

THE PI KAPPA ALPHA FRATERNITY

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**PIKE**

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SCHOLARS. LEADERS. ATHLETES. GENTLEMEN.

**CHAPTER YEAR END SUMMARY**

**AND**

**INTERNATIONAL AWARDS APPLICATION**

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(CHAPTER NAME)

## INTRODUCTION

This document is both a historical resource and an awards application. All Summaries and Applications (S&A) sent to the Memorial Headquarters are permanently preserved in the chapter's archives. For those chapters who choose to apply, the S&A is also an application for the Fraternity's annual International Awards program for chapters.

**ALL APPLICATIONS SUBMITTED FOR CONSIDERATION OF INTERNATIONAL AWARDS MUST BE POSTMARKED BY MONDAY, JUNE 15, 2010.**

**\*\*ABSOLUTLY NO LATE APPLICATIONS WILL BE ACCEPTED\*\***

### AWARDS ELIGIBILITY AND RECOGNITION HONORS

The eligibility criteria for all awards, *except recognition honors*, are as follows:

- 1) The chapter has paid all Fraternity dues, fees and assessments.
- 2) The chapter's charter is in good standing.
- 3) The chapter's awards application has been reviewed and approved by an accredited chapter advisor.

### AWARDS QUALIFICATIONS AND SELECTION

In addition to the eligibility criteria described above, each award has its own qualification criteria. The qualification criteria are described in each section of this application. Overall chapter awards (e.g. Excellence Awards) include reference to a "year-end overall awards score". This score is based upon this application and is calculated by the International Awards Committee.

Awards are selected by the International Awards Committee, composed of several members of the Fraternity's professional staff. Awards decisions are final and due to the volume of information submitted annually, detailed analysis of each S&A is not available after the selection of winners.

# APPLICATION SUMMARY

## AWARD CATEGORIES

Select the categories in which your chapter wishes to be considered for an award.

### Overall Chapter Awards

- Robert Adger Smythe Awards
- Raymond L. Orians Chapter Excellence Awards
- Harvey T. Newell Awards

### Chapter Programming Awards

- |   |   |
|---|---|
| <input type="checkbox"/> Recruitment                      | <input type="checkbox"/> International Fraternity Participation |
| <input type="checkbox"/> New Member Education             | <input type="checkbox"/> Athletics                              |
| <input type="checkbox"/> Continuing Education             | <input type="checkbox"/> Ritual                                 |
| <input type="checkbox"/> Alumni Relations                 | <input type="checkbox"/> Accountability                         |
| <input type="checkbox"/> Finances                         | <input type="checkbox"/> Scholarship                            |
| <input type="checkbox"/> Housing ( <i>if applicable</i> ) | <input type="checkbox"/> Campus Involvement                     |
| <input type="checkbox"/> Risk Awareness                   | <input type="checkbox"/> Service / Philanthropy                 |
| <input type="checkbox"/> Management                       | <input type="checkbox"/> Public Relations                       |

## ATTESTATION

The undersigned hereby attest to the accuracy of this application.

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor

\_\_\_\_\_  
Date

**Note:** In order for an application to be considered, the chapter's advisor must be accredited by the International Fraternity. To verify an advisor's status, contact the Memorial Headquarters.

**Name of Local Newspaper:** \_\_\_\_\_

**Email contact:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name of School Newspaper:** \_\_\_\_\_

**Email contact:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## CHAPTER STATISTICAL SUMMARY

### MEMBERSHIP

Initiated Student Members (as of June 1): \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Total Annual Initiations (July 1 through June 1): \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Total Annual Expulsions (July 1 through June 1): \_\_\_\_\_  
Total Annual Resignations (July 1 through June 1): \_\_\_\_\_

### FINANCES

Budgeted Operations Revenue: \_\_\_\_\_  
Budgeted Housing Revenue (if applicable): \_\_\_\_\_  
Budgeted Kitchen Revenue (if applicable): \_\_\_\_\_  
Total Receivables from Members: \_\_\_\_\_  
Total Annual Surplus/Deficit: \_\_\_\_\_

### ATHLETICS

Fall/Q1 Championships: \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Spring/Q2 Championships: \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Summer/Q3 Championships: \_\_\_\_\_

### SERVICE AND PHILANTHROPY

Total Service Hours (July 1 through June 1): \_\_\_\_\_  
Total Dollars Fundraised (July 1 through June 1): \_\_\_\_\_

### SCHOLARSHIP

Fall/Q1 Overall Chapter GPA: \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Spring/Q2 Overall Chapter GPA: \_\_\_\_\_  
    Campus Rank (Pike/Total Fraternities): \_\_\_\_\_  
Summer/Q3 Overall Chapter GPA: \_\_\_\_\_

