Action Plan**
- ☐ College/University grade reports for fraternities and sororities from previous fall and spring terms. **Note: the chapter will be rated based on the previous calendar year as grades for the current spring term will not be available at time of submission.**
- ☐ Report from Faculty Advisor on their role with the fraternity and support of the chapter's academic initiatives.

Candidate Development

Through a variety of learning and mentoring experiences, candidates are prepared to be initiated members of the Fraternity with a commitment to the principles and purpose of Sigma Nu.

1. Describe the chapter's candidate education program. ***REQUIRED for an Acceptable rating: Include the chapter's written plan or completed copy of the Candidate Development Action Plan as an attachment to the chapter's submission.***

2. How are LEAD Phase I sessions used by the chapter in the candidate education program?

Indicate number of sessions completed and number of sessions using a guest facilitator.

Fall		Spring	
	# of Phase I Sessions Completed		# of Phase I Sessions Completed
	# of Guest Facilitators		# of Guest Facilitators

3. Provide the number of Candidates inducted and initiated in the previous fall and spring terms (i.e., 2024).

	Fall	Spring
Candidates Inducted		
Candidates Initiated		
Retention Rate	%	%

Are there any additional factors that should be considered that might have affected the chapter's retention rate (e.g., candidates removed for disciplinary reasons)? If so, explain *(list each de-pledged candidate and explain the reason for their removal – by the chapter or of their own accord).*

[List each de-pledged candidate and the specific reason for their removal. Candidates removed for disciplinary reasons and/or for cause outside the chapter's influence will be removed from the retention calculation by the reviewer]

4. How does the chapter articulate Sigma Nu's anti-hazing heritage and stance to all initiates and candidates? What education is done to ensure all members understand the definition of hazing as described by The Law of Sigma Nu Fraternity, Inc., and the *Risk Reduction Policy*?

5. How are candidates exposed to community service activities during their candidate period (indicate completion of a group service project or expectations for candidates to conduct service individually)? Indicate the methods utilized for follow-up and reflection on the importance of these activities to the candidate education program and membership in Sigma Nu.

6. What are the **expected outcomes** of the chapter's candidate education program (e.g., requirements for initiation; knowledge, skills, and experiences the candidates will acquire during candidacy)? In other words, by the end of the candidate period, the candidate class and/or each candidate will have...

7. What measures does the chapter have in place to appropriately address any member violation of the Fraternity's anti-hazing policy, including expectation of candidate reporting of mistreatment to appropriate chapter officers/advisors?

8. How does the chapter reinforce the messages communicated through recruitment? Indicate how members serve as role models of the mission and principles of Sigma Nu.

9. Is completion of Tightrope (previously CommunityEdu) a chapter requirement for initiation?

% Percentage of candidates completed the online course prior to initiation this year.

10. How does the chapter utilize the IFC and college/university to assist in candidate development? Do candidates attend all required campus-based programs sponsored for new members? Explain.

11. Does the chapter invite alumni to attend Candidate and Initiation ceremonies? If so, indicate which alumni attended which ceremonies this year.

12. Does the chapter participate in **National Hazing Prevention Week**? Explain the chapter's participation in campus events and/or hosting of its own programs this year.

13. Did the chapter conduct a candidate retreat this year? If so, include the agenda for the retreat.

14. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Candidate Development #1.

SUPPORTING DOCUMENTS FOR CANDIDATE DEVELOPMENT

Attach as supplements to completed booklet.

- ☐ Candidate education calendar, including LEAD calendar for previous two academic terms.
- ☐ Candidate retreat agenda and overview
- ☐ Written candidate education program or **Candidate Development Action Plan** – **REQUIRED for Acceptable rating**

Brother Development

The chapter prepares brothers to be effective in leadership roles within Sigma Nu and other organizations and experiences. In addition, initiated members are prepared to be successful alumni.

LEAD INVENTORY

Indicate LEAD use this year by noting the number of sessions held and guest facilitators by phase.

Fall	Sessions	Guest Facilitators
Phase I		
Phase II		
Phase III		
Phase IV		
All-Chapter		

Spring	Sessions	Guest Facilitators
Phase I		
Phase II		
Phase III		
Phase IV		
All-Chapter		

Indicate which sessions from each phase were held this year, as well as the facilitator, approximate attendance, and location of each session by filling out **this sheet**. Attach the completed spreadsheet to your final submission.

