

Awards Chairman Manual

2007 - 2010

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Responsibilities

- ▲ Chapter will submit completed award nominations in a timely manner.
- ▲ Chapter will send award forms to National Headquarter.

Duties

- ▲ Send individual award nomination forms to National Headquarter by **November 1**.
- ▲ Send all other chapter award nomination forms to National Headquarter by **December 1**.
- ▲ When award forms are received by the chapter in the fall, determine who in the chapter will complete the nomination. Ask the appropriate person to complete the online application.
- ▲ Remind officers, chairmen, and other members when applications are due.
- ▲ Review nomination forms before they are submitted to ensure that all requested information is included.

Suggestions for completing nomination forms

Here are some ideas to help your chapter submit the best possible award application.

- ▲ You may submit up to two additional pages of information in support of the nomination. Anything beyond the first two pages will be discarded and not considered.
- ▲ When making a nomination, please be specific whenever possible. For example, instead of saying a fund raiser was “successful,” say “we raised \$1,000.”
- ▲ If you can say it with a sentence, then don’t take a paragraph to do so. Be as succinct as possible. Quality counts much more than quantity.
- ▲ Make sure to answer the question asked.
- ▲ Type nominations. Sloppy forms that are hard to read are not as likely to be viewed as “winners.”
- ▲ Be sure to proofread all forms before they are submitted. Check for grammar and spelling mistakes as you would any paper that you give to a professor.
- ▲ Pictures are requested with some applications. The reason that photos are needed is so that the winner can be pictured in the Triangle. If a picture is not requested, please do not submit one as it cannot be returned and the committee will not see it anyway. *See the Triangle Correspondent’s manual for specifics on photo guidelines.*
- ▲ When nominating an individual for an award, get specific information from the nominee to use in the application. It is best, however, to have someone else write the nomination itself as it gives a better idea of how others view this person.
- ▲ DO NOT wait until the last minute to begin completing nomination forms. Take time to gather your information and think about what you really want to convey.
- ▲ Nomination forms must be **postmarked no later** than the due date to the appropriate National Officer. Please do not fax forms as they are very difficult to read and do not copy well.

It never hurts anything to nominate your chapter for any award. The only guarantee is that you cannot win if you do not try.

AWARD CHAIRMAN'S CHECKLIST

DATE	AWARD NAME	SENT?
<i>Individual</i>	Mabel Lee Walton Leadership	<input type="checkbox"/>
	Margaret Freeman Everett	<input type="checkbox"/>
	Outstanding Member of the Area	<input type="checkbox"/>
	Outstanding Senior of the Area	<input type="checkbox"/>
	Housing Corporation of the Year	<input type="checkbox"/>
	AAB of the Region	<input type="checkbox"/>
	AAB of the Year	<input type="checkbox"/>
	Greek Advisor of the Year	<input type="checkbox"/>
<i>Chapter</i>	Chapter of the Year	<input type="checkbox"/>
	Jane E. Kinderman Standards of Efficiency	<input type="checkbox"/>
	Member Development & Educational Programming	<input type="checkbox"/>
	Outstanding Recruitment	<input type="checkbox"/>
	Rituals and Values	<input type="checkbox"/>
	Commitment to Excellence	<input type="checkbox"/>
	Website of the Year	<input type="checkbox"/>
	Creative Programming	<input type="checkbox"/>
<i>Per semester/ quarter</i>	Scholarship Ring Order Form	<input type="checkbox"/>

Additional Awards to apply for DURING A CONVENTION YEAR ONLY (2007 or 2010)

<i>Triennial</i>	Chapter Achievement	<input type="checkbox"/>
	Chapter of the Triennium	<input type="checkbox"/>
	Song of the Triennium	<input type="checkbox"/>
	House Corporation of the Triennium	<input type="checkbox"/>

- All awards are available on the Tri Sigma website (www.sigmasigma.org) under the Collegian awards page.
- All awards should be typed, spell checked, and edited for grammar or typos.
- Awards requiring signatures may be faxed to 540.459.4212 or sent to 225 North Muhlenberg Street Woodstock, VA 22664.
- For awards to be considered, they must be posted marked no later than the due date or receive via fax/email before midnight of the due date.

Points for clarification

- The six most prestigious collegiate chapter awards are: *Chapter Excellence, Jane E. Kinderman Standards of Efficiency, Membership Development, Membership Selection, Rituals and Values, and Commitment to Excellence*. The presidents of the chapters who win these awards have the privilege of serving on the Alumnae/Collegiate Advisory Board (A/CAC). During A/CAC a chapter representative meets with members of Executive Council and plays an active role in making recommendations which may have an effect in the future operations of the Sorority
- Award nominations for individual collegians and/or collegiate chapters may be made by a National Officer, a member of the AAB, or the chapter itself. With the use of a local Awards Chairman, our hope is that more chapters will take the initiative to nominate themselves or their members for awards.
- Chapters should keep in mind that the same individual may be nominated for *Outstanding Member of the Area* and *Mabel Lee Walton Leadership*. They are also encouraged to do the same for *Outstanding Senior of the Area* and *Margaret Freeman Everett*. The “Outstanding” awards are also great honors and deserve the chapter’s most exceptional nominees.
- Chapter Excellence, Jane E. Kinderman Standards of Efficiency, Membership Development, Membership Selection, Rituals and Values, and Chapter of the Triennium required that chapter is Accredited or Accredited with Honors.
- ▲ All self-nominations from collegiate chapters must have an AAB endorsement unless a chapter does not have an AAB. **Nominations will automatically be disqualified if there is no AAB endorsement.** *AAB of the Year, AAB of the Region, House and Corporation of the Year does not require AAB endorsements.*
- ▲ It is NOT the Awards Chairman’s responsibility to complete every nomination form for the chapter. Her job is simply one of coordinating who will fill them out and making sure they are sent in on time.
- ▲ Please do not submit the “Year End Chapter Evaluation” or other portfolios with awards materials. The awards committee will not sift through these pages looking for information to support an award nomination.

