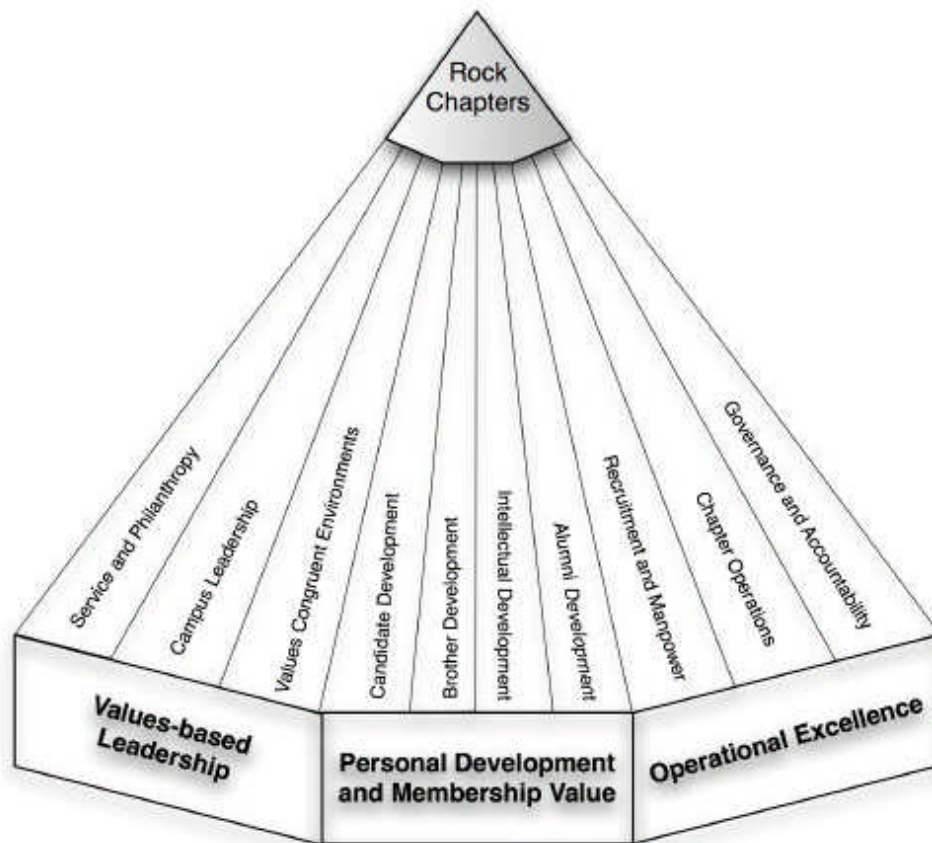




Sigma Nu

EXCELLING WITH HONOR

CHAPTER SELF-ASSESSMENT BOOKLET OFFICIAL SUBMISSION



OUR MISSION

To develop ethical leaders inspired by the principles of Love, Honor, and Truth.
To foster the personal growth of each man's mind, heart, and character.
To perpetuate lifelong friendships and commitment to the Fraternity.

OUR VISION

Excelling with Honor

CHAPTER SELF-ASSESSMENT BOOKLET INTRODUCTION AND INSTRUCTIONS

This booklet should be completed by the chapter's Pursuit of Excellence committee or other committee appointed by the chapter. It is suggested that the Lt. Commander serve on this committee, preferably as the chair. The committee should complete this booklet using the information and raw data created as a result of the Chapter Self-Assessment Session (found within the [Self Assessment Guide](#) and as a standalone session in [All Chapter LEAD Module B Session 9](#)).

Additional supporting documentation created throughout the year or acquired at the end of the year should take the form indicated. When no instructions are provided as to formatting, chapters should utilize a format consistent with the content requested as well as one that would best articulate the chapter's achievement of the standard.

Each chapter's submission should include the completed Chapter Self-Assessment Booklet and any supporting documentation. Submissions may be made either by email to pep@sigmanu.org (PREFERRED METHOD) or in hardcopy at the following address:

Sigma Nu Fraternity, Inc.
ATTN: Pursuit of Excellence Program
9 N. Lewis Street
P.O. Box 1869
Lexington, VA 24450

The [Chapter Self-Assessment Booklet](#), [Self Assessment Guide](#) and [Evaluation Guidelines](#) are available in the Pursuit of Excellence Program [assessment resources section](#) of the Fraternity's website.

ALL PURSUIT OF EXCELLENCE SUBMISSIONS ARE DUE NO LATER THAN APRIL 30.

STEP-BY-STEP 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. Set a date for all supporting documentation to be turned in to the committee or individuals completing the self-assessment booklet.**
4. **Collect supporting documentation, preferably in a digital format.**
5. **Committee completes this booklet using the information and raw data created by the chapter in the self-assessment session.**
 1. Download Chapter Self-Assessment Booklet (this form) and save to a local drive.
 2. Fill in all editable fields, including chapter designation and current year on front cover.
 3. Check boxes in each section for any supporting documentation being provided.
 4. Save completed booklet for chapter records and reference.

