Sigma Nu Fraternity
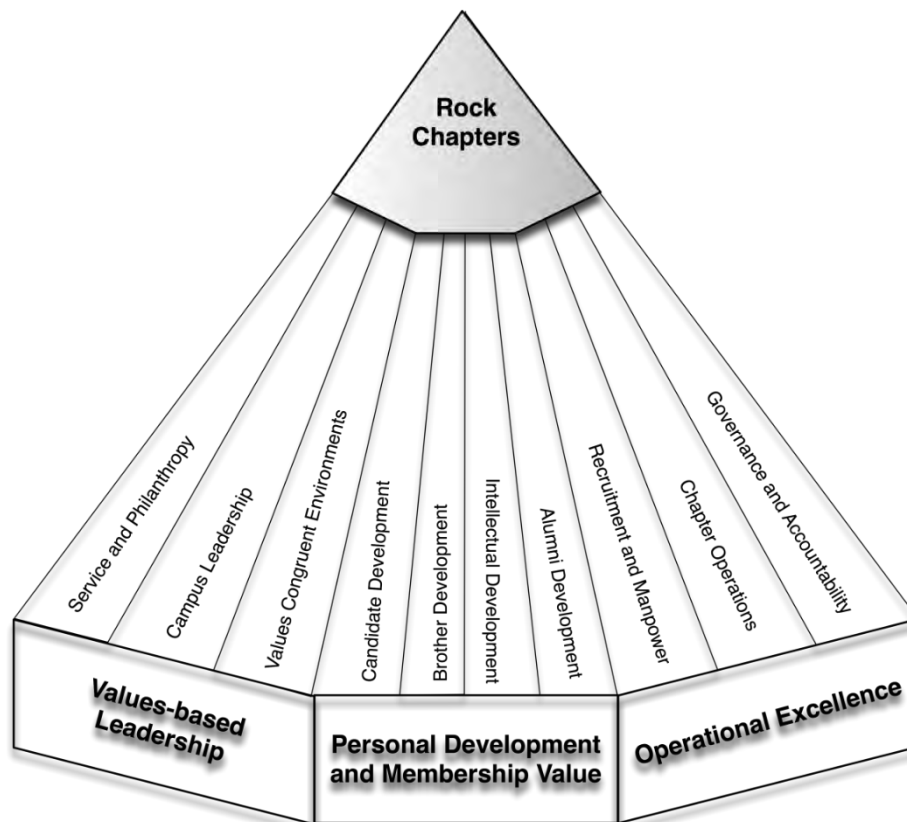### EXCELLING WITH HONOR

CHAPTER
SELF-ASSESSMENT BOOKLET
2020-2021 OFFICIAL SUBMISSION FOR
VIRTUAL OPERATIONS

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

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 for Virtual Operations**). **Chapters should consider the previous 365 days in their responses 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.

STEP-BY-STEP INSTRUCTIONS

1. **Determine the committee or individuals tasked with completing and submitting this Chapter Self-Assessment Booklet.**
2. **Convene the chapter (virtually by committee) to 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 in a digital format.**
5. **Committee completes this booklet using the information and raw data created by the chapter in the self-assessment session.**
   a. Download Chapter Self-Assessment Booklet (this form) and *save to a local drive.*
      i. **DO NOT** try to complete this form in your internet browser window.
      ii. **DO NOT** use any program other than Adobe Reader to complete this document.
   b. Fill in all editable fields, including chapter designation on front cover.
   c. Check boxes in each section for any supporting documentation being provided.
   d. Save completed booklet for chapter records and reference.
6. **Email completed booklet and supporting documentation files to pep@sigmanu.org no later than April 30.**
   a. If your submission booklet and supporting documents exceed 25MB 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 25MB total.
      ii. Upload your submission to a third-party service such as **Dropbox** or **Google Drive** and email a link to **pep@sigmanu.org** to download your submission.
   b. All submissions will receive a confirmation email – at time of processing – 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, please 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. **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 within your Chapter Self-Assessment Booklet.

Where explanations or supporting documentation call for specific records from each term of an academic year (e.g. grade reports) please use the most recently completed fall and spring terms (i.e. Spring and Fall 2020).

TABLE OF CONTENTS

VALUES-BASED LEADERSHIP

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

Values-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 as 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.

1. Which **community/campus service-oriented** and **philanthropic events** did the chapter **plan**? Include any virtual volunteerism and in-person events – indicate and describe events held and the months in which those events took place (e.g. chapter planned a virtual 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.

2. Which **community/campus service-oriented** and **philanthropic events** did the chapter **participate in?** Include any virtual and in-person events – 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.

