

Alpha Chi Omega Alumnae Chapter Awards Guide

This guide includes everything you need to know about alumnae chapter awards for the biennial and is your guide to the awards process. Please contact the lifetime engagement department at lifetimeengagement@alphachiomega.org if you have questions about this awards guide or your award materials. We look forward to learning of your accomplishments and recognizing our most outstanding alumnae chapters!

A chapter may choose to submit applications for all eight (8) of the category awards, but in order to be considered for the National Council Trophy, an alumnae chapter must submit a minimum of four (4) awards plus the National Council Trophy award application. This is to help ensure we are recognizing all the great things our alumnae chapters are doing each year to represent Alpha Chi Omega.

Each chapter may submit only one application per category award.

In order to be eligible for an award, the chapter must remain in good standing with the Fraternity.

Timeline

All applications must be submitted by **Friday, January 10, 2020 at 11:59 p.m. EST / 10:59 p.m. CST / 9:59 p.m. MST / 8:59 p.m. PST**. All applications must be completed through the SmarterSelect system. All links to the applications are available on the Alpha Chi Omega website in the Resource Center.

Steps to Success

- Carefully read the award criteria and requirements for the various awards. These requirements are strictly followed.
- Create a single awards login for the chapter, for SmarterSelect system for all members completing applications to use. This will ensure each award will be tied to the correct chapter when scoring is done and when chapters are evaluated for the National Council Trophy.
- Work early, work often! Don't wait until the last minute to work on these award applications. Take the time allotted to complete the questions fully.

Using SmarterSelect

All award applications have the ability to be saved and resumed at any point prior to the submission deadline. It is suggested that the alumnae chapter president (and designated alumnae chapter officers) review all of the applications prior to filling them out. Submitting the application is final. Applications cannot be retrieved and altered after they are submitted. It is suggested that each application is printed and kept for chapter records, officer transitions and future award applications.

Creating and Utilizing Your SmarterSelect Account

Each chapter must set up ONE SmarterSelect account to use for the completion of the awards process. This account information (username and password) will be used for ALL category applications as well as the National Council Trophy application.

We have a four-step process you must adhere to in order to create an acceptable account. You will only create one account for your chapter's award submissions; this same account will be used to submit all award applications. No one else from your chapter should independently create an account to use for chapter awards.

- 1) Email Address: Email addresses should NOT be connected to a personal email account but rather be visibly linked to the chapter. Chapters should create (or use) an email address that the entire executive board can have access to and use to log into the system that houses all the applications in SmarterSelect. For example: the Beta Alpha Beta chapter might have an account email that is betaalphabetaawards@gmail.com.
- 2) First and Last Name: You will need to use your chapter name as the *First Name* and *Last Name* for the account. Please use your alumnae chapter name as the *First Name* and "Chapter" for your *Last Name*.
Beta Alpha Beta example:
First Name: Beta Alpha Beta
Last Name: Chapter
- 3) Password: When you create your own password make sure to use something that all officers assisting with submissions have access to and can remember so that everyone can work on their designated applications.
- 4) Transition: Save the account information so that it can be passed along to the next alumnae chapter officers and the information will not be altered.

One final point, please **DO NOT** use the term "Alpha Chi Omega" in your account email address, *First Name* or *Last Name*. This is very confusing as it does not designate your chapter from any other chapter. We want to easily connect applications with the chapter that submitted them!

Know that whoever has access to the account information may change any and all information at any point prior to submission. Therefore, it is imperative that all members that have access to the account understand the responsibility of having such access.

Alumnae Chapter Awards

Seeking the Heights – Collegiate Support Award

Seeking the Heights – Innovation Award

Seeking the Heights – Membership Engagement Award

Seeking the Heights – Membership Growth Award

Seeking the Heights – Philanthropy Award

Seeking the Heights – Promoting Alpha Chi Everyday (PACE) Award

Seeking the Heights – Ritual and Fraternity Appreciation Award

Seeking the Heights – Sisterhood Award

Continuing Excellence Award

National Council Trophy

The Awards Committee is looking for applications that are creative, thoughtful and comprehensive. Award applications should answer each question in its entirety and honestly to the best of the chapter's ability.

