PHI DELTA THETA AWARDS GUIDE
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AWARDS NOT LISTED IN THIS GUIDE
Brother Awards Chairman,

The Phi Delta Theta Awards Program is designed to recognize and promote various levels of achievement and greatness to the Fraternity on an individual and chapter level. This guide reviews the awards available, requirements, selection process, and application process of each award.

The primary responsibility for the administration of the Phi Delta Theta Awards Program rests with the Awards Committee. This body is composed of a chairman, three alumni volunteers, a General Headquarters liaison, the director of chapter services, and a General Council liaison who will assist with the gathering of applications and information from all chapters, alumni clubs, and individuals. All award applications are carefully reviewed by this committee and the leadership consultants. In addition to this committee, several of the awards are judged by special Fraternity officers or alumni groups.

Note that some awards may have more than one winner or honorable mention awardee(s). Make sure your application not only reflects the pride you have in your chapter and Phi Delta Theta, but also what your chapter has accomplished this past year. It is crucial that all requested information be uploaded in the appropriate section of the online submission portal.

Awards are announced either at the General Convention or at the opening ceremony of the Kleberg Emerging Leaders Institute, whichever is held earlier in the summer of the given year. Both the official website phideltatheta.org and The Scroll will also feature stories about the award-winning chapters.

Best of luck in the competition!

Yours in the Bond,

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INTRODUCTION TO PHI DELTA THETA’S AWARDS PROGRAM

This guide is a holistic compilation of all awards distributed by Phi Delta Theta and affiliate organizations. Please take the time to read about each award to determine if your chapter or an individual is eligible for that award. Under each description will also include how, where, and when to apply for the award. Most chapter awards will be applied for through the online portal that you can find in the Awards Chairman Resources on the Phi Delta Theta website. This portal is extremely important to the process, and will open in January for applications to begin being filled out. All applications must be started by January 31 to receive points towards the Chapter Greatness Checklist. Finally, all submissions for the online awards packet must be completed by 11:59 p.m. Pacific Standard Time on May 1. Packets submitted after this date will not be considered. Because of these strict deadlines, read the Tips to Develop the Best Awards Packet to learn more about how you can utilize the summer and fall to prepare for your awards submission.

There are always updates to the Awards Program, so please read this guide carefully! Make sure to field any questions to your leadership consultants in advance of the May 1 deadline. Everything you need to submit your awards packet is located within the online awards submission portal on the website.

While you work on your submission, keep in mind there is a difference between saving your draft and submitting your application. Through the year, make sure you save your draft until your final submission. Once you submit your application, you can no longer make edits. By 11:59 p.m. PST on May 1, you must officially submit your application to be considered. Finally, be aware that if your chapter is on probation or suspension with the General Council or your province president as of May 1, you are not eligible for any awards.
TIPS TO DEVELOP THE BEST AWARDS PACKET

Φ Write awards entries that stand out, exemplify your chapter, and are detailed. There are over 180 submissions: what will make yours stand out?
Φ Develop a consistent brand for your application: a simple header or cover page for each document gives the awards committee a constant reminder of which application they are grading.
Φ Take your time, and start earlier rather than later.
Φ It’s all about focus and answering questions in a clear and concise way.
Φ Stay organized in your delegation, uploading documents, and proofreading.
Φ Proofread.
Φ Utilize any information that you used for the university’s awards program—don’t reinvent the wheel.
Φ Make sure your risk manager completes at least six Event Planning Forms in the academic year.
Φ It’s okay to brag about the chapter’s or an individual’s achievements big or small!
Φ Start with a plan, timeline, and a committee ready to help.
Φ Use pictures and videos to bump up the quality of your application. Put them all into one document to give the judges an easy way to locate all of the corresponding pictures in one place.
Φ Take time to decide which awards the chapter is eligible for, which awards are goals, and which awards should be easy to achieve.
Φ Delegate! Whether it is giving tasks to each officer or a dedicated awards committee, the job of the awards chairman should be collection, proofreading, and organizing for upload. For example, your treasurer should be writing a financial report, not you.
Φ Create your account in the online awards submission portal with an e-mail address and password that you will remember. Creating an e-mail address that is specific to the chapter or the awards chairman is best when thinking about transitioning the position to the next awards chairman.
Φ Name your application in the following format: Chapter Designation Year (i.e. Ohio Alpha 2019).
Φ Create a list of all the documents that you will need to submit for an award. Most of these items will be documents that chapter uses on a regular basis, others will need to be created. Common documents and areas to be aware of include:
Φ Current chapter bylaws.
Φ Membership roster: list of all members first and last name, year in school, and member status (PhiKEia, active, alumnus, suspended, etc.).
Φ Financial report: budget, accounts receivable, accounts payable, dues breakdown, etc.
Φ Chapter Greatness Checklist items.
Φ Photos and videos of brothers at philanthropy, community services, brotherhood, or other events.
Φ Letters of recommendation from your fraternity and sorority life office, province president, chapter advisory board (CAB), and a community service reference. Be sure to give these supporters ample time to write a letter for the chapter (preference would be three to four weeks).
Φ Housing inspection certificates from university housing, fire marshal, or house corporation (do not contact GHQ or James R. Favor for these).
Φ Chapter goals and current officer plans or strategic plans and updates on which goals have been met or the progress on each goal.
Φ Positive news coverage from local or university newspapers or news sources.
Φ Event information: pictures, attendance, and descriptions. Utilize the chapter’s Event Planning Forms submitted to GHQ to gather information.
Φ Alumni newsletters.
Φ Leadership consultant visitation reports.
AWARDS SUBMISSION TIMELINE

**JANUARY**
- Prepare for next year’s application
- Application must be started

**MAY**
- Elect awards chairman (year term)

**JUNE/JULY**
- Awards presented

**AUGUST-DECEMBER**
- Applications Open

**JANUARY 31**
- Application Deadline

THINGS TO AVOID

Φ Do not copy and paste from last year’s packet, the graders reference past years’ packets, and this can result in disqualification of awards.

Φ Do not plagiarize letters of recommendation. It is better to upload nothing than to get disqualified from all awards for plagiarizing.

Φ Do not link to a Google Doc, Dropbox, or website. Provide the original document. The only exception would be if you are submitting your link to the chapter’s social media or a news article, but always explain what the link will send the grader to.

Φ Do not elect an awards chairman in November. That gives him half the amount of time to do his job.

Φ Do not ask for an extension for submitting your packet.

Φ Do not submit before proofreading.

Φ Do not upload a blank document in a mandatory field. If you do not have something that is mandated, don’t apply for that award or create the mandatory item.

Φ Do not forget to hit “submit.”
OUTSTANDING PHI DELTA THETA CHAPTER AWARDS

CHAPTER EXCELLENCE AWARDS: BRONZE, SILVER, GOLD STAR

**Description:** The Chapter Excellence Awards recognize top performing chapters based on a list of operational factors during the academic year. There is only one application for these awards; however, there are three separate tiers based on quality and completeness of the application. There are no restrictions to the number of chapters that can be placed in each tier.

