

Information and Timeline

2019-2020 Achievement and Awards Committee **Dr. Bruce A. Copeland, Chairman** **Eastern Province Achievement & Awards**

1. Committee Membership

- A. Committee Membership form must be **submitted electronically** via [Committee Membership Form](#)
- B. Membership form must be **received** by the Chairman no later than **January 12, 2020**.
- C. **One** committee member **per chapter**.

2. Standards and Criteria

- A. Petitions are attached and will be distributed to Chapter Polemarchs and Undergraduate Chapter Advisors
- B. **Deadline for Petitions: February 16, 2020, 11:59 p.m., EST**
- C. Petitions and nominations must be **transmitted electronically in PDF format** (Submission instructions shall be provided under separate correspondence)

3. Undergraduate Awards

- A. All petitions for academic awards **must have raised University Seal**
- B. Howard L. Tutman, Jr. Undergraduate Service Award (See Individual Awards)
- C. Monetary Individual Awards (See James Overton Academic Achievement Award).

4. Achievement and Awards Committee Meeting

- A. Committee meeting is tentatively scheduled for **March 1, 2020**. Location and time to be announced.

Chapter Size Alumni

Small 10 – 30
Medium 31 – 60
Large 61+

Chapter Size Undergraduate

Small 7-20
Medium 21-30
Large 31+

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THE EASTERN PROVINCE ACHIEVEMENTS AND AWARDS STANDARDS AND CRITERIA

I. GENERAL

- A. **The Achievement Year for consideration** for awards will be the **preceding fiscal year**. (October thru September)
- B. The Letter of Notification to all Chapters will be disseminated no later than December 2019.
- C. Chapter's submissions must be typewritten with supporting documentation or evidence where appropriate.
- D. **"Competitive' awards" that are submitted after the designated date and time will not be accepted or considered by the committee.**
- E. The Province Polemarch's Goals and Objectives will be used as a guide by the Achievements and Awards Committee in determining the evaluation criteria. The Province Polemarch's Goals and Objectives are mailed to all Chapters at the beginning of the Fraternity's fiscal year (October). The Goals and Objectives are established by the Grand Board of Directors. They include: Guide Right, Social Action, National Headquarters Fund, Reclamation, and etc.
- F. The size of the Chapter, its location and financial status will be included in the criteria.
- G. The Committee will determine the weights (points) for each criterion.
- H. **The Committee reserves the right not to present an award if no acceptable petitions are received.**

II. CATEGORIES OF AWARDS:

A. Individual Awards:

1. **The Chapter Brother of the Year Award** will be presented to the brother selected by his Chapter as best typifying the **Spirit of Brotherhood in Kappa Alpha Psi**. Each Chapter will select **one (1) "BROTHER OF THE YEAR"**, whose name must be forwarded to the Achievement and Awards Committee Chairman. **If a Chapter submits more than one name, both submissions will be null and void.** No consideration will be given to either submission.
2. **The Individual Achievement Award** will be presented to those brothers selected by their Chapter in recognition of outstanding accomplishments and contributions during the award year. Accomplishments and contributions may be in **Fraternity Service, Community Service or Professional Service**. Chapters wishing to recognize individual achievement of its members must submit the name(s) of the brother(s), their **field of accomplishment** and a **statement of twenty-five (25) words or less describing that accomplishment**. **These awards shall be limited to three sustaining brothers per Chapter and must reach the**

Achievements and Awards Committee Chairman by the designated due date.