The effort was made to refresh the awards process so that all awards are applicable to all alumnae chapter experiences within Alpha Chi Omega. The Awards Committee encourages chapters to think creatively when applying for awards and encourages innovative and detailed answers to reflect the alumnae chapter experience. It is Alpha Chi Omega's hope that each chapter will apply for at least one Seeking the Heights award, if not all.

When reviewing the descriptions and information for each award, please note that each award outlines criteria that an alumnae chapter may complete to showcase its accomplishments in a particular area. If an alumnae chapter has not accomplished all the criteria, Alpha Chi Omega still encourages each chapter to fill out an application. The Awards Committee hopes to identify chapters that exhibit depth in their commitment to each award area, not necessarily breadth of accomplishments.

It is in the alumnae chapter's best interest that the awards process is a collective effort from all alumnae chapter officers. Make sure each officer knows what she is responsible for in terms of documenting the appropriate information. Different awards may fall under more than one alumnae chapter officer, depending on how your alumnae chapter board is structured.

Collegiate Chapter Support Award

Award Criteria

- Alumnae chapter provides assistance or support to collegiate chapter throughout the year.
- Alumnae chapter maintains effective communication with the collegiate chapter.
- Alumnae chapter performs or assists in the execution of the Hall of Commitment ceremony.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. Our alumnae chapter supports: a local collegiate chapter, a collegiate chapter at a distance, both.
2. How does the alumnae chapter build relationships with the collegiate chapter?
3. Did the alumnae chapter assist with the Hall of Commitment ceremony? If yes, please provide the date and describe the assistance provided.
4. How does the alumnae chapter provide assistance to the collegiate chapter?

Innovation Award

Award Criteria

- Alumnae chapter must host a signature event, program or initiative that is both creative and innovative.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. Describe the signature event, program or initiative and highlight the innovation and creativity displayed.
2. In what ways has the chapter grown or benefitted from this event, program or initiative?
3. Describe how other organizations, groups or the community may have benefitted from the event, program or initiative.
4. What plans are in place in terms of the future and longevity of the event, program or initiative?

Membership Engagement Award

Award Criteria

- Alumnae chapter hosts regular opportunities for alumnae chapter members to gather and spend time together.
- Alumnae chapter maintains consistent communication with its members, building connections among members and continuing member connection to Alpha Chi Omega.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. How often does your alumnae chapter communicate with alumnae chapter members?
2. Please describe the communication the alumnae chapter has with members of the alumnae chapter.
3. Please attach an example of your member communication.
4. Describe one or more events/opportunities the alumnae chapter hosts for members to gather and spend time together.
5. Provide any additional information that showcases how the alumnae chapter excels at member engagement.

Membership Growth Award

Award Criteria

- Alumnae chapter has displayed a sizable growth in membership.
- Alumnae chapter actively works to engage all alumnae in the area and/or all alumnae eligible for membership in the alumnae chapter.
- Alumnae chapter recruits new dues-paying members.

Award Requirements

- Alumnae chapter is in good standing.
- The lifetime engagement department will verify membership counts.
- Alumnae chapter maintains accurate Lyre Links roster.

Award Questions

1. How does your alumnae chapter recruit new members?
2. Please provide an example of communication used for the purpose of recruiting new members.
3. Describe the ongoing programming that the alumnae chapter implements to welcome and engage new members.
4. How often does your alumnae chapter communicate with potential members in your area / who are eligible for membership?

Philanthropy Award

Award Criteria

- Alumnae chapter executes a service project and/or supports philanthropic efforts.
- Alumnae chapter supports and promotes the Alpha Chi Omega Foundation.

Award Requirements

- Alumnae chapter makes a donation to the Alpha Chi Omega Foundation.
- Alumnae chapter is in good standing.

Award Questions

1. Please describe how the alumnae chapter educates members about the role the Alpha Chi Omega Foundation plays in supporting Fraternity programs, services and activities.
2. Please describe the fundraising efforts the alumnae chapter has executed for the Alpha Chi Omega Foundation.
3. Describe the chapter's participation in philanthropy, fundraising and/or service efforts.
4. Describe the chapter's commitment to Alpha Chi Omega's national philanthropy, domestic violence awareness.
5. How does the alumnae chapter encourage individual and chapter giving in support of Alpha Chi Omega?