**How to apply:** online submission portal.

**Prerequisites and notes:** Chapter must have six completed Event Planning Forms to be eligible for Gold Star.

**Criteria:** There are three components to this award: Chapter Excellence Points (100) + Chapter Greatness Checklist Points (100) + Bonus Points = **Total Points (200)**

- Gold Star = 90%+ (180–200 points)
- Silver Star = 80–89 percent (160–179 points)
- Bronze Star = 70–79 percent (140–159 points)

Chapters that fall into one of these three tiers are further evaluated by their leadership consultants. Chapters could move into a higher or lower tier based on their submission of Event Planning Forms or recommendation from their province president or leadership consultant.

A chapter can view their progress on the Chapter Greatness Checklist through their MyPDT account under “promptness.” The number of points the chapter has at the end of the year is added to their number of points they earn from their Chapter Excellence application.

Points in the Chapter Excellence category are awarded from the quality of the following documents:

- Chapter bylaws (5)
- Membership roster (3)
- Membership above campus average (2)
- Explanation of how the chapter promotes the three cardinal principles (5)
- Chapter goals and objectives (6)
- Chapter financial report including at least budget, philosophy, proof of yearly planning, total income, dues collection (5)
- Proof of accounts receivable under 5 percent of yearly budget (2)
 Phi Proof of accounts payable under 3 percent of yearly budget (2)
 Phi Explanation/proof of paying all accounts payable (2)
 Phi Explanation of collecting accounts receivable with payment plans, collections, etc. (2)
 Phi IFC/fraternity and sorority scholarship rankings and report (2)
 Phi Scholarship program (5)
 Phi Proof of being in the top third of all fraternities or over a 2.75 or the all-male average (3)
 Phi Phikeia education program (5)
 Phi Risk management program (6)
 Phi Philanthropy program (5)
 Phi Community service program (6)
 Phi Facility management program (5)
 Phi Recruitment program (5)
 Phi Most recent leadership consultant visitation report (2)
 Phi Ritual inventory (6)
 Phi Ritual knowledge, provided by LC (3)
 Phi At least two chapter-retreat summaries (4)
 Phi Chapter-sponsored and non-chapter-sponsored alumni event summaries (2)
 Phi At least two alumni newsletters (3)
 Phi Letters of support from both CAB chairman and province president (4): Must be signed and scanned in for full points
 Phi Bonus points: One (1) bonus point will be added to the total score for each member of the chapter who becomes an Iron Phi during the year. (July 1–May 1).

HARVARD TROPHY, FOUNDERS TROPHY, AND KANSAS CITY TROPHY

**Description:** The top three trophies for US-based institutions are awards based on campus size. These three awards are presented to the chapters that exemplify the principles of Phi Delta Theta while demonstrating exemplary chapter operations based on day-to-day operations and the long-term strategic planning of the chapter.

 Phi Harvard Trophy: Originated in 1924, the idea for the Harvard Trophy was conceived when some fifty Phis, attending graduate school at Harvard University, were discussing the progress of the Fraternity. Eligible chapters come from schools with more than 20,000 undergraduates.
 Phi Founders Trophy: Donated by Judge William R. Bayes, Ohio Wesleyan ‘01, in 1929. Eligible chapters come from schools with 7,001–19,999 undergraduates.
 Phi Kansas City Trophy: First presented in 1929, the Kansas City Trophy was originally sponsored by the Cleveland Alumni Club. In 1958, sponsorship was taken over by the Kansas City Alumni Club. The trophy is awarded to the outstanding chapter with less than 7,000 undergraduates.

**Prerequisites and notes:** Only US-based chapters installed before the start of the current biennium will be considered for these trophies. Chapters must also earn Gold Star to be eligible for a trophy (Harvard, Founders, Kansas City, and Housser).

**Criteria:** After a chapter completes the Chapter Excellence Awards application, the chapters will be compared to each Gold Star chapter in their size bracket (small, medium, and large). The chapters will upload an executive summary essay to further explain why they deserve to be named the best chapter in their tier. The essay will be scored out of an additional 100 points and should not exceed six pages (not including any pictures or multimedia attachments).

Within this essay judges will look for the following explanations:

 Phi Why the chapter deserves to win.
 Phi What the chapter’s philosophy of strategic, risk, and growth planning is.
 Phi How the chapter maintains brotherhood.
 Phi How the chapter engages its alumni.
 Phi How the chapter focuses on scholarship.
 Phi How the Phikeia program sets new members up for success.
Why the chapter performs community service and philanthropy, what the chapter does.

How the chapter operates: financially, judicially, executively.

What ritual means to the chapter.

What positive impact the chapter has made to break negative stereotypes, increase mental health awareness, promote bystander intervention, and/or promote the values of Phi Delta Theta.

**HOUSSE TROPHY**

**Description:** George E. Housser Trophy is awarded annually to the top Canadian chapter demonstrating all-around excellence in internal management and chapter operations, campus leadership, and campus participation. The trophy was originally presented by the Vancouver Alumni Club, and later rededicated by several Canadian Brothers in 1992 in honor of the late George E. Housser, McGill ’06, president of the General Council 1950–52.

**How to apply:** online submission portal.

**Prerequisites and notes:** Only Canadian-based chapters installed before the start of the current biennium will be considered for this trophy. Chapters must also earn Gold Star to be eligible for a trophy.

**Criteria:** The chapters will upload an executive summary essay to further explain why they deserve to be named the best chapter in their tier. The essay will be scored out of an additional 100 points and should not exceed six pages (not including any pictures or multimedia attachments).

**PHOENIX AWARD**

**Description:** The Valley of the Sun Alumni Club created the Phoenix Award in 2002 to recognize a chapter that has shown dramatic improvement over the course of one academic year. The award was named after the mythological bird that is used in literature as a symbol of death and resurrection. Improvement should be demonstrated in various areas as designated by the General Council. These areas are outlined at the Presidents Leadership Conference, strategic planning documents, information provided by your province president, General Headquarters staff representatives, and university reports.

**How to apply:** online submission portal.

**Prerequisites and notes:** The forty points for the three most recent visitation reports will be based on the level of progress and improvement the chapter has made over the past year and a half. These points will be determined by the awards committee.

**Criteria:** Awarding for the Phoenix Award is based on a 100-point scale from the documents listed below; points are shown in parenthesis ().
Annual planning (40): the chapter demonstrates how it will use current year successes to positively influence the upcoming academic year. Include a completed chapter strategic plan, chapter budget, annual planning calendar, and any other documentation used to aid the chapter in this process.

Three most recent leadership consultant visitation reports (40).

Letters of support (20): CAB chairman, province president, community support, and/or university administrator.

**T. GLEN CARY AWARD**

**Description:** The T. Glen Cary Award recognizes the outstanding colony of the year. Only colonies from the current year will be eligible to apply; therefore, colonies that were installed April 1, 2018 through March 31, 2019 would be eligible for the T. Glen Cary Award for the 2019 Awards Program. Groups will be judged among their peers based upon equivalent colony measurements, performance, and overall excellence.