STEP-BY-STEP INSTRUCTIONS
AND TABLE OF CONTENTS

6. Email completed booklet and supporting documentation files to pep@sigmanu.org no later than April 30.
- a. Please note that there is a 10MB file size limit on the Pursuit of Excellence Program inbox. If your submission booklet and supporting documents exceed 10MB total then please do one of the following:
 - i. Spread your submission over multiple email messages to pep@sigmanu.org, ensuring that each message does not exceed 10MB total.
 - ii. Upload your submission to a third-party service such as [YouSendIt](#) or [Dropbox](#) and mail a link to download your submission to pep@sigmanu.org.
 - b. All submissions received by the General Fraternity will receive a confirmation email indicating receipt of the submission booklet and number of additional supporting documents received. If the chapter has not received a confirmation email within one week of their submission they should contact the General Fraternity at 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. 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. All supporting documentation is optional and may be submitted at the discretion of the chapter. However, all supporting documents are necessary to fulfill the criteria for excellence and for chapters to be recognized as performing at the "excellence" level.

Supporting documents should be submitted at the same time as the Chapter Self-Assessment Booklet. To do so either attach them to your email submission or attach them as comments within your Chapter Self-Assessment Booklet. To use Adobe Reader to attach files as comments within your self-assessment booklet follow these steps:

1. Choose Tools > Comment & Markup > Attach a File As a Comment Tool. (Adobe X users: select the paperclip icon from the "Comment" toolbar).
2. Click in the PDF where you want to place the attachment (it is suggested that you select the area below or beside the supporting documents section).
3. Select the file you want to attach and then click Select.
4. In the Properties dialog box, select the settings for the file icon that appears in the PDF and then click Close.

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

Date of Strategy Session:

Date of Chapter Self-Assessment Session:

STEP-BY-STEP INSTRUCTIONS
AND TABLE OF CONTENTS

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VALUES-BASED LEADERSHIP
SERVICE AND PHILANTHROPY

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

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

8. Explain how the chapter was involved in the Helping Hand Initiative.
9. How does the chapter advocate the causes of the service and philanthropic group(s) it helps? Explain any educational or awareness promotion efforts.
10. What does the chapter do to instill the values of lifelong service in its members?

VALUES-BASED LEADERSHIP
SERVICE AND PHILANTHROPY

11. How are Love, Honor and Truth exemplified in the service work the chapter participates in?

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.

SUPPORTING DOCUMENTS FOR SERVICE AND PHILANTHROPY

– Attach as supplements to completed packet –

- Contact information for partner non-profits (if additional space is needed)
- Record of chapter functions that are service oriented (if additional space is needed)
- Record of chapter activities to collaborate with other organizations to increase service related activities (if additional space is needed)
- Record of community service hours per member, along with a description of the service project(s)

SERVICE AND PHILANTHROPY

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE
INTELLECTUAL DEVELOPMENT

6. 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, assistance programs/resources utilized and any awards system currently being utilized by the chapter.

SUPPORTING DOCUMENTS FOR INTELLECTUAL DEVELOPMENT

– Attach as supplements to completed packet –

- Written scholarship/academic plan
- Copy of College/University grade reports for fraternities and sororities from previous fall and spring terms (spring grades should be from the previous academic year)
- Report from Faculty Advisor on their role with the Fraternity

INTELLECTUAL DEVELOPMENT

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

CANDIDATE DEVELOPMENT

CANDIDATE DEVELOPMENT

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

- 1. Describe the chapter's candidate education program.**

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

CANDIDATE DEVELOPMENT

2. How are LEAD Phase I online and facilitated sessions utilized by the chapter in the candidate education program?

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

Fall

Spring

of Phase I Sessions Completed

of Phase I Sessions Completed

Utilizing a Guest Facilitator

Utilizing a Guest Facilitator

3. What are the expectations and defined outcomes for Candidates of the chapter?

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

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE
CANDIDATE DEVELOPMENT

8. Provide the number of Candidates inducted and initiated in the previous fall and spring terms.

Fall

Spring

Candidates Inducted

Candidates Initiated

Are there any additional factors that should be taken into account that might have affected the chapter's retention rate (e.g. candidates removed for disciplinary reasons)? If so, explain.

9. How does the chapter articulate Sigma Nu's anti-hazing heritage and stance to all members and candidates?

10. 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.

SUPPORTING DOCUMENTS FOR CANDIDATE DEVELOPMENT

– Attach as supplements to completed packet –

- Candidate education calendar, including LEAD calendar for previous two terms
- Candidate retreat agenda and overview
- Written candidate education program

CANDIDATE DEVELOPMENT

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

BROTHER DEVELOPMENT

7. How does the chapter promote smooth, timely and effective officer transitions?

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.

SUPPORTING DOCUMENTS FOR BROTHER DEVELOPMENT

– Attach as supplements to completed packet –

- Written membership development plan for previous year, including LEAD calendar
- Schedule and materials for brotherhood retreat
- Chapter retreat agenda and overview

BROTHER DEVELOPMENT

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

OPERATIONAL EXCELLENCE
RECRUITMENT AND MANPOWER

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 values 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, values-based recruitment program that engages new members who are committed to the founding principles of the Fraternity.