3. How did the chapter incorporate periodic reflection after **service and philanthropic activities** to help members process the experiences described above?

4. 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)?

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

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

SERVICE AND PHILANTHROPY INVENTORY

SECTION I: Totals (all chapter and individual service and philanthropic endeavors)

Totals here should be reflective of participation and contributions included in Section II.

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

*Include an account of individual service and donations to supplement the totals listed above. The Service & Philanthropy Tracking Sheet or similar documentation is suggested.

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 hosted by the chapter should be reported here. Events that the chapter participated in but were hosted by another student or community organization should be reported in question 2 (previous page).

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.

7. How does the chapter advocate on behalf of 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).

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

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 number; 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, along with a description of the service project(s) – Service & Philanthropy Tracking Sheet or similar

☐ 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. What role(s) do members of the chapter serve in **other campus organizations**? Include the percentage of members involved in other campus organizations in your answer.

Percentage of members involved in other campus organizations

2. 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

3. How does the chapter encourage members to attend **both Greek and non-Greek** leadership development programs and training seminars (if virtual programs were offered)? Note specific events attended and number of chapter members in attendance.

4. Has the chapter failed to meet any IFC expectations/requirements in the past year? If yes, please explain.

5. 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?

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

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

8. 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?

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

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. If citing from the Best Practices Library, please reference the practice number; for example, Campus Leadership #1.

SUPPORTING DOCUMENTS FOR CAMPUS LEADERSHIP
– Attach as supplements to completed booklet –

☐ Letter(s) from sponsor or attendance certificate for campus-wide leadership development program verifying participation

☐ Chapter roster including organizational involvement. Indicate leadership positions where appropriate

☐ Campus Leadership Action Plan

VALUES 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 <u>The Law of Sigma Nu Fraternity, Inc.</u>, 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. How does the chapter promote wellness and diversity to its members? To other students or campus organizations? Indicate if the chapter sponsored or co-hosted any programs with other student organizations.

5. 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.

6. Has the chapter 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. Indicate if the chapter sponsored or co-hosted any programs with other student organizations.

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. If citing from the Best Practices Library, please reference the practice number; for example, Values Congruent Environments #1.

SUPPORTING DOCUMENTS FOR VALUES CONGRUENT ENVIRONMENTS
> *– Attach as supplements to completed booklet –*

☐ Chapter social calendar

☐ Chapter risk management/reduction plan and/or Values 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.

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

2. Explain the chapter's use of college/university resources to provide academic support for initiates and candidates.

3. How has the chapter promoted the use of virtual study groups this year (not necessarily limited to the chapter/campus)?

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

5. 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 undergraduate research)?

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; 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.***

Faculty Advisor Information

Prefix   Name   Title   Email

7. 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)?

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 number; for example, Intellectual Development #1.

SUPPORTING DOCUMENTS FOR INTELLECTUAL DEVELOPMENT
  – Attach as supplements to completed booklet –

☐ Written scholarship/academic plan or completed Intellectual Development Action Plan

☐ College/University grade reports for fraternities and sororities from previous fall and spring terms (spring grades should be from the previous academic year) **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 active members of the Fraternity with a commitment to the values and purpose of Sigma Nu.

1. Describe the chapter's candidate education program.

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 (someone who is not a collegiate member of the chapter).

Fall   **Spring**

# of Phase I Sessions Completed   # of Phase I Sessions Completed

Guest Facilitators   # Guest Facilitators

3. 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…

4. How does the chapter encourage candidates to participate in virtual chapter operations (e.g. chapter meetings, virtual brotherhood events)?

5. Describe the chapter's efforts to host virtual meetings/activities attended by both candidates and initiates. How frequently did these occur, what percentage of chapter members (candidates and initiates) attended?

6. 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.

7. 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.

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

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

10. Provide the number of Candidates inducted and initiated in the previous fall and spring terms (i.e. 2020).

	Fall	**Spring**
Candidates Inducted		
Candidates Initiated		
Retention Rate		

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)? Explain.

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 number; for example, Candidate Development #1.

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 Action Plan](#)

BROTHER DEVELOPMENT

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

1. What phases of the LEAD Program did the chapter participate in this year? In listing each phase, indicate number of sessions completed and number of guest facilitators used.

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 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.

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

3. List the regional and 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. 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 virtual program options available, indicate such as reason for not attending.***

5. Explain the role and membership of the chapter's LEAD Committee. Is the LEAD Chairman an elected or appointed position? Does he have a seat on the chapter's executive board/committee/council?

6. 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.