**How to apply:** online submission portal.

**Prerequisites and notes:** The colony must be installed after April 1 of the previous year, but before March 31 of the current year. These chapters are not eligible for other trophies, but are eligible for Chapter Excellence Awards.

**Criteria:** Chapters applying for this award are compared to their peers based on what is submitted from the list below. Chapters are graded out of 100 points; points for each item shown in parenthesis ()

- Executive essay (30): Detailed description of why the chapter exemplifies the most outstanding installed chapter of the year and how the chapter promotes the three cardinal principles.

- Director of expansion/colony development specialist review (8): These points will be allotted based on the opinion of the DOE/CDS.

- Chapter bylaws (4): Including a complete list of officer roles and responsibilities.

- Annual chapter goals and plan of execution (5): Refer to chapter strategic planning documents from the Presidents Leadership Conference

- Financial report (4): Budgets, accounts, procedures for collection and payments, any payment plans, etc.

- University IFC scholarship report (4).

- Chapter retreat summaries (3).

- Community service and philanthropy program (5).

- Phikeia education program (6).

- Facility management program (4).

- Recruitment program (5).

- Risk management program (5).

- Scholarship program (5).

- Letter(s) of recommendation (10): CAB chairman, province president, community support*, university administrator*.

- Ritual inventory (2).

* Bonus letters of support.

**Bonus points:**

- One (1) bonus point will be added to the total score for each member of the chapter who becomes an Iron Phi during the year (July 1–May 1).

- Two (2) bonus points will be added if the Iron Horse Award (Iron Phi program) winner is from the chapter.

- Two (2) bonus points will be added if the chapter wins the Clark Jackson Award (Iron Phi program).

- Three (3) bonus points will be added if the chapter became an Iron Phi Chapter (Iron Phi program) during the academic year.

- Five (5) bonus points will be added if the chapter’s philanthropic or service efforts supported the LiveLikeLou Foundation (outside of the Iron Phi program).
SERVICE AND PHILANTHROPY AWARDS

LUBBOCK TROPHY

Description: The Lubbock Trophy is awarded to the chapter that has been involved in the most significant continuing community service and philanthropy programs. The award focuses on a comprehensive approach to community service and philanthropy events. The chapter’s passion, time, resources, and amount of money raised will be taken into consideration when judging their separate community service and philanthropy programs. This trophy was first presented in 1969 by the Lubbock Alumni Club.

How to apply: online submission portal.

Prerequisites and notes: Chapters must apply for all service and philanthropy awards to be eligible for this award. (i.e. Stan Brown Award, Paul C. Beam Award, Excellence in Community Service, and Excellence in Philanthropy).

Criteria: The Lubbock Trophy is graded out of 100 points; each point total is shown in parenthesis ( ).

Scored on the content of the applications for the:

Φ Stan Brown Award (20).
Φ Paul C. Beam Award (20).
Φ Excellence in Community Service (20).
Φ Excellence in Philanthropy (20).
Φ An essay (20): explaining the chapter’s philosophy on philanthropy and community service events (i.e. why does the chapter participate), how these events play a part in being a member of Phi Delta Theta, and what does the chapter truly excel at in relation to these events.

Bonus points:

Φ One (1) bonus point will be added to the total score for each member of the chapter who becomes an Iron Phi during the year (July 1–May 1).
Φ Two (2) bonus points will be added if the Iron Horse Award (Iron Phi program) winner is from the chapter.
Φ Two (2) bonus points will be added if the chapter wins the Clark Jackson Award (Iron Phi program).
Φ Three (3) bonus points will be added if the chapter became an Iron Phi Chapter (Iron Phi program) during the academic year.
Φ Five (5) bonus points will be added if the chapter’s philanthropic or service efforts supported the LiveLikeLou Foundation (outside of the Iron Phi program).
**STAN BROWN AWARD**

**Description:** The Stan Brown Trophy is presented to the chapter with the most outstanding one day or individual community service project. This award was first presented to the Fraternity in 1986 by Stanley D. Brown, who established Phi Delta Theta’s community service program in 1956.

**How to apply:** online submission portal.

**Prerequisites and notes:** You must apply for the Excellence in Community Service before applying for this award. This award is for the chapter that has the most outstanding single day or long-running community service project. Community service is the action of giving time or a service to an individual or organization in need.

**Criteria:** Scoring for this award will be based on:

- Completion of your application for Excellence in Community Service.
- Selecting one event that is the chapter’s most successful.
- Rationale as to why this event or group of events should qualify for this award.
- Scope of impact.
- Any public relations impact this event had.
- Chapter commitment for this cause.
- Documentation (e.g. letters of reference, pictures, videos, etc.).

**EXCELLENCE IN COMMUNITY SERVICE**

**Description:** Excellence in Community Service is awarded to any chapter that has successfully planned and completed community services events that have impacted the surrounding community of their university. This award takes into consideration the scope, longevity, and participation in the events.

**How to apply:** online submission portal.

**Prerequisites and notes:** For a community service event to count it should be either planned by the chapter or a majority of the participants should be from the chapter.

**Criteria:** Provide information for five individual community service events (choose your most successful). The more detail and supporting documents in your applications will grant you more points out of 100.

For the five events, you will need:

- Event title.
- Project description.
- Chapter participation.
- Photos or videos.
- News clippings or letters of support.
PAUL C. BEAM TROPHY

**Description:** The Paul C. Beam Trophy is presented to the chapter with the most outstanding philanthropic project. This trophy was presented to the Fraternity by the Des Moines Alumni Club in memory of Paul C. Beam, executive secretary of Phi Delta Theta from 1937–55.

**How to apply:** online submission portal.

**Prerequisites and notes:** This award is for the chapter that has the most outstanding single day or long-running philanthropy project. Philanthropy projects ultimately raise money and awareness for an individual or organization in need.

**Criteria:** Scoring for this award will be based on:

- Selecting one event that is the chapter’s most successful:
  - Event title.
  - Project description.
  - Participation.
  - Photos or videos.
  - News clippings.
- Rationale as to why this event or group of events should qualify for this award.
- Scope of impact (awareness and money raised).
- Any public relations impact this event had.
- Chapter commitment for this cause.
- Additional documentation (e.g. letters of reference, pictures, videos, etc.).

EXCELLENCE IN PHILANTHROPY

**Description:** Excellence in Philanthropy is awarded to any chapter that has raised at least $100 per member in the chapter for a cause or organization that has meaning to the chapter.

**How to apply:** online submission portal. and Completion of the “Philanthropy Report” on MyPDT. Reference the Chapter Greatness Checklist on how to complete this and the due date.

**Prerequisites and notes:** None.

**Criteria:** Chapters that have submitted their total philanthropic gifts for the year through the Philanthropy Report will be tracked and counted for the academic year. This will be compared to the number of active brothers in the chapter, if $100/member was achieved the chapter will receive credit toward this award. The chapter must also complete:

- An essay not to exceed 500 words, explaining the chapter’s most successful philanthropic donation and why it was important to the members of the chapter.

