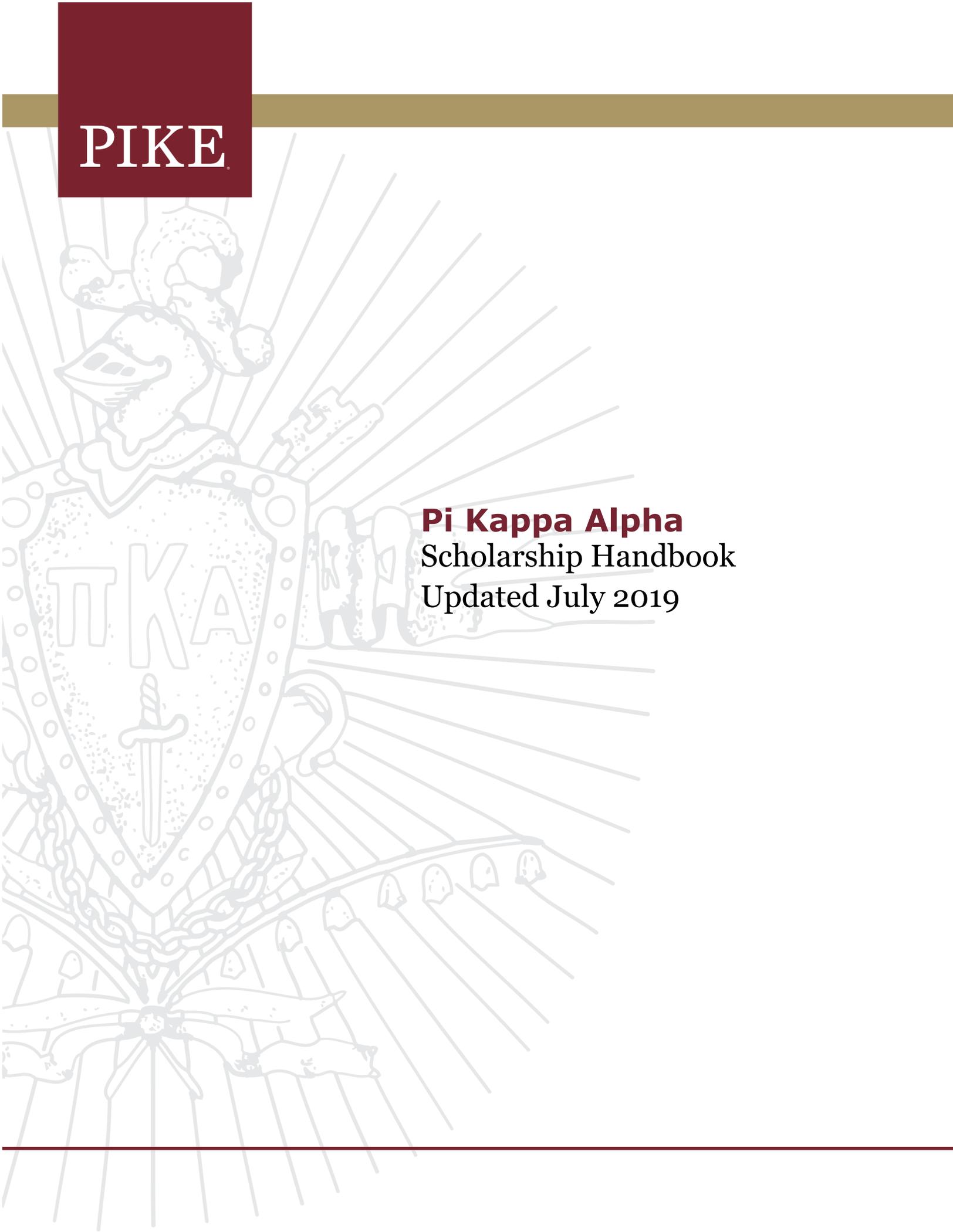


PIKE



Pi Kappa Alpha
Scholarship Handbook
Updated July 2019

FOREWORD

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha Fraternity for the use by any chapter which is interested in establishing or improving its programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Pi Kappa Alpha Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire Fraternity.

