

# **APPENDIX III**

## **DISTINGUISHED CHAPTER AWARD**

The National Executive Committee authorized a "Distinguished Chapter Award" (DCA) to be presented to deserving chapters. The National Executive Director reviews the Chapters activities and determines the level of achievement reached by each Chapter. The award is a patch designed to be affixed to the chapter banner. The data used for determining whether the chapter has met the award criteria listed below are taken from the Chapter Report. The Roman numerals and numbers seen below refer to parts of the Chapter Report. New chapters (in the year of formation) are not eligible for a DCA.

To receive the "In Good Standing Award," the chapter must fulfill ALL of the EIGHT of the following criteria:

- a. File with Headquarters a complete Chapter Report, postmarked on or before June 21, and including the Leadership List, the Notification of Transferring Members, the Treasurer's Report, a complete sample of the invitation-to-membership, or copy of email invitation, and a signed copy of the IRS Authorization Form.
- b. Perform during the year at least three service projects "fostering, disseminating, and improving education." (VII-3)
- c. Hold at least one annual membership drive and new member induction annually. (V-2)
- d. Keep a complete and organized file of the documents cited in Section III-4 of the Chapter Report.
- e. Hold at least six regular chapter meetings. (II-3)
- f. The chapter should use an invitation in which the text and appearance adhere to the standards set forth in the current manual.
- g. Send the list of new members to National Headquarters postmarked, faxed, or emailed at least ten business days (Monday-Friday) BEFORE the induction date and related payment of purchase orders prior to Induction Date.
- h. The chapter owed no debts to National Headquarters on June 21 and debts during the year have not gone past thirty days (30) due.

To receive the "Distinguished Chapter Award," the chapter must complete 13 of the following 17 criteria:

- i. All Advisors and officers had access to the current edition of the manual. (I-1)
- j. An Advisor or student attended the state/region convention. (I-3, 4 and IV-3)
- k. An Advisor or student attended the national convention. (I-3, 4 and IV-3)
- l. The chapter executive committee met at least 8 times, with the advisor usually there. (I-3,6)
- m. The chapter by-laws are in compliance with the National Constitution or in the process of being reviewed by the National Director. (I, 7)
- n. A firm deadline was set for the receipt of local dues. (II-4)
- o. A copy of the local chapter bylaws was made available to each new member. (II-5)
- p. A check of the Gamma Beta Phi retention standard was made. (II-6)
- q. Members were given an opportunity to order Gamma Beta Phi member items. (II-9)
- r. Diploma seals were ordered for graduating members. (II-10)
- s. State officers were notified of chapter activities (III-3)
- t. Graduates were encouraged to become members of the Alumni Association. (IV-1)
- u. An orientation session was held for prospective new members. (V-6)
- v. All membership materials (including certificates) were on hand for the induction ceremony. (V-11a)
- w. Press releases about the new members were sent to their local newspapers. (VI-3)
- x. The chapter scrapbook competed at the state level. (VI-4)
- y. Some social activity was done to promote fellowship among the members. (VII-6)

To receive the “Exemplary Chapter Award,” the Chapter must complete all the above criteria plus

- aa** Participate in 10 additional service projects.
- bb.** Show participation of 25 service hours for the school year. (Members x Hours = Total Hours Served)
- cc.** Present one written testimony from an individual or group that has benefited from the Chapter’s activities.