1. Explain the chapter's recruitment plan and how it is executed.

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

OPERATIONAL EXCELLENCE
RECRUITMENT AND MANPOWER

3. Manpower Figures

Current Chapter Manpower (candidates and initiates)

Average IFC Chapter Manpower

Number of legacies who accepted bids from the chapter this year

Number of total candidates who accepted bids from the chapter this year

4. Has the chapter grown in the past semester or year? How does this growth, and the chapter's current size, compare to the median manpower size of other IFC groups on campus?

5. What types of members does the chapter try to recruit? Indicate any methods used to target these individuals.

6. How does the chapter emphasize the importance of Values-Based Recruitment?

OPERATIONAL EXCELLENCE
RECRUITMENT AND MANPOWER

7. 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.

SUPPORTING DOCUMENTS FOR RECRUITMENT AND MANPOWER

– Attach as supplements to completed packet –

- Written Year-round Recruitment Plan (YRP) for the **current academic year**
- Copy of college/university manpower and recruitment reports

10% CHALLENGE

The challenge presented is to increase the number of men pledged and initiated by 10% over the previous year. The 10% Challenge is by choice; only those chapters accepting the challenge are able to participate.

Participate in the challenge by checking the box below and providing a copy of the chapter's [Year-round Recruitment Plan](#) for **next academic year** as an attachment to this submission booklet.

For more information on the 10% Challenge, including resources and incentives, click [here](#).

Sign up for the 10% Challenge by checking the box below and providing a copy of the chapter's Year-round Recruitment Plan for the upcoming academic year.

- Yes, I want to sign the chapter up for the 10% Challenge. I have attached a copy of the chapter's written Year-round Recruitment Plan (YRP) for **next academic year**

RECRUITMENT AND MANPOWER

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

OPERATIONAL EXCELLENCE

CHAPTER OPERATIONS

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 and the process used to prepare and pass the budget for each academic year. Note any total semester and annual deficits or surpluses.**

2. **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?**

OPERATIONAL EXCELLENCE

CHAPTER OPERATIONS

7. How does the chapter involve members in day-to-day operations? What committees are currently utilized and how often does each meet? Are all members involved in at least one committee?

8. 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.

OPERATIONAL EXCELLENCE

CHAPTER OPERATIONS

9. How does the chapter utilize *The Ritual*? How are members encouraged to gain a deeper understanding of its contents and meanings and apply those in their daily lives?
10. 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.

SUPPORTING DOCUMENTS FOR CHAPTER OPERATIONS

– Attach as supplements to completed packet –

- Copy of end of year financial statements
- Copy of chapter budget and budget planning process
- Copy of e-file confirmation or copy of 990 filing document(s)
- Committee structure and meeting schedule from previous year
- Chapter plan and goals from the previous year with an evaluation of progress made toward each goal

CHAPTER OPERATIONS

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

OPERATIONAL EXCELLENCE
GOVERNANCE AND ACCOUNTABILITY

4. What does the chapter do to promote a culture of accountability among its members?

5. 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.

SUPPORTING DOCUMENTS FOR GOVERNANCE AND ACCOUNTABILITY

– Attach as supplements to completed packet –

- Chapter judicial board, or other accountability mechanism, process
- Report from college/university fraternity/sorority advisor
- Chapter bylaws
- Chapter crisis management plan

GOVERNANCE AND ACCOUNTABILITY

CHAPTER RATING, FEEDBACK, AND SUGGESTED IMPROVEMENTS IN THIS AREA

– INTERNAL USE ONLY –

SUMMARY INFORMATION
CHAPTER RATINGS AND GENERAL FEEDBACK

SUMMARY INFORMATION

CHAPTER RATINGS

Each subcategory was evaluated on a seven point scale from poor to excellence, with acceptable acting as the midpoint. In this system, excellence serves as the highest rating with each point to the right representing an incrementally less ideal level of operations. Anything below (to the right of) acceptable is considered a deficient rating and will require a plan for improvement.

EXCELLENCE VERY GOOD GOOD ACCEPTABLE FAIR SUBSTANDARD POOR

Additional information describing achievement levels can be found in the [Evaluation Guidelines](#).

A summary of the chapter's ratings in each subcategory are below.

VALUES-BASED LEADERSHIP RATINGS

SERVICE AND PHILANTHROPY –

CAMPUS LEADERSHIP –

VALUES CONGRUENT ENVIRONMENTS –

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE RATINGS

INTELLECTUAL DEVELOPMENT –

CANDIDATE DEVELOPMENT –

BROTHER DEVELOPMENT –

ALUMNI DEVELOPMENT –

OPERATIONAL EXCELLENCE RATINGS

RECRUITMENT AND MANPOWER –

CHAPTER OPERATIONS –

GOVERNANCE AND ACCOUNTABILITY –

GENERAL FEEDBACK

Additional and overall feedback is provided below. This feedback is intended to be in addition to that found in each subcategory area.