This handbook is an educational guideline only which contains suggestions and recommendations developed by various chapters which were able to develop successful programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the handbook, then the suggestions can be utilized with the understanding that any handbook is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the handbook is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are scholarship chairman. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you take action. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

Understand Your Position

Purpose of a Scholarship Program

The purpose of a scholarship program is to ensure every chapter member can achieve the best possible GPA while, at a minimum, fulfilling his scholastic requirements to remain in good standing with the chapter.

Job Description

As the scholarship chairman, you are the primary organizer and overseer of the scholarship program within the chapter that ultimately fosters positive scholastic performance.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Goals

- ◆ Ensure that chapter members are motivated and assisted by the scholarship program to achieve positive scholastic performance.
- ◆ Ensure that resources are available and communicated to chapter members to achieve positive scholastic performance.

Weekly Tasks

- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to athletics
- ◆ Manage the scholarship budget

Semester/Quarter Tasks

- ◆ Structure and organize a scholarship committee
- ◆ Set goals related to scholarship
- ◆ Set the scholarship budget
- ◆ Complete necessary university forms to calculate the collective chapter GPA and each individual member's GPA
- ◆ Implement and maintain a scholarship program that:
 - Rewards chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
 - Applies circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
 - Notifies chapter members of services and awards on campus offered by the institution
 - Allows chapter members to get involved with a chapter tutoring program
 - Recommends chapter members to attend frequent study hours
 - Offers course study files that include notes, previous assignments, previous tests, etc. for reference (if applicable)
 - Allows course/faculty evaluation for chapter members when a course is completed
- ◆ Create and maintain a uniform scholarship handbook including guidelines, ideas, and suggestions for future scholarship chairman
- ◆ Assist in the completion and submission of a Year End Summary

Completion of Position

Review position with the new scholarship chairman and provide written notes to successor and any other materials that were developed during your tenure as scholarship chairman including a uniform scholarship handbook with guidelines, ideas, and suggestions for future scholarship chairman

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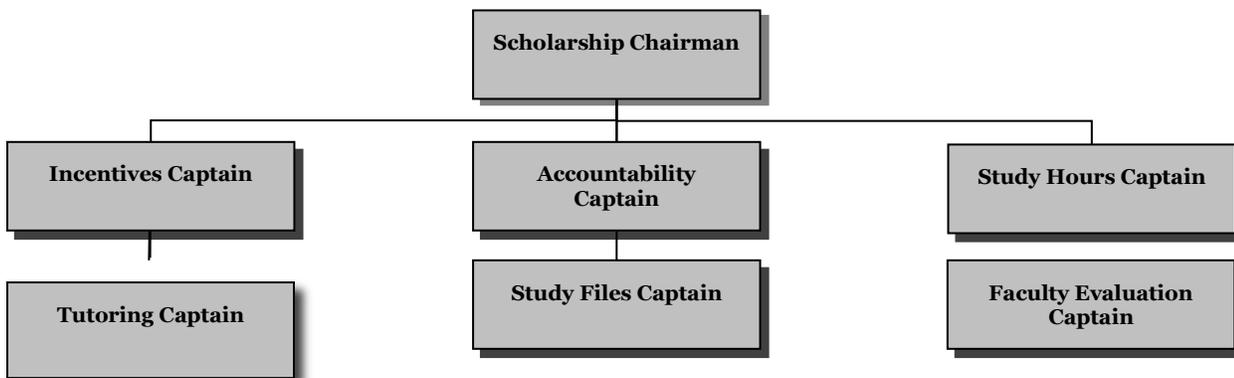
Create the Plan for Your Position

Organize the Committee

In order to more effectively accomplish your duties as the scholarship chairman, it is important to form a scholarship committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

The first step to forming the scholarship committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the scholarship committee is typically composed of six undergraduate members.



The six undergraduate members hold the positions of incentives captain, accountability captain, study hours captain, tutoring captain, study files captain and faculty evaluation captain. Brief job descriptions for each of these positions are listed below along with full page overviews of each position which can be given to each member of the committee and can be found starting on the next page in this handbook.