3. **The James Overton Academic Achievement Award** will be presented to those Undergraduate Chapter brothers who have a grade point average of 3.0 or higher on a 4.0 system. **Each Undergraduate Chapter Advisor must have the educational institution's Registrar to certify the academic average.** Each Undergraduate Chapter brother's name, earned credits, grade point average, and cumulative grade point average must be **submitted to the Chairman, Achievements and Awards Committee by the designated due date.**
4. **The Donald G. Murphy Memorial Military Achievement Award** will be presented to one alumni and one undergraduate brother in the Eastern Province who has made significant military, fraternal, academic, and community service contributions and recognized accomplishments. The recipient of this award must be a financial member of the Province and in good standing in either the Arm Services or at his institution of higher learning. The recipient's military, fraternal, academic, and community service contributions and accomplishments must be of significance during active duty, reserve/guard, or ROTC duty. The recipient must reside in the Eastern Province during the award year and be recommended by a chapter in the Eastern Province. The alumni and undergraduate recipient will be selected by the Achievements and Awards Committee. The award, consisting of an appropriately inscribed plaque and certificate, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council. The alumni and undergraduate recipients of this award will be forwarded to the Military and Veterans Affairs Commission for further evaluation in support of Grand Chapter awards.
5. **The William L. Crump History Award** will be presented to one alumni and one undergraduate brother who has written a research paper on some historical aspect of the Fraternity, detailing a person, chapter, or movement. If the research paper does not represent an original topic, it should at least demonstrate an authentic and enlightening contribution to the existing history of presenting a fresh perspective. The research paper should include the following: (1) Descriptive Title, (2) Introduction, (3) Research and Results, (4) Observations, Discussions, Validation, (5) Conclusions, and (6) References/Sources. The resultant research paper shall be forwarded to the Achievements and Awards Committee for evaluation. The Committee will select and forward the undergraduate and alumni research paper worthy of further review and analysis by the Grand Chapter's William L. Crump Award Review Committee within two weeks following the Province Council. The Grand Chapter award recipients will receive a medal and certificate.
6. **The Linwood C. Hardmon Chapter Advisor of the Year Award** will be presented to one Alumni brother in the Eastern Province who has made a significant impact and achievement as a Chapter Advisor. The recipient of this award must be

a financial member of the Province. The Achievement and Awards Committee will select the awardee. The award, consisting of an appropriately inscribed plaque and certificate, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council.

7. **The Howard L. Tutman, Jr. Undergraduate Service Award** will be presented to one Undergraduate brother in the Eastern Province currently in good financial standing, may not be under investigation or affiliated with a chapter under investigation by the fraternity/university/college, chaired or served on a committee in an exemplary capacity on any level of the fraternity, and/or may hold or have held an elected office/position on any level of the fraternity. The award, consisting of an appropriately inscribed plaque and certificate, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council.
8. Senior Kappa Impact Award will be presented to those brothers selected by their Chapter in recognition of outstanding support and contributions to Senior Kappas at the chapter and/or province during the award year. Chapters wishing to recognize individual achievement of its members must submit the name of the brother and a single paragraph outlining their support/impact to the Chairman, Eastern Province Senior Kappa Committee. Only one submission per chapter will be accepted. All awards must be submitted to the Chairman, Achievements and Awards Committee by the designated due date.

D. Chapter Awards:

1. **The W. Henry Greene Award** will be presented to no more than one first, second, and third place Chapter in each of the categories: (small, 7-20 members; medium, 21-30 members; and large, 31 and more members) with the highest cumulative average for the Fall semester or quarter of the award school year. Certificates will be presented to the second and third place Chapters for this award. The undergraduate Chapter Advisor is requested to compile the data for the Chapter for which he serves as the advisor. The steps to be followed in qualifying the Chapter for this award are:
 - a. Each Chapter Advisor is requested to secure the average of each financial member of the Chapter for the current fall semester or quarter and for the Registrar to compute the cumulative average and to certify it with the Official Seal of the college or university. In view of the confidentiality of academic records, this information can be acquired by securing permission from each Chapter brother for the GPA Release. Follow the enclosed application format to prepare the chapter's submission;
 - b. This information should be acquired and forwarded to the Chairman of the Achievements and Awards Committee by the designated due date. The Chairman will rank the chapters accordingly.

2. **The I. W. E. Taylor Award** will be presented to only one first, second, and third place undergraduate chapter in the small, medium, and large category whose activities for the award year are most representative of the precepts of Kappa Alpha Psi. Selection of the recipients will be by ballot of the members of the Eastern Province Achievements and Awards Committee and based on the Province Polemarch's Goals and Objectives and the additional criteria contained in the application package.
3. **The William Thomas Carter Award** will be presented to only one first, second, and third place alumni chapter in the small, medium, and large category whose activities for the award year are most representative of the precepts of Kappa Alpha Psi. Selection of the recipients will be by ballot of the members of the Eastern Province Achievements and Awards Committee and based on the Province Polemarch's Goals and Objectives and the additional criteria contained in the application package.
4. **Website of the Year Award** will be presented to the first place alumni chapter in the small, medium, and large category whose activities for the award year are most representative of the precepts of Kappa Alpha Psi. Selection of the recipients will be chosen by the Achievement Committee. Tiebreakers will be decided by the Eastern Province Director of Technology and the additional criteria contained in the application package.
5. **The Senior Kappa Chapter Award** will be presented to the first place alumni chapter in the small, medium, and large category that have demonstrated exemplary support to the Eastern Province Senior Kappa/50 Year Brother Committee. Selection of the recipients will be chosen by the members of the Eastern Province Senior Kappa/50 Year Brother Committee.