### SIGNIFICANT CAMPUS AWARDS, RECOGNITION OR CHAMPIONSHIPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## OVERALL CHAPTER AWARDS

### THE ROBERT ADGER SMYTHE AWARDS

The Robert Adger Smythe Awards recognize overall chapter superiority and prominence. The chapters that win this award are tops on their campus and the “best of the best” amongst all of Pi Kappa Alpha. The qualifications for this award are as follows:

1. A year-end overall awards score of at least a 3.75  
(Requires completion of the entire S&A\*)
2. An active membership level of at least 65 initiates
3. An alumni advisory board deemed by the regional president
4. Chapter representation at all Pike University events (including at least one Leadership Summit)

Chapters are recognized at three different Smythe levels depending upon the number of consecutive awards won – Champion (first award), Legacy (third consecutive award) or Dynasty (fifth or more consecutive award).

Smythe Award winners receive the following:

1. The coveted Robert Adger Smythe Award Trophy.
2. Listing in the *Shield & Diamond* Magazine, *Forum* newsletter and Fraternity website
3. A \$250 Pike University scholarship grant

\* Chapters without housing are not required to complete the housing section.

## THE RAYMOND L. ORIAN'S CHAPTER EXCELLENCE AWARDS

The Raymond L. Orians Chapter Excellence Awards recognize overall chapter excellence. The chapters that win this award are amongst the best on their campus and Pi Kappa Alpha's most competitive chapters. The qualifications for this award are as follows:

1. A year-end overall awards score of at least a 3.25  
(Requires completion of the entire S&A\*)
2. An active membership of at least 50 initiates
5. An alumni advisory board deemed by the regional president
3. Chapter representation at all Pike University events (including at least one Leadership Summit)

Excellence Award winners receive the following:

1. The Raymond L. Orians Chapter Excellence Trophy
2. Listing in the *Shield & Diamond* Magazine, *Forum* newsletter and Fraternity website
3. A \$100 Pike University scholarship grant

\* Chapters without housing are not required to complete the housing section.

## THE HARVEY T. NEWELL AWARDS

The Harvey T. Newell Awards recognize those chapters that have most significantly improved or persevered through adversity. The qualifications for this award are as follows:

1. A year-end overall awards score of at least a 2.75  
(*Requires completion of the entire S&A\**)
2. An accredited chapter advisor
3. A separate written description – not to exceed 500 words – of the chapter's improvement and/or perseverance during the past academic year.

Newell Awards winners receive the following:

1. The Harvey T. Newell Trophy
2. Listing in the *Shield & Diamond* Magazine, *Forum* newsletter and Fraternity website
3. A \$100 Pike University scholarship grant

*\* Chapters without housing are not required to complete the housing section.*

## CHAPTER PROGRAMMING AWARDS

### OVERVIEW

The Chapter Programming Awards recognize chapters for excellence in specific areas of chapter programming, sixteen areas in total. To qualify for an award in each area, chapters must score a year-end awards score of at least a 3.75 (out of 4.0) in the award category. Multiple winners may be awarded in each category.

Chapters seeking Overall Chapter Awards must complete each awards section (except for the housing section if the chapter does not have housing).

Applicants may provide supporting documentation and/or samples for each programming area (e.g. a copy of the chapter's written program) with their S&A, but must answer all questions in order to be considered.

### DOCUMENTATION

Supporting statistical information is highly encouraged. This includes: membership grades, community service athletics statistics, philanthropy dollars donated, etc. The awards committee will not be able to make decisions if there is no supporting documentation. Please do not send in copies of MHQ resources directly from the website.

The questions that follow are taken from the Fraternity's Consultant Visitation Analysis document, available by contacting the Director of Chapter Services at [pkaserv@pikes.org](mailto:pkaserv@pikes.org).

# AREA ONE: MEMBERSHIP

## Recruitment

**1) Does your chapter rank in the top three in recruitment on campus? YES / NO**

*Include rankings for each semester/quarter and the number of men initiated by each chapter (including your own).*

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**2) Does your chapter utilize year-round recruitment tactics? YES / NO**

*Include a calendar, a description of each event or activity and how the rush program is organized (e.g. committee membership and roles).*

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**3) Does your chapter appoint the recruitment officer? YES / NO**

*If so, please describe in detail the appointment process.*

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**4) Does your chapter have a functioning recruitment committee? YES / NO**

*If so, describe in detail the composition of the committee and its duties in the chapter's recruitment process / strategy.*