Incentives Captain –the primary organizer and overseer of incentives for positive scholarship performance within the chapter.

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Accountability Captain –the primary organizer and overseer of applying circumstances to chapter members for poor scholarship performance.

Study Hours Captain –the primary organizer and overseer of the study hours program within the chapter.

Tutoring Captain – the primary organizer and overseer of the tutoring program within the chapter.

Study Files Captain – the primary organizer and overseer of compiling and maintaining study files within the chapter.

Faculty Evaluation Captain – the primary organizer and overseer of providing and compiling faculty evaluations within the chapter.

These are typically the positions involved with the scholarship committee. However, if you are unable to identify six chapter members to be involved with the committee, it is recommended to work to combine the outlined positions so that every aspect of scholarship will have oversight and be completed. For example, if you only have three chapter members involved, you can then combine incentives captain with accountability captain, study hours captain with tutoring captain, and study files captain with faculty evaluation captain to cover all responsibilities within the committee. Also, if you are able to identify more than six chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have eight chapter members involved, you can fill the six previously outlined positions in addition to adding more positions such as another study hours captain and another tutoring captain to help with the weekly study hours and tutoring opportunities, respectively. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with scholarship are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the scholarship committee will be successful.

Once you have created the scholarship committee, you will want to be continually updated on progress with tasks that the committee members are charged with, so it is recommended to hold weekly scholarship committee meetings. During these meetings it is important to allow every person in the committee to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It may even be helpful to utilize and expect a report from each committee member, like the one outlined on page 14. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

Incentives Captain

Job Description

As the incentives captain, you are the primary organizer and overseer of incentives for positive scholarship performance within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Determining rewards for chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
- ◆ Budgeting for the costs of incentives
- ◆ Notifying membership of incentives

Goals

- ◆ Complete organizing incentives at least two weeks prior to the start of semester/quarter
- ◆ Notify membership of incentives within first two weeks of semester/quarter

Weekly Tasks

- ◆ Continually determine and award incentives for scholastic performance

Semester/Quarter Tasks

- ◆ Determine rewards for chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
- ◆ Notify membership of incentives to increase performance
- ◆ Budget for the costs of incentives

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as incentives captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Accountability Captain

Job Description

As the accountability captain, you are the primary organizer and overseer of applying circumstances to chapter members for poor scholarship performance.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Determining and applying circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
- ◆ Budgeting for the costs of circumstances
- ◆ Notifying membership of circumstances

Goals

- ◆ Complete organizing circumstances at least two weeks prior to the start of semester/quarter
- ◆ Notify membership of circumstances within first two weeks of semester/quarter

Weekly Tasks

- ◆ Continually determine and apply circumstances for scholastic performance

Semester/Quarter Tasks

- ◆ Determine circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
- ◆ Notify membership of incentives to increase performance
- ◆ Budget for the costs of incentives

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as accountability captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Study Hours Captain

Job Description

As the study hours captain, you are the primary organizer and overseer of the study hours program within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Coordinates and recommends chapter members to attend frequent study hours
- ◆ Budgeting for the costs of study hours
- ◆ Notifying membership of study hours

Goals

- ◆ Complete organizing study hours schedule at least two weeks prior to the start of semester/quarter
- ◆ Notify membership of study hours within first two weeks of semester/quarter

Weekly Tasks

- ◆ Continually coordinate and recommend chapter members to attend frequent study hours

Semester/Quarter Tasks

- ◆ Coordinate and recommend chapter members to attend frequent study hours
- ◆ Notify membership of study hours to increase attendance
- ◆ Budget for the costs of study hours

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as study hours captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Tutoring Captain

Job Description

As the tutoring captain, you are the primary organizer and overseer of the tutoring program within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Organizes and oversees the tutoring program within the chapter
- ◆ Budgeting for the costs of the tutoring program
- ◆ Notifying membership of the tutoring program

