

The 40th Annual

Volstorff Walder

Awards

January 24th, 2018

Dear Chapter Representatives,

As the spring semester arrives, Order of Omega is once again preparing for the Volstorff-Walder Awards set for **Thursday, March 1, 2018**. In their 40th year, the Volstorff-Walder Awards are a celebration of the achievements of chapters and individuals throughout the SDSU Greek community.

Hopefully your chapter has gathered items and information throughout the past year. This packet will guide you through the process of compiling this required information and completing the award applications. The scoring sheets for each award are included. Their inclusion is designed to answer any questions applicants may have about the criteria for each award.

Once again, a panel of judges representing a cross-section of campus life and our community will be responsible for scoring the applicants in each category, as well as selecting the Outstanding Chapter. Only chapters entering every category will be eligible for the recipient Outstanding Chapter Award.

Chapter Categories include:

- Outstanding Alumni Relations Program
- Outstanding Chapter Operations
- Outstanding Community Service Programming
- Outstanding Financial Management
- Outstanding Involvement in the Greek System
- Outstanding Member Recruitment & New Member Education
- Outstanding Personal Growth & Development of Membership
- Outstanding Risk Management Process
- Outstanding Scholarship Program
- Outstanding Spirit & Unity

Individual Categories include:

- Outstanding Greek New Member
- Outstanding Greek Active in the Greek System
- Outstanding Greek Active in the Campus & Community
- Outstanding Chapter Advisor

Judges will conduct interviews with chapters eligible for the Outstanding Chapter Award. These interviews will be held during **the week of February 22nd** in the Union. We will contact chapter representatives to set-up an interview time for your organization.

Please submit completed award packets via flash drive before **Friday, February 19, 2018 by 5:00 PM** to the front desk at the Center for Student Engagement in the Union (attn. Alan Haarstad). Plaques won at last year's Volstorff-Walder Awards should also be returned at this time. There have been several changes to the packet, so please read the instructions carefully. Feel free to contact Alan Haarstad at (605) 354-3101 with any questions. Good luck to all applicants and thank you for your participation!

Sincerely,
Zach Needham
Order of Omega President

Alan Haarstad
Greek Life Advisor

Volstorff-Walder Awards

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Volstorff-Walder Awards

Packet Submission & Format Details

Submitting Your Packets

The process for submitting award packets is outlined below:

- Award packets should be submitted on a flash drive. When you submit a flash drive, it will be returned to you after the files have been transferred.
- Flash drives are due before **February 19, 2018** and should be submitted to Alan Haarstad, Greek Life Advisor, Center for Student Engagement in the Union

Formatting Your Packet (Flash Drive)

The requirements for formatting your awards packet are outlined below:

- Awards should be submitted in 12 pt. Times New Roman Font with 1 inch margins, double spaced.
- Awards should be saved as a PDF file if applicable text file (word document, etc).
- Each section of the packet should have a header that includes both the award and chapter name. Individual awards should also include the individual's name.
- The evaluation form for each section **should not** be included in the submitted packet. Judges will receive separate evaluation forms, the contents of which will be returned to chapters following the awards banquet.
- The application for each award should receive its own properly titled folder. Subsequent documents should be placed within the folder in the order outlined on the evaluation form. Subfolders should be created to contain images. An example is outlined below:
Folder Name Outstanding Community Service Programming
Contents Philanthropy Narrative (with title page)
Community Service Narrative (with title page)
Participation Form
Images of Service (contained in a subfolder)
- Only the materials expressly noted on the evaluation form will be considered when determining award winners.

Statement of Intent

Hopefully you have found this packet to be informative and simplified. It is the intention of the organizers of the Volstorff-Walder Awards to make the application process as uncomplicated as possible.

You are encouraged to use the evaluation forms as a checklist when completing your application for each section. These are exact same forms the judges will be using to determine the winner of each category. The forms are laid out in alphabetical order in this packet.

We also prefer you use Microsoft Excel when developing the requested spreadsheets. We feel this would be a more efficient process than trying to format your lists to fit provided forms. PDF files have been requested for other documents in order retain format and ensure that judges will be able to access the document.

For any forms that require an attachment, please be aware that you are being judged on the content of your attachment, and not simply its completion. If you would like further clarification on this process, please contact Zach or Alan.