IRON PHI AND IRON PHI CHAPTER

**Description:** Iron Phi and Iron Phi Chapter status are given through an individual’s and chapter’s participation in the Iron Phi program.

**How to apply:** No application necessary. All Iron Phi results will be reported to the Awards Committee by the Iron Phi program.

**Prerequisites and notes:** None.

**Criteria:** A member who becomes an Iron Phi raises $1,000 through the Iron Phi program and completes an athletic event. An Iron Phi Chapter is a chapter that collectively raises $10,000 through the Iron Phi program from July 1, 2018–June 30, 2019.

- Bonus points for each Iron Phi and becoming an Iron Phi Chapter will be added to the chapter’s point total for the Lubbock Award.
**IRON HORSE AWARD**

**Description:** Named after Lou Gehrig, the Iron Horse Award is given to the top individual fundraiser within the Iron Phi program during the Iron Phi year.

**How to apply:** No application necessary. All Iron Phi results will be reported to the Awards Committee by the Iron Phi program.

**Prerequisites and notes:** None.

**Criteria:** An individual’s Iron Phi fundraising total from July 1, 2018 to June 30, 2019 will be used to rank him.

Φ Bonus points will be added to the chapter’s point total for the Lubbock Award if the Iron Horse Award winner is from the chapter.

**CLARK JACKSON AWARD**

**Description:** Named after Kansas Delta (Wichita State) Phi Clark Jackson, who passed from ALS and was an early inspiration to the Iron Phi program, the Clark Jackson Award is given to the top fundraising chapter within the Iron Phi program during the Iron Phi year.

**How to apply:** No application necessary. All Iron Phi results will be reported to the Awards Committee by the Iron Phi program.

**Prerequisites and notes:** None.

**Criteria:** A chapter’s Iron Phi fundraising total from July 1, 2018 to June 30, 2019 will be used to rank it.

Φ Bonus points will be added to the chapter’s point total for the Lubbock Award if the chapter wins the Clark Jackson Award.
EDUCATION AWARDS

ST. LOUIS FRATERNITY EDUCATION TROPHY

Description: The St. Louis Fraternity Education Trophy was donated by the St. Louis Alumni Club during the 64th Biennial Convention in 1982. The award is presented annually to the chapter sponsoring the best continuous fraternity education program for Phikeias, members, and the general public. This award is given to the chapter with the best overall educational programming in Phi Delta Theta.

How to apply: online submission portal.

Prerequisites and notes: When logged into the online portal, you will need to upload all required documents to be qualified for this award. This award is given to the chapter that has the best overall education programming; therefore, you will automatically be eligible for the following three awards (Phikeia Education Award, Member Education Award, and Community Relations and Education Award).

Criteria: There are 100 possible points for the St. Louis Fraternity Education Trophy, a breakdown of points are shown in parenthesis ( ).

Φ Phikeia Education Program (30):
  Φ Clearly stated goals and objectives of the program.
  Φ Week-by-week syllabus and clearly stated date of initiation.
  Φ Clearly outlined Phikeia expectations and responsibilities.
  Φ A thorough description of all Phikeia activities.
  Φ Outline of Phikeia and member financial responsibilities.
  Φ Description of the Phikeia scholarship program and scholastic requirements.
  Φ An outline of big brother/little brother expectations and responsibilities.
  Φ History of the general Fraternity, local chapter, and institution.
  Φ Duties of chapter members and officers.
  Φ Copy of the chapter bylaws.
  Φ Description of Phikeia community service activities.
  Φ Description of all Phikeia class officer duties.
  Φ Require Phikeia to meet a 2.75 GPA (on a 4.0 scale) or college/university minimum.
  Φ Schedule of “courtesy hours” for Phikeia and active members (study/quiet hours).
  Φ Phikeia initiation requirements.
  Φ Use of online PDTU Phikeia modules.

Φ Scholarship Program (30):
  Φ Appointment of a chapter officer responsible for academic life.
  Φ Maintain a study area in the chapter facility or reserve study space on campus.
Φ Organize a tutor system.
Φ Recognize individual academic achievement through a chapter award program.
Φ Please include a copy of the chapter’s written scholarship program and/or any corresponding scholarship bylaws.

Φ Member Education Program (10):
Φ Provide documentation on how the chapter enhances its own brothers in any of the following areas: time management, positive relationships, career planning, risk management, study aids, etiquette, alcohol/drug awareness, resume writing, interview skills, etc.

Φ Preference will be given to chapters that have more detail in their program and supporting documents (letters of reference, pictures, videos, minutes from chapter meetings, etc.).

Φ Public Education Program (10):
Φ Provide information on the chapter’s methods for increasing positive contributions of the fraternity system among, including, but not limited to: parents, general public, businesses, non-Greek students, media, neighbors, faculty, and government.
Φ Most recent leadership consultant visit report (10).
Φ Letters of support from CAB chairman and province president (5 each).

PHIKEIA EDUCATION AWARD

Description: The Phikeia Education Award is presented to the chapter with the most impactful and meaningful Phikeia Education Program that follows all required programming through General Headquarters and their local institution.

How to apply: online submission portal.

Prerequisites and notes: Within the online portal, you must upload your Phikeia Education Program within the St. Louis Fraternity Education Trophy section. Depending on how many education awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the St. Louis Fraternity Education Trophy Application if you are applying for all four awards.

Criteria: Upload Phikeia education program through the St. Louis Fraternity Education Trophy Application. Criteria listed above.

MEMBER EDUCATION AWARD

Description: The Member Education Award is awarded to the chapter that best educates its members in the areas of social, professional, and academic issues facing college students and fraternity men today.

How to apply: online submission portal.

Prerequisites and notes: Within the online portal, you must upload your Member Education Program within the St. Louis Fraternity Education Trophy section. Depending on how many education awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the St. Louis Fraternity Education Trophy Application if you are applying for all four awards.

Criteria: Upload Member Education Program through the St. Louis Fraternity Education Trophy Application. Criteria listed above.
COMMUNITY RELATIONS AND EDUCATION AWARD

**Description:** The Community Relations and Education Award showcases the chapter that best increases positive education and awareness on the fraternity system among but not limited to parents, general public, business, non-Greek students, media, neighbors, faculty, and government.

**How to apply:** online submission portal.

**Prerequisites and notes:** Within the online portal, you must upload your Community Relations and Education Program within the St. Louis Fraternity Education Trophy section. Depending on how many education awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the St. Louis Fraternity Education Trophy Application if you are applying for all four awards.

**Criteria:** Upload Community Relations and Education Program through the St. Louis Fraternity Education Trophy Application. *Criteria listed above.*

EXCELLENCE IN RISK PREVENTION

**Description:** Introduced in 2003 to encourage good risk management practices, Excellence in Risk Prevention recognizes the undergraduate chapter whose risk management program best reflects the policies, goals, and ideals of Phi Delta Theta.