Goals

- ◆ Complete organizing tutoring program with schedule at least two weeks prior to the start of semester/quarter
- ◆ Notify membership of tutoring program within first two weeks of semester/quarter

Weekly Tasks

- ◆ Continually coordinate and recommend chapter members participate in tutoring program

Semester/Quarter Tasks

- ◆ Organize and oversee the tutoring program within the chapter
- ◆ Notify membership of tutoring program to increase attendance
- ◆ Budget for the costs of tutoring program

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as tutoring captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Study Files Captain

Job Description

As the study files captain, you are the primary organizer and overseer of compiling and maintaining study files within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Organize and oversee the study files system that offers course study files including notes, previous assignments, previous tests, etc. for reference within the chapter
- ◆ Budgeting for the costs of the study file system
- ◆ Notifying membership of the study file system

Goals

- ◆ Complete organizing study file system with schedule at least two weeks prior to the start of semester/quarter
- ◆ Notify membership of study files system within first two weeks of semester/quarter

Weekly Tasks

- ◆ Continually organize and update the study files system

Semester/Quarter Tasks

- ◆ Organize and oversee the study files system that offers course study files including notes, previous assignments, previous tests, etc. for reference within the chapter
- ◆ Notify membership of study files system to increase use
- ◆ Budget for the costs of study files system

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as study files captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Faculty Evaluation Captain

Job Description

As the faculty evaluation captain, you are the primary organizer and overseer of providing and compiling faculty evaluations within the chapter.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Organize and oversee the distribution of course/faculty evaluations for chapter members when a course is completed
- ◆ Budgeting for the costs of the faculty evaluations
- ◆ Notifying membership of the faculty evaluations

Goals

- ◆ Complete preparation for the faculty evaluations with schedule at least two weeks prior to finals week
- ◆ Notify membership of faculty evaluations at least two weeks prior to finals week

Semester/Quarter Tasks

- ◆ Organize and oversee the distribution of course/faculty evaluations for chapter members when a course is completed
- ◆ Budgeting for the costs of the faculty evaluations
- ◆ Notifying membership of the faculty evaluations

Completion of Position

- ◆ Review position with the scholarship chairman and return at least written notes to successor and any other materials that were developed during your tenure as faculty evaluation captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Sample Weekly Committee Member Report

Please provide a 2-3 sentence answer for each question.

What have you done in the past week?

What have you failed to do in the past week?

What do you plan to do in the upcoming week?

What other upcoming events take place soon?

Do your events/activities cost any money?

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

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Set the Goals for Your Position

Once you have the committee formed, the next responsibility as the scholarship chairman is to determine and set the goals for your position. When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objectives as scholarship chairman are to ensure that chapter members are motivated and assisted by the scholarship program to achieve positive scholastic performance and to ensure that resources are available and communicated to chapter members to achieve positive scholastic performance, you must determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as scholarship chairman. With that being said, you want to determine how you can best judge whether you are accomplishing this objective.

You can easily assume that developing and implementing an in-depth scholarship program is a good determinant of the status of accomplishing both objectives. If you can identify different activities or events to bolster the GPA of members in the chapter, you should be able to accomplish this task. Additionally, if you have implemented the scholarship program effectively, you should be able to achieve a chapter GPA above the all-fraternity average, above the all-men's average, and even rank as the top fraternity on campus in GPA. By achieving the benchmarks just listed, you will easily see how effective your scholarship program is.

This leaves you with your goals for the scholarship chairman position and allows you to easily get a weekly update on how the chapter is performing with the scholarship program so that you may make changes or corrections if necessary. You should take note of these goals that you have now set and continually revisit them on a weekly basis.

Implement and maintain a scholarship program that:

- ◆ Rewards chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
- ◆ Applies circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
- ◆ Incorporates posting notifications on a scholarship bulletin board
- ◆ Notifies chapter members of services and awards on campus offered by the institution
- ◆ Notifies chapter members of Pi Kappa Alpha international awards and honors
- ◆ Allows chapter members to get involved with a chapter tutoring program
- ◆ Recommends chapter members to attend frequent study hours
- ◆ Offers course study files that include notes, previous assignments, previous tests, etc. for reference (if applicable)
- ◆ Allows course/faculty evaluation for chapter members when a course is completed
- ◆ Achieves a chapter GPA above the all-fraternity average, above the all-men's average, and rank as the top fraternity on campus in GPA
- ◆

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for scholarship.