Outstanding Alumni Relations Program

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 70

- Describe the chapter's alumni relations program and how it is promoted within the chapter and to alumni.
- Describe notable events held with alumni.
- Explain what is done to keep alumni engaged within the chapter and knowledgeable of current chapter activities.

Correspondence

_____ / 30

- Include a copy of 1-3 alumni newsletter published during the 2017 calendar year.
- Newsletter can either be electronic or printed.
- Newsletter will be evaluated on quality of content and appearance.

Total

_____ / 100

Outstanding Chapter Operations

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 75

- Describe the overall chapter operations process, including the effectiveness of executive board and chapter meetings.
- Define the strengths and weaknesses of the chapter's officer transition and training program.
- Describe chapter retreats and training exercises, including goal setting and team building activities that were on the agenda.

Online Presence

_____ / 25

- Include the chapter's central email address and describe what functions it is exclusively used for.
- Include the chapter's Web site address and describe how it is used in chapter operations and correspondence.

Total

_____ / 100

Outstanding Community Service Programming

Evaluation Form

Criteria

Points

Philanthropy & Community Service Narrative (three page maximum)

_____ / 60

- Explain the chapter's main philanthropy as well as any other philanthropic programs the chapter participates in.
- Describe any notable success the chapter experienced in philanthropic endeavors during the past academic year.
- Explain how the chapter encourages members to participate in such events.

Participation Form (separate from three page narrative)

_____ / 30

- Develop a spreadsheet that includes the following details:
 - Name of the event
 - Date of the event
 - Number of members in attendance
 - Number of hours donated to the event
 - Number of dollars donated as a result (if applicable)
 - Enough of a description to understand what the event was

_____ / 10

Images of Service (ten picture maximum)

- Include relevant pictures of chapter members taking part in philanthropic and community service events.
(Provide in a folder formatted as jpeg or png file)

_____ / 100

Total

Outstanding Financial Management

Evaluation Form

Criteria

Points

Narrative (one page maximum)

_____ / 50

- Explain the chapter's budgeting and accounting process, including any strengths and/or weaknesses.
- Describe any financial workshops or speakers the chapter

has attended or hosted and the major concepts the chapter took away from those programs. Please specify if the workshop discussed chapter finances or individual members' finances.

- Describe the financial obligation of chapter members, including any special payment plans and consequences members face if they fail to meet their obligations.

Budget

_____ / 35

- Attach a copy of the chapter's 2017 Spring and Fall budget.
- (Budgets will be evaluated on the rational allocation of funds.)

_____ / 15

System Commitments

- Unified Council confirms that the chapter is in good financial standing with Greek Life.

_____ / 100

Total

Outstanding Involvement in the Greek Community

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 75

- Describe the chapter's philosophy on encouraging members to become more involved in the Greek community.
- Outline the ways that the chapter is a productive member of the Greek system.
- Note the system wide events from the past calendar year that members of the chapter attended.
- Note the system wide events from the past calendar year that members of the chapter had a role in planning.
- Note the number of members who stand on an All-Greek organization executive board. This includes members on the Interfraternity Council, College Panhellenic Association, or Order of Omega.

Participation (separate from two page narrative)

_____ / 25

- Develop a spreadsheet including the following details:
 - Name of chapter member
 - Name of system events attended
 - Note any role in planning the event
- Spreadsheet including chapter attendance at each All-Greek event.

Total

_____ / 100

Outstanding Member Recruitment & New Member Education

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 50

- Describe the chapter's recruitment planning process and the methods used to recruit new members.
- Outline any notable recruitment events and explain why those events may have been successful.
- Outline the chapter's philosophy when recruiting new members.
- Explain the chapter's New Member Education program, including any strengths and weaknesses of the program. Describe the impact the program has on new members.

Membership

_____ / 35

- Complete the attached membership information form.