**How to apply:** online submission portal.

**Prerequisites and notes:** This award is judged by Phi Delta Theta’s Insurance and Safety Coordinator. Items within the criteria may not be eligible to be submitted, but are collected throughout the year to be judged.

**Criteria:** Awarding points for the Excellence in Risk Prevention Award:

Φ Timely submission of all required reports and documents per the Chapter Greatness Checklist.
Φ Zero risk management violations in the past school year.
Φ Insurance premiums paid in full.
Φ Promptly reporting of all accidents and injuries occurring on the chapter property or at a chapter event.
Φ Participation in mandatory event planning program (minimum of six forms per academic year): preference is given to chapters completing more than the minimum.
Φ Additional points can be earned for campus participation in various programs and events.

Φ Alcohol-free social events.
Φ Sexual assault awareness events.
Φ Social responsibility group involvement (e.g. Take Back the Night, Mile in her Shoes, BACCHUS, GAMMA, and SAAD).

Φ Risk management essay including:
   Φ Description of at least two alcohol-free social events.
   Φ Written job description of the risk manager.
   Φ The chapter’s risk management program.
   Φ Explanation of the risk management committee.
   Φ Report on its endeavors to educate the chapter membership on sound risk management practices including, but not limited to: a non-hazing Phikeia program, fire prevention and life safety/loss control, crisis management, insurance, chapter event planning, alcohol awareness, judicial disciplinary procedures, alcohol-free programming, etc.
   Φ Chapter’s obligation to educate Phikeias on risk management and insurance matters.
   Φ Written letters of verification pertaining to any risk management violations from Phi Delta Theta or the school during the past two academic years.
COMMUNICATION AWARDS

WILLIAM ALLEN WHITE EXCELLENCE IN COMMUNICATIONS TROPHY

**Description:** Established as the William Allen White Outstanding Alumni Newsletter Award, criteria has evolved to recognize breadth of communications chapters use today. The William Allen White Excellence in Communications Trophy is presented to the top chapter that shows overall excellence in their use of traditional and digital communication through alumni, social media, parent, and recruitment communications.

**How to apply:** online submission portal.

**Prerequisites and notes:** When logged into the online portal, you will need to upload all required documents to be qualified for this award. This award is given to the chapter that has the best overall communications programming; therefore, you will automatically be eligible for the following four awards (Dallas Alumni Relations Award, Social Media Award, Parent Communications Award, and Recruitment Campaign Award).

**Criteria:** Scoring for the William Allen White Excellence in Communications Trophy will be scored out of 100 possible points. A breakdown for each program follows as well as a breakdown of scoring is shown in parenthesis ( ).

Φ Alumni Communications (25): Upload this document as the application to the Dallas Alumni Relations Award. This summary should include:
   Φ Example of at least two newsletters. Make sure to explain what channels the chapter used to distribute, if these newsletters are archived, if the chapter keeps an updated distribution list, how often newsletters get sent, and if the newsletters support the Fraternity brand and tell the chapter’s story.
   Φ Descriptions of all alumni events, active and alumni attendees, and photos.
   Φ Use of alumni induction ceremony.
   Φ How alumni records are maintained.
   Φ Alumni recruitment referral program.

Φ Social Media (25): Upload this document as the application to the Social Media Award. This summary should include:
   Φ Description of the chapter website: For chapters that maintain a chapter website. Tell us about the design and content of your website and any noteworthy features. Also, tell us how you created it and what you do to keep it up to date. Don’t forget to provide the URL for the judges’ review.
   Φ The website will be judged on content (newsworthy and current), structure and visual design, navigation, overall experience,
relevancy and consistency, supports the Fraternity brand, and adequately tells the chapter’s story.

Φ Description of social media platforms:
For chapters that maintain and utilize social media sites to communicate to its constituents. Tell us which sites you use and the intended audience for each. Tell us about the design and content of your social media site and any noteworthy features. Also tell us how you created it and what you do to keep it up to date. And don’t forget to provide the URLs and handles so the judges can reference. The following will be factored into assigning points for this section: content, frequency and deliverability, overall experience, relevancy and consistency, supports the Fraternity brand and adequately tells the chapter’s story.

Φ Parent Communications (25): Upload this document as the application to the Parent Communications Award. This summary should include:
Φ Example of at least one newsletters. Make sure to explain what channels the chapter used to distribute, if these newsletters are archived, if the chapter keeps an updated distribution list, how often newsletters get sent, and if the newsletters support the Fraternity brand and tell the chapter’s story.
Φ If the chapter utilizes a parents club explain the relationship between the chapter and the club: how does the club operate and what does the club provide to the chapter and vice versa.
Φ Descriptions of all parent events, active and parent attendees, and photos.

Φ Recruitment Campaign (25): Upload this document as the application to the Recruitment Campaign Award. This summary should include:
Φ Explanation of the chapter’s recruitment program.
Φ How the chapter maintains an active names list.
Φ What communications methods does the chapter use to inform potential new members about the chapter?
Φ Use of recruitment surveys on newly inducted Phikeia with corresponding results.
Φ Examples of recruitment tools such as: videos, flyers, shirts, social media ads, etc.

DALLAS ALUMNI RELATIONS AWARD

Description: The Dallas Alumni Relations Award was donated by the Alumni Club of Dallas, Texas. The award is presented annually to the outstanding undergraduate chapter that promotes the teachings of The Bond among the alumni and ensures membership in Phi Delta Theta is not a mere campus interlude, but a Fraternity for life.

How to apply: online submission portal.

Prerequisites and notes: Within the online portal, you must upload your alumni relations documents within the William Allen White Excellence in Communications Trophy section. Depending on how many communications awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the William Allen White Excellence in Communications Trophy application if you are applying for all four awards.

SOCIAL MEDIA AWARD

**Description:** The Social Media Award is awarded to the chapter that outperforms all others in their social media communications. Due to the increased demand for chapters to communicate, recruit, and advertise through platforms such as Twitter, YouTube, Facebook, and Instagram, this award was created to showcase the chapters doing this successfully.

**How to apply:** online submission portal.

**Prerequisites and notes:** Within the online portal, you must upload your social media documents within the William Allen White Excellence in Communications Trophy section. Depending on how many communications awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the William Allen White Excellence in Communications Trophy application if you are applying for all four awards.

**Criteria:** Upload social media documents through the William Allen White Excellence in Communications Trophy Application. **Criteria listed above.**

PARENT COMMUNICATIONS AWARD

**Description:** The Parent Communications Award is granted to the chapter with the best communication to the parents of its members through parents clubs, newsletters, or in-person meetings or events. Parents play an important role in the lives of each of our members, and keeping them up-to-date on the workings of the Fraternity will promote a healthier chapter, individual member, and potential volunteer base.

**How to apply:** online submission portal.

**Prerequisites and notes:** Within the online portal, you must upload your Parent Communication Documents within the William Allen White Excellence in Communications Trophy section. Depending on how many communications awards you apply for, you may leave sections blank if you are not applying for other awards. You must complete the William Allen White Excellence in Communications Trophy application if you are applying for all four awards.