Set the Budget for Your Position

When setting the budget for scholarship, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to scholarship. You can first begin to think of all the expenses that will be incurred during the program.

After reviewing the expenses of scholarship, you can determine that most of the expenses will be incurred primarily when planning methods to bolster chapter GPA. Depending on the number of methods you utilize, the list of expenses can then look something like this:

- ◆ Scholarship Incentives
- ◆ Scholarship Circumstances
- ◆ Study Hours
- ◆ Study Files
- ◆ Faculty Evaluations

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the scholarship budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at www.pikes.org in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your scholarship budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

ΩΩ Chapter of The Pi Kappa Alpha International Fraternity	
Scholarship Budget Request Form	
Event/Activity (see detail pages for more)	Amount
Scholarship Incentives	\$ 2,000
Scholarship Circumstances	\$ 500
Study Hours	\$ 200
Study Files	\$ 200
Faculty Evaluations	\$ 100
Total Budget Request	\$ 3,000

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for scholarship. You are now able to move on to planning the tentative scholarship schedule for the year.

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Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						

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Plan the Event Schedule for the Year

Planning the event schedule for your tenure as community service chairman should be simple. There are two parts to planning the event schedule for the community service program. One part involves setting dates for any events that you hold for the scholarship program such as a banquet for members with good GPAs or an all-chapter scholarship event where scholarships are presented. No matter what event you plan, it should be put into the chapter calendar. The second part depends primarily on the performance of the members in the chapter.

For the first part of planning the event schedule for scholarship, since you may have to plan events, you should first work to identify the length of time that these events will last. These events can last anywhere from a few hours to a day in length. It is up to you to determine what timeframe will be most effective for the results you are trying to achieve with your events.

Once you have finalized how long the events will last, you can then choose when these events will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual events. If it has not already been planned, pick weekends or weeks when there are not many other events or commitments by chapter members. If the events have been identified far enough in advance, there should be plenty of time to properly plan and execute the events.

For the second part of planning the event schedule for scholarship, since your chapter GPA depends on the efforts of chapter members, it is important to continually provide resources such as tutoring programs and study hours throughout the week for chapter members. By understanding the availability of your captains and others who will be participating in these programs, you should be able to develop a rough outline of when certain events and opportunities will take place during the week and throughout the year. It is important to have this rough outline established so that you and the rest of the chapter have enough foresight in order to be able to attend and participate in each event and opportunity.

It will be important to provide continual reminders to chapter members since the scholarship schedule will be constantly changing. You should update and communicate the schedule on a weekly basis to ensure that there is no confusion amongst the chapter members, so they always have opportunities to participate in scholarship programs and efforts. If you maintain clear communication and continually update your schedule based on the needs of the chapter, the chapter should be more capable to achieve a better overall GPA.

Create the Scholarship Program

The scholarship program should strive to track members' academic performance, provide academic resources, reward academic success, and help improve academic performance. Over the next few pages, you will find ideas to accomplish these goals. As you develop your chapter's program, select a few of the ideas over the next few pages you believe would best fit in your chapter. Implementation may take more than one semester, but the more strategic and structured your program, the greater your impact on the chapter's academic performance will be.

Chapter Awards and Incentive Programs

Develop rewards for satisfactory and exceptional academic performance. Work with your committee and internal vice president to set both levels. For example, satisfactory academic performance could be members achieving at least a 3.0 GPA and exceptional performance could be those earning a GPA of 3.5 or higher. See a list on the next page of academic reward suggestions. Select a few examples that your chapter members would receive positively and assign them to a level of academic performance.