Annual Award Name and Criteria

Listed below are the awards for which the chapter will receive nomination forms and the respective criteria for these honors.

Individual Collegiate Awards:

Mabel Lee Walton Leadership - Awarded to a collegian that excels in campus, community, and Tri Sigma leadership. The winner of this award will serve as *Chairman of the A/CAC*.

Margaret Freeman Everett Outstanding Senior - Given to a collegiate senior who has been outstanding in Tri Sigma activities and chapter leadership.

Outstanding Member of the Area - Presented to a collegian that excels in campus, community, and Tri Sigma leadership. One woman per collegiate area will be selected as the winner of this award.

Outstanding Senior of the Area - Honors a collegiate senior who has been outstanding in Tri Sigma activities and chapter leadership. One woman per collegiate area will be selected for this award.

AAB of the Year - Presented to a fully staffed AAB who provides outstanding leadership and advice to a collegiate chapter. The AAB must have 100% efficiency.

Advisor of the Area – Presented annually to an advisor from each area that provides outstanding leadership and guidance and encourages lifetime commitment to Tri Sigma. The advisor must be current on her National Alumnae Dues.

Greek Advisor of the Year - Presented to the outstanding Greek Advisor on a campus where a Sigma chapter is located.

Scholarship Ring - Members who earn a 4.0 GPA for two consecutive semesters or three consecutive quarters. The Education Director should complete the K-86 – Scholarship Ring Order Form and submit it to the sigma@trisigma.org when a woman qualifies.

Collegiate Chapter Awards:

Chapter of the Year - Presented to one collegiate chapter who exemplifies high performance in all areas of Chapter Accreditation. The chapter must be Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in all areas of Accreditation. *This is an A/CAC award.*

Jane E. Kinderman Standards of Efficiency – Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation’s area of Chapter Organization. This is an A/CAC award.

Member Development & Educational Programming - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation’s areas of Member Development, Sisterhood and Group Life, Scholarship, and Campus & Chapter Leadership. *This is an A/CAC award.*

Outstanding Recruitment - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation’s area of Recruitment. *This is an A/CAC award.*

Rituals and Values - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation’s area of Rituals and Values. *This is an A/CAC award.*

Commitment to Excellence - Presented to one chapter who is NOT accredited has demonstrated remarkable change and commitment to being a model chapter. A chapter is eligible even if they have been on Chapter Supervision. *This is an A/CAC award.*

Creative Program - Recognizes the chapter with the best locally prepared and submitted Horizons Program.

Website of the Year - Given to the chapter with the best organization and format of a website. The website should be both useful to its members and well represent the chapter and the Sorority as a whole.

Other Chapter Awards

The following are other honors that are given annually to collegiate chapters. These awards, however, do not require self-nominations or applications.

Accredited – Chapter must meet all Accreditation Standards.

Accredited with Honors - Chapters must meet all Accreditation Standards and 10 of the Honors Criteria.

Accreditation Achievement Certificates – presented to chapters who meet all standards within an area of Accreditation. Chapter does not need to be Accredited or Accredited with Honors to receive.

Membership Selection Improvement - presented to the chapter with the highest

percentage increase working toward campus total. Chapter does not need to be Accredited or Accredited with Honors to receive.

Outstanding Achievement in Standards of Efficiency - presented to the chapters who rank #1 - #10 in reporting efficiency. Chapter does not need to be Accredited or Accredited with Honors to receive.

Scholastic Improvement - Presented to the one Sigma chapter who has the highest cumulative chapter GPA increase. Chapter does not need to be Accredited or Accredited with Honors to receive.

Scholastic Achievement/Comparative Standing - Presented to the chapter with the highest cumulative chapter GPA.

Foundation Awards

Largest Contribution to the Foundation - Presented to the chapter with the largest financial contribution to the Sigma Sigma Sigma Foundation.

Largest Per Capita Contribution to the Foundation - Presented to the chapter with the largest financial per capita contribution to the Sigma Sigma Sigma Foundation.

Triennial Awards

These awards are presented every three years at the National Convention to collegiate chapters.

Chapter of the Triennium - Presented to the chapter who has been Accredited during each year of the triennium and whose application demonstrates a continued effort to improve and grown in all areas of Accreditation.

Chapter Achievement – Presented to the chapter who has demonstrated most improvement in all areas of Chapter Accreditation. Chapter does not need to be Accredited or Accredited with Honors to receive.

Song of the Triennium – presented to the chapter who authors the best new recruitment or chapter song of the Triennium.

House Corporation of the Triennium – presented to the one House Corporation serving a chapter which resides in a free-standing house AND House Corporations serving a chapter which resides in a university-owned house, lodge or suite.

Standards of Efficiency Triennial Achievement - Presented to chapters ranked in the 10 top of reporting efficiency for all three years of the Triennium.

Highest Contribution to the Foundation over the Triennium - Awarded to the chapter with the highest contribution total for the three years of the triennium.

Highest Contribution Per Capita to the Foundation over the Triennium - Given to the chapter with the highest per capita contribution for the three years total of the triennium.

Chapter Accreditation Achievement – presented to chapters who have been Accredited all three years of the Triennium.

Chapter Accreditation Honors Achievement – presented to chapters who have been Accredited with Honors all three years of the Triennium.