**Criteria:** Upload parent communication documents through the William Allen White Excellence in Communications Trophy Application. **Criteria listed above.**
RECRUITMENT CAMPAIGN AWARD

**Description:** The Recruitment Campaign Award was established to honor the chapter that best aligns their recruitment accurately with the cardinal principles and mission of the fraternity. A successful recruitment campaign encompasses all visual and audio messages that potential new members will come into contact with before accepting a bid. These messages are vital in getting the chapter name recognition, meeting new members, and transmitting the Fraternity.

**How to apply:** online submission portal.

**Prerequisites and notes:** Within the online portal, you must upload your recruitment documents.

EXCELLENCE IN GHQ REPORTING

**Description:** Formerly the GHQ Award, Excellence in GHQ Reporting is awarded to all chapters that participate and earn at least ninety-nine out of the 100 points available through the Chapter Greatness Checklist with General Headquarters. This checklist contains all deadlines, payments, and due dates for accurate record keeping, filing, and reporting through the academic year.

**How to apply:** Complete the Chapter Greatness Checklist.

**Prerequisites and notes:** Completion of the Chapter Greatness Checklist is dependent on the participation throughout the academic year, no application is required but points cannot be made up if missed.

**Criteria:** Complete all checklist items on the Chapter Greatness Checklist.
RITUAL AWARDS

HAYWARD S. BIGGERS EXCELLENCE IN RITUAL

**Description:** Hayward S. Biggers Excellence in Ritual is awarded to the chapters that demonstrate quality ritual performance in accordance with the laws of the Fraternity. The award was established in 1990 in memory of Hayward S. Biggers who served as member-at-large of the General Council from 1962–65, editor of publications from 1950–65, and the author of *I Believe in Ritual*.

**How to apply:** online submission portal.

**Prerequisites and notes:** In addition to the documents provided in the application, applications will also be assessed by their leadership consultant to determine knowledge of ritual based on their most recent visit.

**Criteria:** Excellence in Ritual will be determined based on:

- Leadership consultant’s opinion of chapter’s knowledge and execution of ritual ceremonies from visit.
- Explanation of what ritual means to the chapter.
- Submitted ritual equipment inventory.
- Documentation of any chapter ceremony performed such as initiation, induction, affiliation, reception, installation, memorial, and funeral ceremonies.
BININGER-STITT CULTIVATION OF RITUAL AWARD

Description: The Bininger-Stitt Cultivation of Ritual Award, formerly the Fraternity Life Award, was donated by Dr. Clem E. Bininger, president of the General Council 1960–62. This award is presented annually to the chapter of Phi Delta Theta whose members, individually and in group projects, best seek to develop on their campus the high moral character and service contemplated in The Bond and ritual of Phi Delta Theta. The award was dedicated to Past President of the General Council and former chaplain of the Fraternity J. W. “Bill” Stitt in 2017 after his passing in honor of his service to the Fraternity.

How to apply: online submission portal.

Prerequisites and notes: None.

Criteria: What to include in your summary that will be uploaded on the application portal:

Φ Provide a summary of how the chapter and/or members promote the ideals of The Bond. Within this summary reflect on:
Φ Submit specific record or occasions, events, frequency, and dates when the following ceremonies were conducted: Weekly chapter ritual, Founders Day observance, reading of The Bond, affiliation ceremony, installation ceremony, reception ceremony, memorial or funeral ceremonies, and chapter meetings.
Φ Frequency of ritual.
Φ Familiarity with or memorization of ritual by president, warden, and chaplain.
Φ Condition of ritual paraphernalia.
Φ Condition of chapter room.
Φ Dignity of ritual presentation.
Φ Chapter attitude toward ritual.
Φ Initiation.
Φ Advance planning of pre-initiation, initiation, and post-initiation phases and activities.
Φ Indulgence in and nature of unofficial initiation activities.
Φ Actives’ familiarity of initiation ritual
Φ Evidence of moral standards in chapter management (policies limiting drinking, gambling, swearing, and etc.).
Φ Chapter organization to ensure prompt handling of disciplinary problems.
Φ Reputation of chapter on campus and in community.
Φ Moral conditions in the house.
Φ Cooperation with other campus and community organizations.
Φ Support of the administration in efforts to improve moral tones of the campus.
Φ Documentation and explanation of any and all alumni ceremonies.
Φ Letters of commendation/nomination from: CAB chairman, member of the local community or university.
GROWTH AWARDS

#1 CHAPTER SIZE

Description: #1 Chapter Size recognizes all chapters that outperform their campus peers by maintaining the largest chapter within the university’s recognized IFC fraternities.

Prerequisites and notes: None.

Criteria: The chapter will need to submit:

Verified list from the university or Fraternity and Sorority Life Office of all IFC Fraternities and corresponding chapter sizes.

How to apply: online submission portal.

EXCELLENCE IN RECRUITMENT

Description: Excellence in Recruitment acknowledges the chapters that exceed the previous year’s efforts in recruitment. Chapters that earn this award promptly report their new members to GHQ, are at or above their campus average, and saw an increase in the number of members it recruited.

Prerequisites and notes: To be eligible for this award, chapters must have two consecutive years in good standing and eligibility to recruit on campus.

Criteria: Based on reporting from the chapter, this award will be judged on information obtained throughout the year. No application needed.

How to apply: No application.

IMPROVEMENT IN RECRUITMENT

Description: Improvement in recruitment is given to the chapters that have seen at least a 20 percent increase in the number of Phikeias recruited from the previous year and report their new member classes in a timely manner to GHQ.

Prerequisites and notes: To be eligible for this award, chapters must have two consecutive years in good standing and eligibility to recruit on campus.

Criteria: Based on reporting from the chapter, this award will be judged on information obtained throughout the year. No application needed.

How to apply: No application.
EXCELLENCE IN NEW MEMBER RETENTION

**Description:** Excellence in New Member Retention awards the chapters that have greater than a 90 percent retention rate in the number of Phikeias to the number of initiated new members. Accurate and timely reporting to GHQ is required to be eligible for this award.

**How to apply:** No application.

**Prerequisites and notes:** None.

**Criteria:** Based on reporting from the chapter, this award will be judged on information obtained throughout the year. No application needed.
ACADEMIC AWARDS

#1 GPA

**Description:** #1 GPA recognizes all chapters that outperform their campus peers by earning the highest semester or quarter GPA within the university’s recognized IFC fraternities.

**How to apply:** No application.

**Prerequisites and notes:** Chapters that are the only fraternity on campus are eligible for this award if their average GPA exceeds the all-male average on campus. Chapters will be assessed on the most recent GPA and IFC/FSL rankings provided by the university (fall GPAs for semester schools or winter GPAs for quarter schools).

**Criteria:** Based on the university submitted information, chapters ranked #1 in their IFC community for the Fall semester will earn this award.

