

International Achievement Week  
Committee  
Omega Psi Phi Fraternity, Inc.



International  
Undergraduate Chapter Advisor of the Year Award  
Application

International Achievement Week Committee  
Award Application

**Undergraduate Chapter Advisor Award** The Undergraduate Chapter Advisor of the Year Award will be given to a Brother who has demonstrated outstanding contributions and sustained concern for the activities of one or more Undergraduate Chapters. The successful candidate will have acted in a mentoring capacity, providing insight and guidance that has positively influenced Undergraduate Chapter Members to aspire to and achieve the ideals of the Fraternity and its mandated programs. The International Achievement Week Committee will evaluate nominations from the Districts based on the following criteria:

*(Documentation: Entries for this section should pertain to fraternal and community activities for the nominees and the affiliated Chapter(s) for the Undergraduate Chapter Advisor of the Year Award. The events should have taken place during the year under consideration and should serve to document the Brothers that have demonstrated leadership that extends beyond the community to include regional impact.)*

1. Nominee must be financial on the Chapter, District and International levels
2. The Undergraduate Chapter must be in good standing with the Fraternity
3. The Chapter(s) which the nominee advises must have made significant contributions to the Fraternity and/or community at local, District/state, and/or International levels (Chapters/District are expected to support all International and District mandated programs);
4. Nominees must have served in a manner above and beyond the ordinary participation levels necessary to implement programs and projects of the Undergraduate Chapter.
5. Documentation associated with this award must demonstrate the nominee's activities and be certified by the Basileus and Keeper of Records and Seal on the Chapter level.

# International Achievement Week Committee Scoring Scale

## Scoring Undergraduate Chapter Advisor Award

The General Criteria are:

1. Contributions toward the completion of International Mandated Programs by the affiliated Undergraduate Chapter **50 points**
2. Documented active participation in Local, District, and International Meetings attended (*includes Chapter representation and advisor attendance*) **20 Points**
3. Documented administrative compliance by the affiliated Undergraduate Chapter such as quarterly reporting and required timely submission of forms **20 Points**
4. Campus Administration Rapport **10 Points**

**Criteria Summary Form  
Omega Psi Phi Fraternity, Inc.  
International Achievement Awards**

General rules for completing this form:

1. The application must be completed using typed responses that are clear, concise, specific, and fully address the topic area. Please carefully read each question before responding.
2. Do not include activities more than once. Enter the activity into the area that it most appropriately supports. Credit will only be given for one entry of an event or activity.
3. All events and or activities listed must be dated reflecting the year of the event or activity. Events or activities that are not dated will not be considered in the scoring.
4. **The total application document (not counting this Criteria Summary Form or the attached signature page) is limited to four pages in length. The pages can only include text input (no pictures, copies of documents or other such images).**
5. Applications **will not be accepted** without the Chapter Basileus and Keeper of Records and Seal signature validating the content and good standing (financial / other) of the nominee.

Check the category for award consideration.

**A separate form must be completed for each applicant.**

\_\_\_\_\_ Undergraduate Chapter Advisor Award

**Year of Award: November 1, \_\_\_\_\_ to October 31, \_\_\_\_\_**  
(Note: should correspond with the Fraternity's fiscal calendar)

**Nominee's Name:**

\_\_\_\_\_

First	Middle	Last
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Control Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Chapter Name/District: \_\_\_\_\_

Location of Chapter: \_\_\_\_\_

## **Scoring Questions for Undergraduate Chapter Advisor Award Only**

1. List contributions or achievements that the candidate has made which have had significant impact on the Undergraduate Chapter and their completion of Internationally Mandated Programs. Contributions/achievements should be specifically stated and should be applicable for/to the year in which the individual was selected for the award at the Chapter level. List specific date(s) for criteria submitted.

## **Scoring Questions for Undergraduate Chapter Advisor Award Only**

2. List attendance at and active participation in Local, District, and International Meetings attended. Indicate the date, location, and meeting type/description, and Advisor's role/involvement in the meeting. Meeting attendance should be specifically stated and should be applicable for/to the year in which the individual was selected for the award at the Chapter level. List specific date(s) for criteria submitted.

### **Scoring Questions for Undergraduate Chapter Advisor Award Only**

3. List required administrative forms such as quarterly reports, registration materials, officer lists, gpa verification forms, special event forms, or other mandatory items on the District or International levels. Documentation should be specifically written and should be applicable for/to the year in which the individual was selected for the award at the Chapter level. List specific dates for criteria submitted.

### **Scoring Questions for Undergraduate Chapter Advisor Award Only**

4. List documentation reflecting Campus Administration rapport. Documentation should be specifically stated and should be applicable for/to the year in which the individual was selected for the award at the Chapter level. List specific date(s) for criteria submitted.



**Must be submitted with each award**

**Note: The signatures of the Basileus and KRS are required below for all awards.**

Submitted by: \_\_\_\_\_  
(Name – legibly print or type) (Signature) Date

Chapter Basileus: \_\_\_\_\_  
(Name – legibly print or type) (Signature) Date

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Chapter KRS: \_\_\_\_\_  
(Name – legibly print or type) (Signature) Date

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_