Chapters are required to complete and submit the enclosed application package for the desired awards. **The application package must be sent electronically and postmarked by the designated date.** Committee members shall vote for their choice for each award.

E. International Awards:

- a. Those brothers seeking International awards must first submit their petitions to the Achievement and Awards Committee Chairman.
- b. Those petitions must be received no later than 30 days prior to the Province Board of Directors meeting immediately preceding the Province Council.

III. JAMES OVERTON ACADEMIC ACHIEVEMENT AWARD

A. Eligibility

1. Brothers nominated must be certified by the registrar

of their respective institutions as to eligibility for graduation in the semester immediately preceding or following the Province Council.

2. Brothers' grade point **average must be 3.00 or above** on a 4.0 scale.
3. Brothers nominated must be in good standing with the local Chapter, Province and Grand Chapter as well as their own institutions. In addition, the Chapter must be in good standing.
4. A **\$1,500 check** will be awarded to the **applicant with the highest grade point average** who has also completed at least two full academic semesters (or 1/4 of the requirement for a Bachelor's Degree).
5. The petition submitted to the Committee Chairman **must have the university's official seal.**

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to the members of the Province Achievements and Awards Committee for review and decision.
2. The Committee shall select the three top candidates with cumulative grade point averages above 3.00 for the three plaque awards. All other qualified applicants will receive a certificate.

C. Application Package

1. The application emanates in the Chapter with a resolution approving the entry.
2. The completed application form must be supported with documentation.
3. A transmittal letter from the Chapter Polemarch must be included in the packages when sent to the Committee Chairman.

D. Areas to be judged

1. Grade point average.
2. In the event of a tie, consideration shall be given to fraternity, college/university and community involvement.

E. The Award

1. Suitable wood-based plaques appropriately inscribed 1st--gold; 2nd--silver; and 3rd--bronze.

PETITION: JAMES OVERTON ACADEMIC ACHIEVEMENT AWARD

DATE: _____

TO: _____, Achievements and Awards Committee

Address City/State Zip Code
FROM: _____, Polemarch _____ Chapter
_____ College/University

Address City/State Zip Code
RE: Brother (s) _____

Home Address City/State Zip Code
Brother (s) _____

Home Address City/State Zip Code
Brother (s) _____

Home Address City/State Zip Code

SIGNATURES:

Polemarch: _____
Name (Please type) Signature
Phone: _____

Keeper of
Records: _____
Name (Please type) Signature

Advisor: _____
Name (please type) Signature
Phone: _____

**EASTERN PROVINCE
KAPPA ALPHA PSI FRATERNITY, INC.**

NOMINATION FORM: JAMES OVERTON ACADEMIC ACHIEVEMENT AWARD

STUDENT'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

ACADEMIC MAJOR: _____ EXPECTED GRADUATION DATE: _____

CREDITS EARNED TOWARD GRADUATION: _____

CREDITS REQUIRED FOR GRADUATION: _____

CUMULATIVE GRADE POINT AVERAGE: _____ ON A _____ (POINT) SCALE

College Activities and Organization Memberships:

1. Please describe below the college activities and organizations in which you have been involved since your initiation.

<u>Activity</u>	<u>Quarter/Term</u>	<u>Role</u>
A. _____		
B. _____		
C. _____		
D. _____		
E. _____		

2. Please describe below the college activities and organizations in which you have been involved since the last Province Council Meeting.

<u>Activity</u>	<u>Quarter/Term</u>	<u>Role</u>
A. _____		
B. _____		
C. _____		
D. _____		
E. _____		

3. Please describe below the activities and organizations in which you have been involved in the non-college community since the last Province Council Meeting.

<u>Activity</u>	<u>Quarter/Term</u>	<u>Role</u>
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

4. Please describe below the activities and organizations in which you have been involved in the fraternity at the local, Province, and National levels.