Explain the model used to implement LEAD this year (e.g., each phase is provided to members in the same class – Phase II for sophomores, Phase III for juniors, etc.; all sessions outside of Phase I are offered to all chapter members; other model).

Provide a statement of support from a participant of each phase the chapter conducts. The participant should describe his experience with LEAD and how this year's program has impacted him and his fellow participants.

1. How was the LEAD Program used by the chapter to impact the development of individual members and other areas of chapter operations?

2. What campus-based, local, or national leadership development programs (e.g., LeaderShape, IMPACT, UIFI or similar) did members of the chapter attend in the last year? Indicate the individuals, year in school and position held, where appropriate, for each program. If no program options were available, indicate such as reason for not attending.

3. List the national Sigma Nu events attended by the chapter in the past year (i.e., College of Chapters, Grand Chapter, and Sigma Nu Institute). Indicate the individuals, year in school and position held, where appropriate, for each event. If the chapter was unable or chose not to attend a specific event, please explain why (e.g., academic conflict).

4. Explain the role and membership of the chapter's LEAD Committee (indicate any advisors, officers, and other brothers on the committee). Is the LEAD Chairman an elected or appointed position? Does he have a seat on the chapter's executive committee?

5. Describe the chapter's use of guest facilitators/speakers in the past year to promote brother development. Include a listing of facilitators and topics covered. Indicate any alumni who served as guest facilitators.

6. How does the chapter promote smooth, timely, and effective officer transitions? Is an official officer transition session or retreat held each semester/quarter or year? Explain.

7. Describe the brotherhood events and activities provided by the chapter throughout the year. Indicate the venue, frequency, and total number of programs offered.

8. Does the chapter hold an annual brotherhood retreat? If so, provide a description of the event with objectives and outcomes.

9. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Brother Development #1.

SUPPORTING DOCUMENTS FOR BROTHER DEVELOPMENT

Attach as supplements to completed booklet.

- ☐ Written membership development plan for previous year, including LEAD calendar.
- ☐ **LEAD Session Inventory**
- ☐ Schedule and materials for brotherhood retreat
- ☐ Officer transition retreat agenda and overview
- ☐ **Brother Development Action Plan**

LEAD Awards recognize those chapters and individuals that have exhibited excellence in their use of the program. This includes awards for innovative sessions and efforts, facilitator awards, and recognition of an exceptional LEAD Chairman, Committee, and Chapter.

Chapters with a strong brother development program founded in LEAD are encouraged to apply for LEAD Awards **here**. Awards to recognize Innovation as well as Committee, Chairman, and Chapter of the Year require an application. **Recognitions for Excellence in each phase of the program will be determined based on responses to Brother Development question #1 and do not require an additional application.**

Alumni Development

Sigma Nu shall identify and engage alumni and volunteers to support the success of the chapter, develop and perpetuate fraternal leadership, and increase the value of lifelong membership.

1. Do alumni play an active role in the chapter? If so, how? Indicate any entities in which alumni participate that actively assist the collegiate chapter or that serve as continual networking and social outlets for chapter alumni (e.g., Chapter Advisor, Alumni Advisory Board, House Corporation, Alumni Chapter, Alumni Club, etc.).

2. What does alumni advisement look like for the chapter – are advisors assigned to specific officers or committees, how often does an alumni advisor attend chapter or executive meetings?

3. Describe the role your alumni advisors play in the following areas: LEAD, academic support, chapter goal setting/strategic planning, and PEP preparation & review.

ALUMNI ADVISORY BOARD INVENTORY

Does your chapter have an Alumni Advisory Board?

Select

How many volunteers serve on the Alumni Advisory Board?

Select

How often does the Alumni Advisory Board meet to review chapter goals and objectives?

Select

Does the Alumni Advisory Board continually identify, recruit, and train new Board members to ensure the sustainability of the Board?

Select

On average, how often do individual Alumni Advisory Board members communicate with their designated chapter officer(s) to offer mentoring/coaching advice?

Select

ALUMNI INVOLVEMENT INVENTORY

How often does an alumni volunteer attend chapter meetings?