Promoting Alpha Chi Everyday (PACE) Award

Award Criteria

- Alumnae chapter submits articles and/or photos to Alpha Chi Omega headquarters (i.e. *The Lyre*, the blog, social media spotlights, etc.).
- Alumnae chapter involves members in local alumnae Panhellenic (if established).
- Alumnae chapter has social media presence.
- Alumnae chapter members promote alumnae membership to collegiate members.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. How does the alumnae chapter share its accomplishments and information with Alpha Chi Omega headquarters publications?
2. How are the members of the alumnae chapter involved in the local alumnae Panhellenic (if established in the community)?
3. Please describe the alumnae chapter's online presence and/or social media plan.
4. Please attach two examples of the alumnae chapter's online presence. Suggestions include: website, Instagram, Facebook, Twitter, newsletter, etc.

Ritual and Fraternity Appreciation Award

Award Criteria

- Alumnae chapter implements programming for the advancement, appreciation and/or practice of Alpha Chi Omega Ritual and history.
- Alumnae chapter maintains traditional heritage of Alpha Chi Omega through use of Ritual.
- Alumnae chapter recognizes and celebrates Fraternity special celebrations including Founders' Day, Hera Day, MacDowell Month and membership milestones.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. Please describe the programming the alumnae chapter implements for the advancement, appreciation and/or practice of the Ritual and heritage.
2. Please describe the alumnae chapter programming that is centered around the special celebrations and traditions of Alpha Chi Omega (e.g. Founders' Day, chapter anniversary, Hera Day, MacDowell Month, fine arts appreciation, National Ritual Celebration Week, Hall of Commitment, alumnae and collegiate initiations, membership milestones, etc.).

Sisterhood Award

Award Criteria

- Alumnae chapter promotes relationships and connections among members.
- Alumnae chapter members demonstrate care and support for each other.
- Alumnae chapter provides opportunities for members to build sisterhood.
- Alumnae chapter promotes cross-generational member connections.
- Alumnae chapter provides meaningful experiences to members at various stages of their life.

Award Requirements

- Alumnae chapter is in good standing.

Award Questions

1. Please describe how the alumnae chapter promotes relationships and connections among members.
2. Please describe the opportunities for members to build sisterhood.
3. How does your alumnae chapter excel at building sisterhood?

Continuing Excellence Award

Award Criteria

This award is presented to the alumnae chapter that best exemplifies the ideals and mission of Alpha Chi Omega through its accomplishments in all areas of alumnae chapter development.

In order to be considered for this award, an alumnae chapter must have received the National Council Trophy or Continuing Excellence Award at least once during the last five years and have applied for the National Council Trophy during the current award selection process.

Award Requirements

- Alumnae chapter is in good standing.
- In order to be considered for this award, a chapter must have received the National Council Trophy or Continuing Excellence Award at least once during the last five years.

National Council Trophy

Award Criteria

This award is presented to the alumnae chapter that best exemplifies the ideals and mission of Alpha Chi Omega through its accomplishments in all areas of alumnae chapter development. Selection of recipients is the responsibility of the National Council.

To be considered for the National Council Trophy, the alumnae chapter must complete the National Council Trophy application and submit four (4) Seeking the Heights award applications.

Award Requirements

- Chapter has submitted a minimum of four (4) applications for Seeking the Heights awards.
- Alumnae chapter is in good standing.

Award Questions

1. The National Council Trophy winner(s) is the chapter that displays the highest level of achievement in the areas of alumnae chapter management, alumnae engagement and member development out of all Alpha Chi Omega alumnae chapters. Please provide, in detail, examples of how the chapter is seeking the heights in all areas of alumnae chapter life. This should include chapter management and operations, recruitment, and alumnae engagement.
2. How does your chapter live out Alpha Chi Omega's four precepts for lifelong membership of wisdom, devotion, achievement and commitment?