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**5) Does your chapter have a recruitment database (greenbook)? YES / NO**

*If so, describe its content and include a copy.*

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# AREA ONE: MEMBERSHIP

## New Member Education

1) **Does your chapter have a written new member education program? YES / NO**

*If so, please attach the chapter's written program along with an outline of events.*

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2) **Does your chapter annually initiate at least 80% of its new members? YES / NO**

*If so, provide a detailed roster of men pledged during the year, noting which did and did not initiate.*

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3) **Does your new member class conduct their own meetings? YES / NO**

*If so, provide a detailed analysis of how their meetings are operated.*

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4) **Does your chapter have an ingress program for each new member class? YES / NO**

*If so, provide a detailed outline of events and programs, including the initiation process.*

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5) **Does your chapter's new member program last eight weeks or less? YES / NO**

*If so, provide a calendar of events and programs.*

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# AREA ONE: MEMBERSHIP

## Continuing Education

1) **Does your chapter host speakers addressing a variety of issues? YES / NO**

*If so, provide a detailed description of speakers along with topics covered.*

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2) **Does your chapter have a membership / brother's handbook? YES / NO**

*If so, please provide as an attachment.*

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3) **Does your chapter provide education in personal development of members? YES / NO**

*If so, provide the specific topics covered.*

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4) **Does your chapter educate the members on social awareness? YES / NO**

*If so, provide the specific subject matter covered.*

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5) **Does your chapter provide education valuable to senior members? YES / NO**

*If so, provide the specific topics covered.*

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# AREA ONE: MEMBERSHIP

## Alumni Relations

**1) Does your chapter have a written alumni relations program? YES / NO**

*If so, describe the program in detail. Include a description of all communication efforts (including type and frequency) and alumni events (including attendance and agenda).*

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**2) Does your chapter have an effective and accredited chapter advisor and advisory board? YES / NO**

*If so, provide the advisor's name and date of most recent election.*

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**3) Does your chapter maintain an active alumni database? YES / NO**

*If so, please provide evidence of how this list is maintained.*

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**4) Does your chapter host regular alumni events (at least one per semester/quarter)? YES / NO**

*If so, please provide the description of events and estimated attendance*

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**5) Does your chapter produce a quality newsletter that is distributed to alumni? YES / NO**

*If so, attach and identify how often the newsletters are distributed.*

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# AREA TWO: OPERATIONS

## Finances

1) Does your chapter utilize the *Standard Budget(s)* or its equivalent? YES / NO

*If so, provide as an attachment of each semester / quarter.*

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2) Does your chapter collect at least 90% of its receivables? YES / NO

*If so, provide an aged receivables report.*

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3) Does your chapter generate and distribute financial reports to its members on a monthly basis?  
YES / NO

*If so, describe which reports are distributed and provide copies of each.*

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4) Does your chapter have a finance committee? YES / NO

*If so, provide evidence of the committee, the members that comprise it, along with their duties and responsibilities.*

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5) Does your chapter promptly pay all fees and assessments to the International Fraternity?  
YES / NO

*If so, provide evidence of the timeline used to pay fees and assessments.*

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# AREA TWO: OPERATIONS

## Housing (if applicable)

- 1) **Does your chapter have a house manager, management committee and written program? YES / NO**

*If so, provide the names of those serving on the house management committee and their responsibilities.*

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- 2) **Does your chapter have representation at house corporation meetings? YES / NO**

*If so, provide the names of those in attendance as well as the dates of the meetings.*

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- 3) **Does your chapter participate in International Work Day? YES / NO**

*If so, provide the date of the chapter's most recent participation along with a description of the event.*

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- 4) **Does your chapter meet ALL of the Operation Standards? YES / NO**

*If so, provide a separate report documenting the chapter's performance in this area. The Operation and Condition Standards are available at [www.PIKES.org](http://www.PIKES.org).*

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- 5) **Does your chapter meet ALL of the Conditions Standards? YES / NO**

*If so, provide a separate report documenting the chapter's performance in this area. The Operation and Condition Standards are available at [www.PIKES.org](http://www.PIKES.org).*

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# AREA TWO: OPERATIONS

## Risk Awareness

1) **Does your chapter have a written risk awareness program? YES / NO**

*If so, please provide the program as an attachment*

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2) **Does your chapter have a risk awareness committee? YES / NO**

*If so, provide evidence of the committee, the members that comprise it, along with their duties and responsibilities.*

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3) **Does your chapter conduct risk awareness checklists prior to all chapter events? YES / NO**

*Please include a copy.*

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4) **Does your chapter have a written crisis management plan? YES / NO**