Select

Do alumni members attend Candidate Ceremonies?

Select

Do alumni members attend Initiation Ceremonies?

Select

Does an alumni volunteer meet with the Leadership Consultant during each consultation visit?

Select

Do alumni volunteers assist and advise the chapter officers in completing the annual Pursuit of Excellence Program evaluation?

Select

Do alumni volunteers facilitate an officer transition workshop each election cycle?

Select

Do alumni volunteers facilitate a strategic planning session with measurable goals and objectives with the chapter leadership?

Select

How often do alumni volunteers facilitate LEAD sessions or other leadership skill training workshops for the chapter?

Select

Does the chapter have a House Corporation?

Select

Does the chapter have an active Alumni Chapter?

Select

4. Provide a directory of alumni officers for the following entities – Alumni Advisory Board Members (provide information for Chapter Advisor if no AAB exists), House Corporation Officers, Alumni Chapter Officers.
Submit this information by completing the Alumni Officer Directory

Alumni Officer Directory attached: **Select**

5. How does the chapter use alumni as guest facilitators/speakers for the LEAD Program or other events? Indicate any alumni guest speakers this year and topic covered.

6. Does the chapter produce a formal newsletter? If so, provide links or copies of this year's newsletter. If not, describe the chapter's strategy for sharing news with alumni.

Newsletters this academic year: **Newsletter (Y/N & #)**

7. What platforms does the chapter use to communicate with alumni (e.g., email, newsletters, chapter website, or social networking group)? Indicate frequency of communication for each method used (e.g., 3 newsletters per year, monthly email). **Include links or attach copies of this year's newsletters to the chapter's submission.**

8. How does the chapter use these platforms to connect alumni and update them on the collegiate and alumni chapter?

9. How often does the chapter submit news to the General Fraternity via the **Tell Us Your News form** or direct submission to **news@sigmanu.org** for potential re-sharing on social media and/or inclusion in ***The Quarterly*** or ***The Delta***?

10. What events or other opportunities did the chapter hold for alumni to connect with one another and/or the collegiate chapter in the past year? Indicate venue, timing, target audience, and approximate alumni attendance for each event. *If possible, include an attendee listing for each event as a supplement to your submission (event, alumnus name, chapter & badge #).*

11. Does the chapter conduct the Affirmation of Knighthood ritual ceremony for graduating initiates? When was the ceremony held this year?

12. Does the chapter have an alumni recognition program (e.g., awards, plaques)? If so, describe the program and any partnership with the Alumni Advisory Board, House Corporation, and/or Alumni Chapter to identify alumni to be recognized and efforts to build on this program each year.

13. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Alumni Development #1.

SUPPORTING DOCUMENTS FOR ALUMNI DEVELOPMENT

Attach as supplements to completed booklet.

- ☐ Written alumni development plan and calendar of alumni events or **Alumni Development Action Plan**
- ☐ Report from Alumni Advisory Board or Alumni Chapter describing role and relationship with chapter.
- ☐ Copies of chapter communications with alumni and chapter website address.
- ☐ Copies of minutes from Alumni Advisory Board meetings from the current academic year.
- ☐ **Alumni Officer Directory** – Chapter Advisor and alumni officer directory – Excel file with listing by position, name, email, phone of Chapter Advisor, Alumni Advisory Board members, House Corporation officers, and Alumni Chapter officers.
- ☐ Alumni Event Attendance Roster – for any events held for alumni, or chapter events that alumni attended – provide event name, alumni attendee names, and badge #s.

Operational Excellence

Sigma Nu's organizational structure and internal operations will provide for the effective deployment of resources to deliver excellence in every facet of the Fraternity.

To achieve excellence a chapter must have a structure and adequate resources in place to facilitate chapter success. These structures must maintain the integrity of the principles and Mission of the Fraternity to ensure long-term success and development.

Recruitment and Manpower

The manpower of a chapter must be sufficient to maintain all successful chapter operations in a manner which provides a positive fraternal experience. Further, Sigma Nu will strive for growth through an innovative, principles-based growth program that engages new members who are committed to the founding principles of the Fraternity.