Events

_____ / 15

- Include the calendar(s) of recruitment events held during the 2016 spring and fall recruitment seasons.
- Attach any photos related to recruitment or new member events that were held during the past academic year. (ten picture maximum in jpeg or png file, captions where appropriate)

Total

_____ / 100

Member Information Form

Spring and Fall 2016

Total membership at the beginning of the semester:

Spring _____ Fall _____

Members beginning "New Member Education" program:

Spring _____ Fall _____

New members completing "New Member Education" program:

Spring _____ Fall _____

Total membership that moved to alumni status at the end of the semester:

Spring _____ Fall _____

Total membership at temporary inactive status (for purpose of student teaching or study abroad)

Spring _____ Fall _____

Total membership deactivated/disassociated for other reasons:

Spring _____ Fall _____

Total active membership at the end of the semester:

Spring _____ Fall _____

New member retention rate:

Spring _____% Fall _____%

All member retention rate:

Spring _____% Fall _____%

Percent increase or decrease from the end of spring semester to the end of fall semester:

Spring to Fall _____% Increase / Decrease (**bold** the one that applies)

Outstanding Personal Growth & Development of Membership

Evaluation Form

Criteria

Points

Narrative (one page maximum)

_____ / 50

- Describe the chapter's philosophy on educating members beyond what the standard academic curriculum may offer through the chapter's efforts to educate members intellectually, emotionally and physically.

Programs (one page maximum)

_____ / 50

- Describe workshops, speakers or continuing education programs that the chapter participated in during the past calendar year. Please

include attendance records if possible. Topics for these events may include:

- Social issues (safe sex, responsible drinking, etc.)
- Career development and planning
- Financial management
- Cultural education
- Personal improvement
- Team building

Total

_____ / 100

Outstanding Risk Management Process

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 80

- Explain the chapter's risk management policy, in reference to areas that may include:
 - alcohol
 - hazing
 - fire safety
 - natural disasters
 - accidental injuries
 - any other significant safety measures
- Describe when and how the chapter educates its members on risk management policies and how the policies are developed, implemented and updated as needed.

Events

_____ / 20

- Develop an excel spreadsheet including the following details:
 - Name of the risk management event
 - Date of the event
 - Percentage of chapter in attendance

Total

_____ / 100

Outstanding Scholarship Program

Evaluation Form

Criteria

Points

Narrative (two page maximum)

_____ / 50

- Describe the chapter's scholarship program.
- Include any strengths and weaknesses of the program.
- Explain how the chapter recognizes those who succeed academically and the consequences for those who do not meet academic standards.
- Outline the methods the chapter uses to aid members who are struggling academically.

Grade Point Average

_____ / 30

- Using the system grade report, points will be assessed to chapters with semester grade point averages for the 2017 calendar year higher than the all-campus average.
Points will be awarded using the following scale per capita:
 - .15 or higher – 15 points/semester
 - .10 to .149 above – 10 points/semester
 - .09 to .00 above – 5 points/semester
 - Below ACA – 0 points/semester

Honor Societies

_____ / 20

- Create an excel spreadsheet listing each chapter member and the honor society(s) he or she belong to.
- Give a total number of members who are in any honor societies as well as the percentage per chapter

Total

_____ / 100

Outstanding Spirit & Unity

Evaluation Form

Criteria

Points

Narrative (one page maximum)

_____ / 80

- Explain how the chapter would define spirit and unity, as well as how this applies to the chapter's mission and vision.
- Describe the activities the chapter participates in to keep spirit strong or to revitalize any lost sense of spirit.
- Describe the activities the chapter participates in to demonstrate and achieve unity among members.

Images of Spirit & Unity (ten picture maximum)

_____ / 20

- Include relevant pictures of chapter members taking part in activities that directly promote the overall spirit and unity of the chapter during the 2016 calendar year.
- Please format pictures in JPEG or PNG files, with captions.

Total

_____ / 100

Volstorff-Walder Awards

Outstanding Chapter Award & Chapter Interviews

Only chapters applying for every award within the awards packets will be eligible for Outstanding Chapter and invited to participate in a chapter interview. These interviews will be used, in conjunction with the submitted awards packet, to determine the Outstanding Chapter.

Certain factors will be a part of the judges' decision-making process, including:

- Spoken communication
- Written communication
- Clarity of answers
- Consistency with written materials
- Overall presentation of written materials

The ten awards within the packet are each worth a maximum of 100 points, totaling 1000 points overall. Each chapter can garner up to 200 additional points through the interview process. The chapter with the highest overall point total (packet + interview) will be awarded the Outstanding Chapter Award. The maximum number of points a chapter could be awarded is 1200.

Chapter interviews will be held during **the week of February 19th** in the Union. Chapter representatives will be contacted about the time of your interview.

Volstorff-Walder Awards

Outstanding Greek New Member

Please submit only one individual application per fraternity per award:

The **Maurice Horton Award** will be presented to a male new member.