*Please include a copy.*

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5) **Does your chapter maintain the Fraternity's Standards? YES / NO**

*Include a signed copy.*

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# AREA TWO: OPERATIONS

## Management

**1) Does your chapter maintain a calendar of events? YES / NO**

*If so, provide said calendar.*

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**2) Does your chapter conduct weekly executive council meetings? YES / NO**

*If so, describe the agenda, who participates as well as documentation that may have been created in these meetings.*

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**3) Does your chapter conduct regular retreats (annual goal setting, recruitment and transition)? YES / NO**

*If so, describe the agenda for each retreat, who participated and when the retreats occurred. Provide a detailed description of each event that occurred.*

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**4) Does your chapter create, document and publicly post goals? YES / NO**

*If so, provide the goals and the method in which the chapter publicly posts them for frequent visibility.*

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**5) Does your chapter have an effectively functioning committee system? YES / NO**

*If so, provide a detailed description of how the committee system works. Discuss how chairmen and committee members are appointed, how committee goals are set and monitored, how often cabinet or committee meetings occur, etc.*

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# AREA THREE: BROTHERHOOD

## International Fraternity Participation

- 1) **Does your chapter actively participate in Pike University events? YES / NO**

*If so, provide a roster for each Pike University event the chapter attended. You may also wish to describe any incentives the chapter makes available in order to support Pike University participation.*

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- 2) **Does your chapter report pledgings, initiations, resignations, expulsions, and graduations in a timely fashion? YES / NO**

*If so, please describe the process and frequency in which your chapter performs such duties. Include a roster of names and dates for each category.*

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- 3) **Does your chapter report officer and advisor elections at least once per academic year? YES / NO**

*If so, please describe how your chapter performs these actions along with the names and positions of the officers changed within the last year.*

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- 4) **Does your chapter regularly make submissions for publication into the *Shield & Diamond*? YES / NO**

*If so, please provide supporting documentation. Include any typewritten articles that were submitted within the past year.*

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# AREA THREE: BROTHERHOOD

## Athletics

1) **Did your chapter win overall intramural competitions? YES / NO**

*If so, provide supporting documentation.*

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2) **Did your chapter place in the top three in any individual athletic competitions? YES / NO**

*If so, provide supporting documentation.*

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3) **Does your chapter membership include any varsity or club athletes? YES / NO**

*If so, please provide their names and the names of their respective varsity / club sport.*

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4) **Does your chapter recognize individual athletic achievements? YES / NO**

*If so, please provide a brief description that supports how your chapter appropriately recognizes individual athletic achievements.*

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5) **Does your chapter support the host institution's athletic program? YES / NO**

*If so, please provide supplemental documentation that would show evidence of your chapter's involvement in support of the athletic program of the university community.*

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# AREA THREE: BROTHERHOOD

## Ritual

- 1) **Does your chapter regularly use the Ritual & regalia in its meetings and is it maintained and kept in good condition? YES / NO**

*If so, describe how frequently the Ritual is used, and what ceremonies were conducted this year. Also, describe how membership ceremonies (e.g. pledging, initiation and graduation) are conducted in a meaningful and appropriate manner.*

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- 2) **Does your chapter use the Ritual to open / close each meeting? YES / NO**

- 3) **Does your chapter utilize a Ritual team? YES / NO**

*If so, provide evidence of the team, the members that comprise it, along with their duties and responsibilities.*

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- 4) **Does your chapter memorize Ritual / ceremonies? YES / NO**

*If so, please describe how this method is achieved within the chapter's membership.*

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- 5) **Does your chapter regularly conduct Ritual education for members? YES / NO**

*If so, describe those programs, including their frequency, who they were conducted by and what topics were covered.*

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# AREA THREE: BROTHERHOOD

## Accountability

- 1) Does your chapter distribute the *True Pike, Vision and Mission, and Creed* to all members? YES / NO

*If so, provide an example of your membership contract and any other similar documents that may reinforce the Fraternity's values and your chapter's expectations.*

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- 2) Does your chapter hold members accountable to chapter bylaws? YES / NO

*If so, describe how this is accomplished. Provide examples of how the chapter successfully addressed issues of accountability. Describe how these practices have affected the chapter.*

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- 3) Does your chapter regularly revisit / update the Chapter's bylaws? YES / NO

*If so, describe the frequency as well as the process that the chapter addresses this issue.*

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- 4) Does your chapter have a functioning judicial board? YES / NO

*If so, describe the board's composition, how membership is determined, how frequently the board meets, for what issues and its overall effectiveness.*

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- 5) Does your chapter have a written judicial policy? YES / NO

