

Phi Beta Sigma Fraternity, Inc.

Chapter Operating Standards

Self-Assessment Tool

Name of Chapter _____
 College/University _____
 City/Community _____
 Chapter Address _____
 President's Name _____

Telephone _____ Email _____

Advisor's Name _____ Email _____
 (Collegiate)

Chapter Level Status*

Areas of Focus	Total Possible Points	Your Chapter Points
Scholarship and Academic Achievement	100	
Program Implementation and Reporting	275	
Membership Growth and Retention	90	
Chapter Operations	250	
Risk Management	125	
TOTAL	840	

Chapter Overall Performance Levels and Analysis	Check One
If your chapter score is 741-840+, your chapter is rated Gold Status	
If your chapter score is 641-740, your chapter is rated Silver Status	
If your chapter score is 541-640, your chapter is rated Bronze Status	
If your chapter score is below 541, your chapter is rated Marginal Status	

Chapters in Marginal Status will be placed on performance review until performance is brought up to a minimum of Bronze Status

*Chapters are evaluated and compete for awards per chapter size

- Level I consist of chapters with active membership 40 or plus
- Level II consist of Chapters with active membership 16 to 39
- Level III consist of chapters with active member ship 5 to 15

-All Reports Will Be Submitted Electronically-

Prior to Submitting, chapter will confirm that all information in report is presented accurate and true. Any falsification of in this report will result in chapter suspension. Each Regional Director will review and approve his chapters' report and forward to Corporate Headquarters for processing. Any chapter that does not submit report to Regional Director during required period will be suspended.

OUTSTANDING CHAPTER AWARDS COMPETITION

Outstanding Collegiate Chapter - Regional

This chapter will be judged on the following criteria:

1. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
2. **Annual Chapter Report** submitted by required deadline.
3. Degree of participation in Sigma National Programs
4. 21 Awards to be given in this area (includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Outstanding Alumni Chapter - Regional

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
3. **Annual Chapter Report** submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. 21 Awards to be given in this area (includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Sigma Model Collegiate Chapter "Most Outstanding Chapter in Fraternity Award"

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Highest score of Chapter Awards and recognition Audit Report with Regional Director's recommendation.
3. **Annual Chapter Report** submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. National display (presentation, neat, logical, relevant and attractive)
6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.

Sigma Model Alumni Chapter "Most Outstanding Chapter in Fraternity Award"

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Highest score of Chapter Awards and recognition Audit Report with Regional Director's recommendation.
3. **Annual Chapter Report** submitted by required deadline and procedures.
4. Degree of participation in Sigma National Programs
5. National display (presentation neat, logical, relevant and attractive)
6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.

Scholarship and Academic Achievement

Collegiate Chapters

	Points	Your Score
The Chapter has written Academic Policy	15	_____
The Chapter Cumulative GPA is above 3.0	25	_____
The Chapter MIP Candidates Cumulative GPA is above 2.7	25	_____
Compared to other fraternities on campus, the Chapter		
• has the highest GPA	25	_____
• Is at least in the top quartile	10	_____
Bonus Points: Score 3 points for every Chapter member who has achieved above a 3.0 GPA. 3 each		_____
Total Possible Points <i>Excluding any bonus points</i>	100	_____

Alumni Chapters

Chapter host learning opportunities, special presentations at least quarterly at during chapter's general meeting	25	_____
The Cumulative GPA of each chapter the alumni chapter sponsors and advises, is above a 3.0 GPA	25	_____
75% of chapter membership have earned undergraduate degree 25		_____
25% of chapter members have achieved a graduate level degree or above.	25	_____
Total Possible Points	100	_____

Program Implementation and Reporting

	Points	Your Score
Chapter has implemented 3 Sigma Global Programs during the past year.	25	_____
<i>Bonus points</i> 5 additional points for each additional Sigma Global Program implemented.	5 each	_____
Chapter raised/contributed a minimum of \$100 to March For Babies.	25	_____
Chapter raised/contributed a minimum of \$100 to American Cancer Society via Relay for Life.	25	_____
Chapter host and/or participated in Sleep Out For the Homeless Campaign	25	_____
Chapter has an active Sigma Beta Club Program or supports/sponsor an active Sigma Beta Club	50	_____
Chapter has an established Scholarship Fund That provides scholarships annually.	25	_____
Bonus for chapters contributing more than \$1,500 in charitable giving	50	_____
Bonus for chapters participating in pilot test Global Program.	25	_____
Chapter has logged over 1,000 community Service hours.	25	_____
Total Possible Points <i>Excluding any bonus points</i>	275	_____

Membership Growth and Retention
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Collegiate Chapters

	Points	Your Score
The Chapter has written Retention Policy	15	_____
The Chapter has 100% Retention of eligible members	25	_____
The Chapter has paid all required fees	25	_____
The Chapter has 25 % Growth from last year	25	_____
Bonus Points: Chapter Level movement (50 point for each raised Level)		_____
Total Possible Points <i>Excluding any bonus points</i>	90	_____

Alumni Chapters

The Chapter has written Retention Policy	15	_____
The Chapter has 100% Retention of eligible members	25	_____
The Chapter has paid all required fees	25	_____
The Chapter has 25 % Growth from last year	25	_____
Bonus Points: Chapter Level movement (50 points for each raised Level)		_____
Total Possible Points <i>Excluding any bonus points</i>	90	_____

Chapter Operations

	Points	Your Score
The Chapter has a written budget along With Business/Financial Plan	25	_____
The Chapter has completed a Chapter Assessment with his Regional Director or appointed representative.	25	_____
The Chapter		
Has current and written Bylaws	10	_____
Conduct weekly meetings (Collegiate) or	20	_____
Conduct monthly meetings (Alumni)	20	_____
Conducts formal business meeting <i>With Sigma Business Formal Attire</i> <i>At least quarterly</i>	15	_____
The Chapter has an annual chapter retreat prior to the fall.	15	_____
An officers' retreat after the election of new officers	10	_____
Chapter assigned alumni advisor who attends Collegiate chapter meetings at least twice a month.	25	_____
Campus Advisor attend chapter meeting at least once a month (Collegiate Chapter)	15	_____
Collegiate officers participate in local alumni chapter meeting each month.	25	_____
Chapter supports and participates with local NPHC	15	_____
Chapter has a minimum of 20% of its membership registered and actively participate in most recent Regional Conference.	25	_____
Chapter has a minimum of 20% of its membership registered and actively participate in the most recent Conclave.	25	_____
Total Possible Points	250	_____

Risk Management

	Points	Your Score
The Chapter has written Risk Management Guidelines	25	_____
The Chapter reviews the Risk Management Guidelines at the start of fall of each year.	25	_____
Chapter has paid all liability insurance fees to Corporate Headquarters.	25	_____
Advisor participates in each session of the MIP for all chapters	25	_____
Chapter submits Completed Insurance form to Corporate Headquarters according to procedures 100%	25	_____
Total Possible Points	125	_____