The **Kathleen Nagel Award** will be presented to a female new member.

The judging period for this award **includes the calendar year of 2017 up to the date of your activation/initiation**. Include only those activities which you participated in during that time.

Name: _____

Fraternity: _____

Year in School: _____ Major: _____

Cumulative Grade Point Average: _____

Hometown: _____

In addition to the information requested above, please submit the following:

1. A personal statement (one-page double spaced maximum) including the following information:
 - Describe why you joined the Greek system
 - Describe what you have gained through your participation in Greek Life and your chapter
 - Outline how you hope to impact the Greek system and/or your chapter in future years
2. A leadership statement (one-page double spaced maximum) including the following information:
 - List any offices or leadership positions you have held within your new member class
 - Describe your involvement in campus and community activities outside of the Greek system
3. Describe your participation in the activities of the Greek system and your chapter
4. Submit a reference letter from both of the following:
 - **Chapter Officer** – should include details about your participation in chapter activities, the ways you've contributed to the betterment of the group and the role you play within the organization.
 - **Faculty/Staff/Community Member** – should include details about your involvement outside the Greek system, as well as a representation of your character and any traits that make you a suitable candidate for this recognition.

Sign up for an interview in the Greek Life Office by **Friday, February 19, 2017**.

Volstorff-Walder Awards

Outstanding Greek Active in the Greek System

Please submit only one individual application per fraternity per award:

The judging period for this award is the calendar year of 2016. Include only those activities which you participated in during that time.

Name: _____

Fraternity: _____

Year in School: _____ Major: _____

Cumulative Grade Point Average: _____

Hometown: _____

In addition to the information requested above, please submit the following:

1. A personal statement (one-page double spaced maximum) including the following information:
 - Describe why you joined the Greek system
 - Describe what you have gained through your participation in Greek Life and your chapter
 - Outline how you hope to impact the Greek system and/or your chapter in future years
2. A leadership statement (one-page double spaced maximum) including the following information:
 - List any offices or leadership positions you have held within the Greek system or your chapter
 - Describe the role you played in Greek system activities
 - Describe your involvement in campus and community activities outside of the Greek system
3. Submit a reference letter from both of the following:
 - **Chapter Officer** – should include details about your participation in chapter activities, the ways you've contributed to the betterment of the group and the role you play within the organization.
 - **Faculty/Staff/Community Member** – should include details about your involvement outside the Greek system, as well as a representation of your character and any traits that make you a suitable candidate for this recognition.
4. Sign up for an interview in the Greek Life Office by **Friday, February 19, 2017.**

Volstorff-Walder Awards

Outstanding Greek Active in the Campus & Community

Please submit only one individual application per fraternity per award:

The judging period for this award is the calendar year of 2016. Include only those activities which you participated in during that time.

Name: _____

Fraternity: _____

Year in School: _____ Major: _____

Cumulative Grade Point Average: _____

Hometown: _____

In addition to the information requested above, please submit the following:

1. A personal statement (one-page double spaced maximum) including the following information:
 - Describe why you joined the Greek system
 - Describe what you have gained through your participation in Greek Life and your chapter
 - Outline how you hope to impact the Greek system and/or your chapter in future years
2. A leadership statement (one-page double spaced maximum) including the following information:
 - List any offices or leadership positions you have held within the campus and/or community
 - Describe your participation in activities related to SDSU and the Brookings community
3. Submit a reference letter from both of the following:
 - **Chapter Officer** – should include details about your participation in chapter activities, the ways you've contributed to the betterment of the group and the role you play within the organization.
 - **Faculty/Staff/Community Member** – should include details about your involvement outside the Greek system, as well as a representation of your character and any traits that make you a suitable candidate for this recognition.
4. Sign up for an interview in the Greek Life Office by **Friday, February 19, 2017.**

Volstorff-Walder Awards

Outstanding Chapter Advisor

Please submit only one individual application per fraternity per award:

The purpose of this award is to recognize an advisor's contributions to the SDSU Greek system through individual chapter advisement. Chapters may nominate one of their advisors by submitting the following information for the judges' consideration:

Advisor Name: _____

Chapter: _____

How long has your advisor served the chapter? _____

In addition, please submit a letter of nomination describing the following:

- Involvement with the chapter
- Advising style
- Encouragement, support and motivation provided in the areas of scholarship and philanthropy
- Operational and personal support provided to chapter officers and members