*If so, provide an example of your policy as supplemental documentation.*

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# AREA FOUR: LEADERSHIP

## Scholarship

**1) Does your chapter rank above the all-fraternity grade point average? YES / NO**

*If so, provide university comparison report.*

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**2) Does your chapter provide scholastic programming to all members? YES / NO**

*If so, provide a comprehensive description of these programs, how they have been received by the members and how they have impacted the chapter's overall scholastic performance.*

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**3) Does your chapter expect and encourage a minimum grade point average? YES / NO**

*If so, describe the minimum expectations for members and how the chapter encourages performance.*

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**4) Does your chapter enforce academic requirements prior to initiation? YES / NO**

*If so, provide a detailed explanation outlining the chapter's requirement.*

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**5) Does your chapter provide incentives for achievement in academics? YES / NO**

*If so, provide a comprehensive description of these programs.*

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# AREA FOUR: LEADERSHIP

## Campus Involvement

- 1) **Does your chapter have at least 80% of its members involved in other campus organizations? YES / NO**

*If so, provide a detailed listing of members and the activities they are involved in, including any offices they hold.*

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- 2) **Does your chapter expect and encourage a minimum level of involvement from each of its members? YES / NO**

*If so, describe the minimum expectations and aggregate and per-member results (e.g. total number of organizations represented and average organizations per member). Provide the name of each organization and any titles held by members.*

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- 3) **Does your chapter provide weekly opportunities for members to become involved? YES / NO**

*If so, please provide how the opportunities are presented to the chapter members.*

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- 4) **Does your chapter provide funds that would be available to members to help subsidize the cost of involvement with campus organizations? YES / NO**

*If so, please provide the monetary allocation process for the disbursement of funds.*

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- 5) **Does your chapter sponsor and / or participate in events that are open to all students? YES / NO**

*If so, please provide a specific listing of events, dates and members involved.*

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# AREA FOUR: LEADERSHIP

## Service / Philanthropy

- 1) **Does your chapter have a written community service / philanthropy program? YES / NO**

*If so, provide an example of your policy as supplemental documentation.*

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- 2) **Does your chapter expect a minimum level of community service from each member each semester / quarter? YES / NO**

*If so, describe the minimum expectations and what the per-member contribution was this past year.*

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- 3) **Does your chapter host at least one community service project each semester / quarter? YES / NO**

*If so, provide a full description of the event(s) hosted by the chapter, including total number of hours contributed and to what causes.*

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- 4) **Does your chapter host at least one philanthropy project per semester / quarter? YES / NO**

*If so, provide a full description of all activities hosted by the chapter, including total number of dollars raised and for what causes.*

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- 5) **Does your chapter participate in other fraternity / sorority service projects? YES / NO**

*If so, provide a full description of the chapter's participation and the names of the organizations.*

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# AREA FOUR: LEADERSHIP

## Public Relations

**1) Does your chapter have written public relations program? YES / NO**

*If so, provide an example of your policy as supplemental documentation.*

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**2) Does your chapter have a functioning public relations committee? YES / NO**

*If so, provide evidence of the committee, the members that comprise it, along with their duties and responsibilities.*

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**3) Is your chapter socially preferred by sororities? YES / NO**

*If so, provide supporting documentation to this effect (letters of support or congratulations). Describe how the chapter is viewed by sororities and how those perceptions have been cultivated.*

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**4) Does your chapter regularly produce press releases to campus and community newspapers?  
YES / NO**

*If so, provide copies of press releases as supplemental documentation.*

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**5) Does your chapter have an up-to-date and professional website maintained? YES / NO**

*If so, provide link to the chapter's website as well as information of how the website is maintained and who maintains the website.*

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# SCORING SUMMARY

For Use by the International Awards Committee Only

## ELIGIBILITY CHECKLIST

- Dues, fees and assessments paid in full
- Charter is in good standing
- S&A approved (signed) by an accredited chapter advisor

## CORNERSTONES SCORES

Recruitment	_____
New Member Education	_____
Continuing Education	_____
Alumni Relations	_____
Finances	_____
Housing (if applicable)	_____
Risk Awareness	_____
Management	_____
Athletics	_____
International Fraternity Participation	_____
Ritual	_____
Accountability	_____
Scholarship	_____
Campus Involvement	_____
Service / Philanthropy	_____
Public Relations	_____
<b>Overall Cornerstones Average</b>	<b>_____</b>

## OVERALL CHAPTER AWARDS QUALIFICATIONS CHECKLIST

Total Student Members (Initiates)	_____
Pike University Attendance	_____
Leadership Summits	_____
International Convention / Academy	_____
Chapter Executives Conference	_____