MANPOWER INVENTORY

Current Chapter Manpower (Candidates and Initiates)	Average IFC Chapter Manpower	Chapter Size Rank in IFC
Number of legacies who accepted bids from the chapter this year	**Number of total candidates who accepted bids from the chapter this year**	**Total # of IFC Chapters**

CURRENT MANPOWER SUMMARY

Freshmen	Sophomores	Juniors	Seniors	Total
				0

1. Has the chapter decreased, maintained its size, or grown in the past semester or year? How does this change, and the chapter's current size, compare to the average manpower size of other IFC groups on campus?

2. Explain the chapter's recruitment program and how it is executed. Describe the chapter's recruitment goals for the current academic year and its overall plans to reach or maintain a specific total manpower/size.
Include the chapter's Recruitment and Manpower Action Plan as an attachment to the chapter's submission.

3. How does the chapter emphasize the principles and purpose of the Fraternity in their recruitment and public relations efforts?

4. What types of members does the chapter try to recruit? Indicate any methods used to target these individuals. Describe the chapter's success in recruiting members with these desired characteristics this academic year.

5. How does the chapter use a **Master Prospect List** (or similar) to track interest and fit to identified characteristics of new members (e.g., GPA, prior leadership experience)?

6. How does the chapter advertise chapter financial information *(candidate and initiation fees, semester/quarter dues, and housing fees, if applicable)* to potential new members during the recruitment process? What information is shared and when?

7. Did the chapter conduct a **recruitment skills workshop** with all members this year? When was the workshop conducted and who was the audience (e.g., two weeks before the start of recruitment in both the fall and spring, all members were expected to attend)?

8. Does the chapter have a process in place for soliciting and acting upon referrals from alumni and/or campus and community resources (e.g., parents, high schools, honorary or principles-based organizations, campus admissions office)? If so, describe that process and how it was used this academic year. How does the chapter acknowledge receipt of referrals and what action is taken to follow up with both referrals and those making the referral? **If any alumni provided referrals, please include the name of the alumnus.**

9. Are alumni invited to attend any chapter recruitment events? If so, indicate the events alumni were specifically invited to attend and **note any alumni that attended**.

10. Does the chapter have a system in place for identifying and recruiting legacies? If so, describe that process and how it was used this academic year.

11. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Recruitment and Manpower #1.

SUPPORTING DOCUMENTS FOR RECRUITMENT AND MANPOWER

Attach as supplements to completed booklet.

- ☐ **Recruitment and Manpower Action Plan** for the **current academic year.**
- ☐ College/University manpower and recruitment reports.

Chapter Operations

Sigma Nu will ensure the necessary structures, systems, and resources are in place in support of the Fraternity. This includes fiduciary responsibility, organized administration, and effective planning so as to best achieve the aims of Sigma Nu.

1. Outline the chapter's annual budget. Note any total semester/quarter and annual deficits or surpluses for this year's budget.

2. Describe the chapter's Finance Committee. Include the position of its members (e.g., Treasurer, Chapter Advisor, at-large members).

Finance Committee Roster

Committee Member Name	Position
	Treasurer
	Finance Committee Advisor

3. Describe the process used to prepare and pass the budget for each academic year (i.e., describe the budget, revenue to expense margin, process to develop and pass the budget – how the membership is informed on the process used to set the budget, how much dues will be and how they will be used).

4. What is the chapter's current financial standing with the General Fraternity (current, 30- 60- >90-days past due, on a payment plan, other)? College/University? Other creditors?

% Current percentage of accounts receivable more than 30 days past due (outstanding debt of individuals *not on a payment plan* ÷ total billed this year)

Use the space below to indicate how the chapter addresses delinquent members – through payment plans and/or use of the 30-60-90-day suspension and Trial Code policy of The Law.

5. How does the chapter maintain financial records? Are any electronic means used to keep financial records? Explain.

6. Has the chapter filed the appropriate Form 990 for its most recently completed fiscal year? If so, identify which version of Form 990 (i.e., 990-N, 990 EZ, 990) the chapter filed, when it was filed, and who typically handles this filing with the IRS.