7. Describe the virtual brotherhood events and activities provided by the chapter throughout the year – both chapter-wide and for small groups. Indicate the venue (e.g. Zoom), frequency, and total number of programs offered.

8. Does the chapter hold an annual brotherhood retreat (in-person or virtually)? If so, provide a description of the event with objectives and outcomes.

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

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. If citing from the Best Practices Library, please reference the practice number; 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 – embedded spreadsheet from question #1

☐ 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. 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. How does the chapter communicate with alumni and other constituents (e.g. email, newsletters, chapter website, or social networking group)? Indicate frequency of communication for each method listed.

MEDIUM	ADDRESS/HANDLE	FREQUENCY
Website:		
Newsletter:		
Facebook (public chapter page):		
Facebook (alumni group):		
Twitter:		
Instagram:		
Other:		
Other:		

> ****Attach copies of this year's newsletters to the chapter's submission if they are not posted on the chapter's website or other download location.****

2. 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 (in-person, virtual), 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 #).

3. 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, Alumni Chapter, Alumni Club, etc.).

4. 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?

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

ALUMNI INVOLVEMENT INVENTORY

How often does an alumni volunteer attend chapter meetings?

Do alumni members attend Candidate Ceremonies?

Do alumni members attend Initiation Ceremonies?

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

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

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

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

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

Does the chapter have a House Corporation?

Does the chapter have an active Alumni Chapter?

ALUMNI ADVISORY BOARD INVENTORY

Does your chapter have an Alumni Advisory Board?

How many volunteers serve on the Alumni Advisory Board?

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

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

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

6. Provide a directory of alumni officers for the following entities – 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:

7. 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.

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 number; 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 completed Alumni Development Action Plan

☐ Report from Alumni Advisory Board or Alumni Chapter describing role/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, 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 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. 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 written Year-round Recruitment Plan or completed Recruitment and Manpower Action Plan as an attachment to the chapter's submission.***

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

3. 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?

4. 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

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?

7. 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 values-based organizations, campus admissions office)? If so, describe that process and how it was used this academic year. **If any alumni provided referrals, please include the name of the alumnus.**

8. 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.

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 number; for example, Recruitment and Manpower #1.

SUPPORTING DOCUMENTS FOR RECRUITMENT AND MANPOWER
     – Attach as supplements to completed booklet –

☐ Written Year-round Recruitment Plan (YRP) or completed 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 and the process used to prepare and pass the budget for each academic year. Note any total semester/quarter and annual deficits or surpluses. Indicate whether the chapter has a savings account and any deposits or withdrawals from that account this academic year.

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?

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

4. 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. What is the chapter's current percentage of accounts receivable more than 30 days past due (outstanding member debt ÷ total billed this year)?

Current percentage of accounts receivable more than 30 days past due

5. 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? How are digital financial transactions controlled (i.e. what oversight protocols are in place if two-signature checks could not be sued due to virtual operations)? Explain.

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

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.

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 number; for example, Chapter Operations #1.

SUPPORTING DOCUMENTS FOR CHAPTER OPERATIONS
– Attach as supplements to completed booklet –

☐ End-of-year financial statements

☐ Chapter budget and budget planning process

☐ E-file confirmation or copy of 990 filing document(s)

☐ Committee structure and meeting schedule from previous year

☐ Chapter Operations Action Plan

☐ Chapter plan and goals from the previous year with an evaluation of progress made toward each goal (e.g. updated Chapter Strategic Plan)

GOVERNANCE AND ACCOUNTABILITY

Effective governance structures and measures of accountability must be in place within the Fraternity. These measures should complement the values 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 and/or educated its members on its use?

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. Describe the virtual operations plan developed by the chapter for this year. How often was this plan formally updated (e.g. start of academic and calendar year)? What was done to educate the membership on any related policy or operational changes?

4. How often does the chapter review and update its bylaws? Provide the date of the last bylaw update and describe the process used to review and update the bylaws.

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

6. In addition to the Trial Code, what other accountability mechanisms does the chapter have in place? How are they implemented? How are members regularly educated on and encouraged to use these mechanisms?

7. 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).

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 number; for example, Governance and Accountability #1.

SUPPORTING DOCUMENTS FOR GOVERNANCE AND ACCOUNTABILITY
  – Attach as supplements to completed booklet –

☐ Chapter judicial board process (or other accountability mechanism)

☐ Report from college/university fraternity/sorority advisor indicating the chapter has not been in violation of college/university policy in the past year

☐ Chapter bylaws

☐ Chapter crisis management plan

☐ Governance and Accountability Action Plan