EXCELLENCE IN ACADEMICS

**Description:** Excellence in Academics is awarded to all chapters that earn at least a 3.25 average GPA (on a 4.0 scale).

**How to apply:** No application.

**Prerequisites and notes:** Chapters will be assessed on the most recent GPA provided by the university (fall GPAs for semester schools or winter GPAs for quarter schools).

**Criteria:** Based on the university submitted information, chapters above an average 3.25 GPA for the fall semester will earn this award.
ATHLETIC AWARDS

GEORGE M. TRAUTMAN AWARD

**Description:** The award is presented to the undergraduate Phi who is recognized as the Fraternity’s outstanding collegiate representative in baseball. The George M. Trautman Award was created in honor of the late president of the Association of Minor Leagues of Professional Baseball. During the nine years prior to his death in 1963, Brother Trautman served as chairman of the Lou Gehrig Award Committee.

**How to apply:** online submission portal.

**Prerequisites and notes:** Nominees must play for a NCAA Division I, II, or III baseball team.

**Criteria:** Applications will be scored out of 100 points; points are shown in parenthesis () .

- Nominee’s name.
- Chapter and school.
- Grade level.
- Cumulative grade point average (4).
- Scholastic achievements/honors (6).
- Nominee’s biography (narrative about nominee outside of listed criteria) (20).
- Chapter participation (including list of offices held and accomplishments) (15).
- Campus activities (15).
- Athletic achievements/honors (35).
- Newspaper clippings (and/or pictures, not headshot, to support candidate) (5).

HARMON-RICE-DAVIS AWARD

**Description:** The Harmon-Rice-Davis Trophy is awarded to an undergraduate Phi who is an excellent varsity athlete, a good scholar, and an active participant in chapter and campus activities. The trophy was presented by Brother Tom Harmon in the name of Brother Grantland Rice. The name was later changed to the Harmon-Rice Trophy in order to commemorate both of these dedicated Phis. Additionally, Brother John Davis was included for his unyielding devotion to Phi athletics.

**How to apply:** online submission portal.

**Prerequisites and notes:** Nominees must play for a NCAA Division I, II, or III athletics team. The NCAA regulates the following sports: Baseball, basketball, cross country, diving, fencing, football, golf, gymnastics, ice hockey, indoor track and field, lacrosse, outdoor track and field, rifle, skiing, soccer, swimming, tennis, volleyball, water polo, and wrestling.
Criteria: What to include in your application for total points (100):

Φ Nominee’s name.
Φ Headshot or photo.
Φ Chapter and school.
Φ Grade level.
Φ Cumulative grade point average (4).
Φ Scholastic achievements/honors (6).
Φ Nominee’s biography (narrative about nominee outside of listed criteria) (20).
Φ Chapter participation (including list of offices held and accomplishments) (15).
Φ Campus activities (15).
Φ Athletic achievements/honors (35).
Φ Newspaper clippings (and/or pictures, not headshot, to support candidate) (5).

INTRAMURAL SPORTS CHAPTER OF THE YEAR AWARD

Description: The Intramural Sports Chapter of the Year Award was created out of demand from the undergraduate chapters that wanted to be recognized for their efforts of building a better brotherhood through their involvement in organized sports on campus. The winning chapter of this award has participated and even won intramural (IM) sports on campus while understanding the positive impact that it has had on its brotherhood.

How to apply: online submission portal.

Prerequisites and notes: Eligible chapters must have at least one IM team with the majority of members being in the chapter. The ratio of offered IM sports from the university to IM sports the chapter participated in will be considered. Championships will also be considered. The majority of points eligible for this award will be held within the essay and documentation section of the application.

Criteria: The award is graded out of 100 points, with scoring points as shown in parenthesis (). Your application should include the following:

Φ List of all IM sports available through the college or university indicating which events the chapter actively participated (20).
Φ Proof of any IM championships (20).
Φ Photos and/or videos.
Φ Essay, not to exceed 500 words, on how participating in IM sports as a chapter helps build a better brotherhood, positive morale, and a better chapter (60).
ROY L. ANDERSON JR. OUTSTANDING CHAPTER HOUSE AWARDS

**Description:** The Outstanding Large Chapter House Award and The Outstanding Small Chapter House Award are for chapters situated in a chapter house facility. This award recognizes superior facility management by a chapter and a house corporation including initiatives and programs in areas such as capital improvements, maintenance, life safety and house rules/contracts. There are two awards given (large and small) which are based on the size of the facility, size of the membership, and the size of the school. This award was re-named in 2015 to honor Brother Anderson, UT–Arlington ’70, who served the Fraternity as a member of the Phi Delta Theta Housing Commission for fifteen years.

**How to apply:** online submission portal.

**Prerequisites and notes:** Based on peers applying for the award, the director of housing will determine if the chapter house falls into the “small” or “large” grouping.

**Criteria:** Items to include in your application:

- **Φ** Description of the chapter house: including date built, number of rooms, square feet, number of persons living in the facility compared to the capacity, special rooms, etc.
- **Φ** Show prompt compliance with insurance and inspection requirements. Submit copies of any certificates or inspection documents if applicable.
- **Φ** A written house maintenance program including scheduled, routine cleaning with 100 percent chapter participation. Must include major maintenance items such as heating, air conditioning, and safety systems.
- **Φ** Written plans for routine checks for hazards before the house is secured each night and before school vacations.
- **Φ** Written programs for summer and vacation shutdowns and reflect compliance.
- **Φ** Ensure live-in occupancy is at break-even or higher.
- **Φ** Copies of written leases or rental agreements between local house corporations/university and the undergraduates. Include security deposit information.
- **Φ** Programs/policies for brothers not living in the house (parlor fees or other dues).
- **Φ** Copy of house rules and/or bylaws relating to house rules.
- **Φ** Video or pictures of the house showing all interior and exterior views and rooms. Provide color photos of the front/back of the house and any other special features or rooms.
Φ Copies of house corporation charter/bylaws (if applicable).
Φ Show regularly scheduled board meetings.
Φ A list of all Housing Corporation board members, including officers.

Φ Participation in chapter/Chapter Advisory Board meetings.

BEST HOUSE IMPROVEMENT AWARD

**Description:** Formerly the Best Overall Work Day Award, the Best House Improvement Award honors those chapters that take it on themselves to improve their chapter facility and the surrounding area. The award recognizes a combination of both internal and external projects.

**How to apply:** online submission portal.

**Prerequisites and notes:** Chapters must submit both internal and external improvements to be considered for this award.

**Criteria:** Descriptions of the following are needed to be considered for this award:

Φ Interior Project: Laying new floors, carpeting, painting, redoing the chapter room, replacing doors or windows, furnishing a room, etc.

Φ Executive summary and project description.
Φ Participation (alumni, active brothers, or Phikeias).
Φ Photos (before and after preferred).
Φ Video (optional).

Φ Exterior Project: Landscaping, building a deck or porch, repainting or siding the house, reroofing, adding or updating a parking lot, adding a volleyball or basketball court, etc.