Recognition Ideas

- ◆ Dean's list dinner
 - Invite any member receiving a certain GPA to a complimentary dinner. Use this opportunity to commend the men on their scholastic success.
 - Many successful scholarship programs include inviting well-liked or distinguished professors to this dinner. For example, encourage members to invite their favorite professor to the dinner.
 - While recognizing each member's academic achievement, show appreciation for the professors and their contributions to the success of your chapter.
- ◆ Free brotherhood dinner or event
 - During a regular brotherhood event or dinner, cover the cost for any member above your determined GPA level.
- ◆ Recognition in alumni, parents, or other stakeholders' newsletter
- ◆ Event monitor exemption
- ◆ Distribute a budgeted scholarship amount
 - Determine an affordable scholarship amount (i.e. \$1000) to divide by the number of members achieving at an exceptional academic level.
 - For budgeting purposes, this method is preferred over per-member scholarships (i.e. \$50 per member).

Accountability for Poor Academic Performance

Develop standard consequences for unsatisfactory academic performance. Work with your committee and internal vice president to establish guidelines for unsatisfactory performance. This GPA performance requirement should be a written bylaw that you are charged with enforcing. Review your bylaws to ensure your chapter has set the requirement. See the list below of academic sanction examples. Select a few that will improve individual chapter members' academic performance and assign them to any member with poor academic performance.

Academic Sanction Ideas

- ◆ Tutor hours
 - Require members to complete a set number of hours per week at the campus tutoring center. This offers a great study environment, helpful resources, and credible assurance the hours were completed.
- ◆ Study Hours
 - Establish a set number of hours per week as well as set location(s) where members can complete study hours (i.e. library, academic building, chapter house, etc.).
- ◆ Social Probation
 - Limit participation and require grade check, study hours or attendance sheet completion for any level of participation.

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- ◆ Athletic Probation
 - Limit participation and require grade check, study hours or attendance sheet completion for any level of participation.
 - Event Monitor Duty
- ◆ Attendance Sheets
 - Require members to have professors sign an attendance sheet at the conclusion of each class to be returned to the scholarship chairman each week.
- ◆ Regular Meetings with Professors
 - Require members to complete monthly meetings with each of his professors to obtain a progress report and discuss class material.
- ◆ Grade Checks
 - Require members to complete professor-signed grade checks twice throughout the semester (can be more or less).

Institution Services and Awards

As the organizer and overseer of the chapter's scholarship program, it is your job to gather information and communicate to members the resources and programs provided by your institution aimed at improving academic performance. Typical academic improvement programs include tutoring services, academic advising, and course specific review sessions.

- ◆ Tutoring Services
 - Research hours of service as well as subjects tutored.
 - At many campuses, different subjects will have set weekly group study times or test prep sessions around the time of an exam
 - Incorporate the use of these tutoring services by requiring them as part of academic probation. Possibly incentivize the usage of tutors by counting an hour at the tutor as worth more than an hour at the library.
- ◆ Academic Advising
 - Communicate to members important dates about registering for classes.
 - You may hold a workshop during a meeting about how to register for classes or best practices to setting up and holding a successful meeting with an academic advisor.
- ◆ Academic Awards
 - Most schools award ongoing scholarships for academic performance and co-curricular achievement. Research your institution's website and academic services programs to find important dates and pertinent scholarships of which your members should be aware.

Pi Kappa Alpha International Fraternity Awards

A chapter's academic performance weighs heavily for all International Fraternity Awards. In addition to the Orians Excellence Award and the Smythe Award, the International Fraternity awards the scholarship cup to the PIKE chapter with the highest overall GPA. The Fraternity also awards the scholarship plate to any chapter earning at least a 3.0 GPA.

Finally, there are also awards and honors for individuals such as the Sabre and Key Honor Society which recognizes Pi Kappa Alpha's outstanding undergraduate scholars, who earn at least a 3.5 grade point average (or equivalent) and rank in the top 10% of their classes as well as individual scholarships such as the Robertson Award, which recognizes Pi Kappa Alpha's outstanding graduating senior with a generous scholarship, the Robert D. Lynn Memorial Scholarship, which is awarded each year to an

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undergraduate member of Pi Kappa Alpha who demonstrates outstanding interfraternal leadership on his campus, and many other scholarships available to all PIKE undergraduates and even some that may be exclusive to your chapter.