Form 990 Filed: **Not Filed** Handles 990 Tax Filing **Select Option**

7. What safeguards has the chapter implemented to protect against fraud, embezzlement, or misappropriation of chapter funds? Does the chapter use two-signature checks or other protections (who are the approved signatories on the chapter's checks/account)? *Note that The Law requires two-signature checks, with the Commander and Recorder as signatories. If the chapter does not use checks or uses another system (e.g., accountants or alumni manage chapter finances), please explain.*

8. How does the chapter use and apply *The Ritual* – which ceremonies were used this year and how frequently? What types of reflection and training sessions were held related to *The Ritual* (e.g., annual, or semesterly/quarterly educational session for new candidates and initiates on the meaning and performance of *The Ritual*)? How are members encouraged to gain a deeper understanding of its contents and meanings and apply those in their daily lives (e.g., reflection sessions after key ceremonies)?

9. Explain the dues collection process used by the chapter (e.g., internal chapter collections, outside financial service, college/university billing and collection) and accountability mechanisms used to deal with members who are in debt to the chapter.

10. Indicate whether the chapter has a savings account and any deposits or withdrawals from that account this academic year.

11. Does the chapter have a written process for reporting candidates, initiates, officers, and other updates to its Members Area roster (e.g., bylaw, other policy, or written guide)? What process does the chapter use to ensure its roster aligns with the monthly General Fraternity billing statement? Has the chapter had any late reporting fees or appeals this academic year?

12. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Chapter Operations #1.

SUPPORTING DOCUMENTS FOR CHAPTER OPERATIONS

Attach as supplements to completed booklet.

- ☐ End-of-year financial statements.
- ☐ Chapter budget and planning process.
- ☐ E-file confirmation or copy of 990 filing document(s).
- ☐ Roster of current candidates and initiates (first and last name).
- ☐ **Chapter Operations Action Plan**

Governance and Accountability

Effective governance structures and measures of accountability must be in place within the Fraternity. These measures should complement the principles of the Fraternity while maintaining integrity to the purpose of the organization.

1. In the past year, how has the chapter used the Trial Code? How has the chapter educated its members in the use of the Trial Code (e.g., reviewing the complaint and trial process at the first meeting of each year)?

2. Has the chapter been in violation of The Law of Sigma Nu Fraternity, Inc., the *Risk Reduction Policy*, or College/University policy in the past year? If yes, please explain.

3. How often does the chapter review and update its bylaws? When was the last bylaw update (date)? Describe the committee tasked with reviewing and distributing the bylaws (committee members, schedule, and method of distribution to members). How are bylaws reviewed with the candidates (e.g., session with Recorder during week 3 of candidate program)?

4. Does the chapter operate based on a **written strategic plan** for annual operations? If so, outline this plan and explain how the chapter regularly updates and reviews this plan. When was the plan last updated and reviewed with members?

5. Explain the chapter's **crisis management plan** and how and when members are educated on that plan.

6. Describe the chapter's committee system. What committees are currently utilized and how often does each meet?

Percentage of brothers on at least one chapter committee: %

7. In addition to the Trial Code, what other accountability mechanisms does the chapter have in place (e.g., honor/judicial board, standard punishments for misbehavior listed in bylaws)? How are they implemented? How are members regularly educated on and encouraged to use these mechanisms? Provide examples of when this system was used in the past academic year.

8. Has the chapter conducted one or more of the following sessions from Module B of All-Chapter LEAD this academic year – Session 2: Delegation; Session 3: Effective Meetings; Session 5: Officer Transition; or Session 7: Accountability? If so, indicate the session(s) and the facilitator(s).

9. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the **Best Practices Library**, other chapters and organizations, or additional sources. If citing from the Best Practices Library, please reference the practice #; for example, Governance and Accountability #1.

SUPPORTING DOCUMENTS FOR GOVERNANCE AND ACCOUNTABILITY

Attach as supplements to completed booklet.

- ☐ Report from college/university fraternity/sorority advisor indicating the chapter has not been in violation of college/university policy this academic year.
- ☐ Chapter bylaws.
- ☐ Chapter **crisis management plan**.
- ☐ Chapter plan and goals from the previous year with an evaluation of progress made toward each goal (e.g., updated **Chapter Strategic Plan**).
- ☐ Committee structure and meeting schedule from previous year.
- ☐ Chapter judicial board process (or other accountability mechanism).
- ☐ **Governance and Accountability Action Plan**