Φ Executive summary and project description.
Φ Participation (alumni, active brothers, or Phikeias).
Φ Photos (before and after preferred).
Φ Video (optional).

LIVE-IN ADVISOR OF THE YEAR

**Description:** In 2018, the Texas Delta Housing Corporation at Southern Methodist University endowed the Live-In Leadership Advisor Program. To recognize the success of these advisors, the Live-In Advisor of the Year was created to award the live-in advisor that goes above and beyond to create a safer chapter culture within the walls of the chapter house.

**How to apply:** online submission portal.

**Prerequisites and notes:** Live-in advisors must be regulated by the local Housing Corporation or university. These advisors can be graduate students, house mothers/fathers, or resident or hall advisors. Undergraduate house managers and risk managers that reside in the house, but are not official advisors, are not eligible for this award.

**Criteria:** All nominations will need to include the following criteria:

Φ Name and headshot of live-in advisor.
Φ Letter of support from the Housing Corporation or chapter advisory board.
Φ Letter from the chapter explaining why the live-in advisor is beneficial to the success of the chapter.
Φ Job description and duties performed.
Φ Educational programming performed.
Φ Duties performed above job description.
OUTSTANDING CHAPTER ROOM AWARD

**Description:** This award recognizes those chapters that occupy a floor of a dormitory or other designated area for their excellence in management, including initiatives and programs in areas such as maintenance, life safety, and security procedures.

**How to apply:** online submission portal.

**Prerequisites and notes:** None.

**Criteria:** Applications should include:

- A description of the chapter room including date built, square feet, occupancy capacity, special rooms, etc.
- Show prompt compliance with insurance and inspection requirements. Submit copies of any certificates or inspection documents if applicable.
- A written maintenance program including scheduled, routine cleaning with 100 percent chapter participation.
- Written programs for summer and vacation shutdowns and reflect compliance.
- Copies of written leases or rental agreements between local house corporations and the undergraduates.
- Copy of house rules and/or bylaws relating to house rules.
- Copies of house corporation charter/bylaws.
- Show regularly scheduled board meetings.
- A list of all housing corporation board members, including officers.
- Participation in chapter/chapter advisory board meetings.
AWARDS OF RECOGNITION

OUTSTANDING UNDERGRADUATE MEMBER

Description: Each chapter has members who are leading, improving, and serving their chapters, campuses, and communities daily. As a chapter, you can nominate an active brother (Phikeia or initiated) who worked to become the greatest version of himself through leading, serving, and improving others over the past year.

How to apply: online submission portal.

Prerequisites and notes: This award of recognition is a nomination process, and any chapter can only select one member to nominate. All nominations will be featured on Phi Delta Theta’s social media throughout the next academic year!

Criteria: Please provide:

Φ Name of nominee.
Φ Headshot.
Φ Description of why you have selected this member not to exceed 500 words.

CAMPUS PROFESSIONAL OF THE YEAR

Description: To thank and recognize the campus professionals that assist Phi Delta Theta chapters across North America, each chapter has the opportunity to nominate someone on their campus who has made a meaningful impact on their chapter, fraternity and sorority community, or the campus as a whole.

How to apply: online submission portal.

Prerequisites and notes: Nominees must be a full-time employee of the chapter’s host institution.

Criteria: Please provide:

Φ Name of nominee.
Φ Headshot.
Φ Job description.
Φ Description of why you have selected this member not to exceed 500 words. Include any and all impact this person has had on the chapter, community, or university.
ALUMNI AWARDS

RAYMOND L. GARDNER ALUMNUS OF THE YEAR

Description: The Raymond L. Gardner Alumnus of the Year Award was donated by the Seattle Alumni Club in memory of the University of Washington Phi who served as a member of the General Council. The award is presented annually to an alumnus who best exemplifies the teachings of The Bond through participation in Fraternity affairs, activities in higher education, and community service.

How to apply: online submission portal or nomination mailed by May 1 to Gardner Award, Phi Delta Theta Fraternity Headquarters, 2 South Campus Avenue, Oxford, Ohio 45056-1801.

Prerequisites and notes: Every alumnus of Phi Delta Theta, in good standing, is eligible except previous recipients, past Presidents of the General Council, current Fraternity staff, and current general officers of the Fraternity. An alumni club or an undergraduate chapter may submit one nomination per year. The winner will be selected by The Gardner Award Committee.

Criteria: What to include in your nomination:

Φ Nominee’s Name.
Φ Personal information.
Φ A photograph.
Φ Description of experience and accomplishments involving the Fraternity, i.e., chapter(s), alumni club(s), General Fraternity, interfraternity work, volunteer positions and dates (chapter adviser, house corporation trustee, officer of alumni club, delegate to Biennial Conventions, etc.).
Φ Description of experience and accomplishments involving the higher education, i.e., related associations, alumni club(s), college board of trustees, college promotional activities, donations, intercollegiate work, volunteer positions and dates (officer of alumni club, etc.).
Φ Description of accomplishments involving community organizations, i.e., church, lodges, clubs, local government, school board, etc., Specify offices held or special assignments, donations etc.
Φ Describe any activities not included in the three categories or make any comments concerning the nominee you think the Gardner Award Committee should know.
Φ Supplemental information:
  Φ Letters of recommendation (up to six).
  Φ News clippings.
SAMUEL V. STONE OUTSTANDING CHAPTER ADVISER OF THE YEAR

**Description:** The Samuel V. Stone Outstanding Chapter Adviser of the Year Award was presented to the Fraternity in recognition of the services rendered by a longtime adviser of the Texas Gamma Chapter at Southwestern University. Its purpose is to show appreciation for all Chapter Advisory Board Chairmen and annually recognizes an outstanding adviser within the Fraternity.

**How to apply:** online submission portal or nomination mailed by May 1 to Samuel V. Stone Award Nomination, Phi Delta Theta Fraternity Headquarters, 2 South Campus Avenue, Oxford, Ohio 45056-1801.

**Prerequisites and notes:** The selection committee includes the previous two recipients.

**Criteria:**

Φ Nominee’s name.
Φ Chapter affiliation.
Φ Biography.
Φ A photograph.
Φ Description of activities and experience of adviser involving the chapter.
Φ Accomplishments and awards received by chapter during the past year.
Φ Letters of commendation/nomination from:
  Φ Chapter signed by officers.
  Φ Undergraduate members (up to six).
  Φ Alumni (up to six).
  Φ President and treasurer of chapter.
  Φ House Corporation.
  Φ Others (college administration, dean of students, etc., up to six).
  Φ Province president.

AWARDS NOT LISTED IN THIS GUIDE

There are certain awards that Phi Delta Theta presents on a biennial basis at the General Convention. These awards are not listed in this year’s Awards Chairman’s Guide since it is a non-Convention year. Other awards need no application and are awarded to alumni, active members, Iron Phi participants, or chapters based on their performance through their lifetime or over the course of the year.

**Good luck on your 2018–19 awards submission!**