Tutoring Program

In addition to utilizing on-campus academic resources, many scholarship programs facilitate a member-to-member tutoring program. As the scholarship chairman, it will be your responsibility to structure and organize a program that connects men who have completed a course or are excelling in a course with members who request help.

To simplify this process, compile an up-to-date list of every member's area of study and class work completed. This data should be part of the brother handbook collected by the continuing education chairman or new member education chairman. After you have the list collected, ask the chapter for tutoring volunteers. Once you have volunteers, coordinate set dates, times, and locations they are willing to tutor members. To incentivize participation from tutors, work with your internal vice president to coordinate a workable reward like those discussed previously in the "Awards and Incentives" section.

Study Hours

Another vital aspect of a successful scholarship program is facilitating study hours. Study hours may be a part of academic probation, the new member education process, and/or basic membership requirements. As the scholarship chairman, establish appropriate locations (library, academic building, chapter house, etc.) and designate acceptable times to complete the required hours.

One possible variation is requiring only a portion of the study hours to be monitored (by the scholarship committee or the executive board) and the remainder to be on the honors system. Many chapters create a set number of study hours for all members or all members on academic probation. Below is an example of how to incorporate the whole chapter into study hours:

<u>GPA</u>	<u>Study Hours</u>
3.50-4.00	0 Hours/Week
3.25-3.49	2 Hours/Week
3.00-3.24	3 Hours/Week
2.75-2.99	4 Hours/Week
2.50-2.74	5 Hours/Week
2.00-2.49	6 Hours/Week
0.00-1.99	8 Hours/Week

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Course Study Files

Leveraging past knowledge and academic experiences can substantially benefit chapter members. As a scholarship chairman, you can help facilitate the sharing of this knowledge by collecting and arranging members' notes and other study files.

These study banks can be compiled in either hard copy or electronic version. Electronic will likely mean more work up front, but the longevity of the files can be much greater. If you do not already have a study bank, this could be a great semester project for your scholarship committee.

Professor/Faculty Evaluations

Developing a database of peer course and faculty evaluations can prove helpful much like course study files. Websites like ratemyprofessors.com may provide guidance to what should be included in the evaluation. In the chapter's database, you will want to remove anonymity, so all evaluations only serve a preliminary role and allow a member to follow up with past submitters of evaluations.

Execute the Plan for Your Position

Implement and Maintain Scholarship Program

As mentioned earlier, implementation of these ideas may take more than one semester to become accepted as chapter culture. One of the best ways to implement any new program is to do it first with the new member class and make the desired changes with the future leaders of the chapter. Another key to implementing a successful scholarship program is including set guidelines for academic probation, chapter study hours, or GPA requirements in your bylaws.

In addition, as the scholarship chairman you may work with men who oppose creating or enforcing minimum GPA requirements and academic improvement programs. Your job is to give your chapter the best chance to improve last semester's GPA and achieve its overall academic goals. Once you establish the academic incentives and sanctions, whether through existing bylaws or new amendments adopted by the chapter, stick to them. In your position, you are the academic accountability arm of the chapter. You have the endorsement of your executive board and the support of the internal vice president. You should feel confident in addressing issues with uncooperative members. In those cases, use one-on-one meetings and submissions to the judicial board to maximize the effects and accountability of the scholarship program.

Forms to Calculate Chapter GPA

Depending on your institution, your responsibility may differ for finding your chapter's collective GPA and/or a list of individual members' academic performance. If your chapter president or chapter advisor does not automatically receive a report from your student affairs office, you may have to request one. Ideally the report will include both cumulative and semester GPAs for each member as well as a breakdown of chapter averages in each category.

As the scholarship chairman, two important benchmarks to measure your chapter's performance against are the all-men's GPA and the all-fraternity GPA. When setting your chapter academic performance goals, the eventual goal should be to achieve a GPA above both those marks. For goal setting purposes and benchmarking, the semester GPA should be used over the cumulative GPA. However, one important reason to document the cumulative GPA is for officer elections. According to the Constitution and Codes, to serve as a chapter officer, members must have a cumulative GPA above 2.7.

Enhance the Plan for Your Position

Review of the Program

Once your tenure as scholarship chairman has been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better the scholarship programming. This may be accomplished by numerous different methods.

It is important to get input from the scholarship committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the scholarship programming. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the scholarship programming such as the scholarship program, circumstances for poor performance, incentives for performing well, awards, tutoring program, etc. to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the scholarship documentation and the programming may be improved in the future.

Ensure a Successful Transition for Your Successor

It is vital to the performance of your chapter that there is some transfer of knowledge to the next scholarship chairman when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new scholarship chairman to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to: the scholarship chairman handbook, agendas for committee meetings, scholarship event planning and execution materials, incentive and punishment lists, grade reports, the scholarship program, tutoring and awards program documents, documentation of previous scholarship issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, scholarship event planning and execution materials, incentive and punishment lists, grade reports, the scholarship program, tutoring and awards program documents, pictures of scholarship activities, etc. Any activity that you organized and completed during your tenure as scholarship chairman should have an accompanying event summary. A sample event summary can be found on page 26 of this handbook. A sample contact list can be found on page 27 of this handbook. A sample notes to successor can be found on page 28 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as scholarship chairman, to help the new scholarship chairman set goals, and to discuss any points that may be of difficulty during his tenure or that affected

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you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of scholarship programming.

You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing scholarship programming.

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Event Summary

Date _____

Event _____

Committee and Chairman _____

Date and Time of Event _____

Description _____

Steps in Planning _____

Needed Supplies, Cost, Attendance, etc., _____

Persons to Contact, Addresses, Phone Numbers _____

Suggestions for Improvement _____

Your Name _____

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Contacts

Phone _____

Name _____

Organization _____

Address _____

Frequently Asked Questions

What if a member repeatedly earns a GPA below the minimum required?

Most chapters address this issue in the academic section of their bylaws. One recommendation is to create graduated probations based on how many semesters a member's GPA is below the minimum. First semester usually has set sanctions. The second semester will have sanctions a little more stringent than the first. And the third semester will spell out immediate expulsion or an expulsion trial requiring a set percentage affirmative vote to retain membership.

Does the International Fraternity have a minimum GPA for new members or current members?

Per the Constitution and Codes, a new member must have attained a cumulative high school grade point average of at least 2.5, or a cumulative college GPA of a 2.5 thereafter. Each chapter shall maintain an annual cumulative grade point average of at least a 2.7 on a 4.0 scale. Further, in order to hold an elected position as a chapter officer, a member must maintain at least a 2.7 grade point average.

Do you suggest using cash scholarships or dues discounts for academic achievement?

Yes and no. Incentivizing strong academic performance is great. However, you want to be careful not to hinder the chapter financially. We highly recommend the scholarships not be a set amount per person because it makes budgeting too difficult. Work with your treasurer and internal VP to determine an appropriate budget, and then allocate that amount evenly between the members achieving a set GPA.

As a note of caution, be careful not to make this amount too much compared to individual dues. For example, some chapters have set free dues for anyone achieving a certain GPA. We do not suggest this. First, it creates a huge weakness in budgeting. Second, it costs the chapter an amount disproportionately higher than the benefit and can disgruntle members with more difficult academic situations who must pay full dues.

What if our campus does not collect Greek grades?

You should still make it a priority to still find the academic performance of your chapter members. Possibilities might include working out a grade release form to be signed by each of your members and returned to the student life office to provide each member's grades. Another idea might be the manual collection of everyone's grades verified by your institution's online grade checking or degree audit system.

Keep in mind whether we compete with the other fraternities on campus or not, we owe it to our members to provide a beneficial academic environment. We all pursue higher education to become educated. The Fraternity experience should only positively impact that. Thus, we need to ensure this happens with directed programming and quantifiable results.