<u>Activity</u>	<u>Quarter/Term</u>	<u>Role</u>
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

VERIFICATION: I confirm that the information contained above regarding GPA, credits required and earned is correct.

COLLEGE/UNIVERSITY OFFICIAL'S SIGNATURE

NAME: _____
(Please type)

TITLE: _____

OFFICIAL SEAL

IV. W. HENRY GREENE UNDERGRADUATE CHAPTER ACHIEVEMENT AWARD

A. Eligibility

1. The undergraduate Chapter must have at least seven (7) members who are financial with the local Chapter, Province and Grand Chapters of Kappa Alpha Psi Fraternity, Inc. at the time of filing the application.
2. The undergraduate Chapter must be in good standing with both the Province and the Grand Chapter.
3. The undergraduate Chapter must be in good standing with the college/university on whose campus it is located.
4. **The petition submitted to the Committee Chairman must have the university's official seal.**

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to each member of the Province Achievements and Awards Committee for review and decision.
2. The Committee shall select no more than one undergraduate Chapter in each category: small (7-20 members); medium (21-30 members); and, large (31 and more members).

C. Application Package

1. The application emanates in the Chapter and is forwarded to the Committee Chairman.
2. The completed application form must be supported with documentation.
3. Provide a summary statement (two pages maximum) of Chapter activities and involvement.
4. A transmittal letter from the Chapter Polemarch must be included in the packages when sent to the Province Achievements and Awards Committee Chairman.

D. Areas to be judged

1. The cumulative GRADE POINT AVERAGE of each member of the Chapter must be listed and the Chapter average shall be at least 2.80 on a 4.0 scale.
2. In the event of a tie, extra meritorious Chapter and member involvement at the campus, community, Province, and National levels will be considered.

E. The Award

1. A wood-based plaque with an appropriate inscription and a **\$1,500 check** to be presented to the winner in each of the three categories at Province Council.

PETITION: W. HENRY GREENE UNDERGRADUATE CHAPTER ACHIEVEMENT AWARD

DATE: _____

TO: _____, Achievements and Awards Committee

Address City/State Zip Code

FROM: _____, Polemarch _____ Chapter
_____ College/University

Address City/State Zip Code

CHAPTER MEMBERSHIP: _____
(List actual number) small (7-20) medium (21-30) large (31 & over)

CHAPTER CHARTER DATE: _____
Day/Month/Year

SIGNATURES:

Polemarch: _____
Name (please type) Signature

Phone: _____

Keeper of
Records: _____
Name (please type) Signature

Phone: _____

**EASTERN PROVINCE
KAPPA ALPHA PSI FRATERNITY, INC.
NOMINATION FORM: W. HENRY GREENE UNDERGRADUATE CHAPTER
ACHIEVEMENT AWARD**

CHAPTER NAME _____ COLLEGE/UNIVERSITY _____

ADDRESS _____ PHONE _____

CHAPTER MEMBERSHIP: _____

(List actual number) small (7-20) medium (21-30) large (31 & over)

CUMULATIVE GRADE POINT AVERAGE OF BROTHERS _____ DATE _____

NUMBER OF CREDITS REQUIRED FOR UNDERGRADUATE DEGREE _____

CHAPTER ROSTER:

Brothers' Names	Cum GPA	Credits Earned	Expected Graduation Date
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Continue on reverse if necessary. Attach statement of community involvement.

VERIFICATION:

College/University

Official: _____

Name (please type)

Signature

Phone: () _____

**EASTERN PROVINCE
KAPPA ALPHA PSI FRATERNITY, INC.**

V. I. W. E. TAYLOR UNDERGRADUATE CHAPTER OF THE YEAR AWARD

A. Eligibility

1. The Undergraduate Chapter must have at least seven (7) members who are financial with the local Chapter, Province and Grand Chapters of Kappa Alpha Psi Fraternity, Inc. at the time of filing the application.
2. The Undergraduate Chapter must be in good standing with both the Province and the Grand Chapter.
3. The Undergraduate Chapter must be in good standing with the college/university on whose campus it is located.

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to the members of the Province Achievements and Awards Committee for review and decision.
2. The Committee shall select no more than one Undergraduate Chapter in each category: small, 7-20 members; medium, 21-30 members; and, large, 31 and more members.

C. Application Package

1. The application emanates in the Chapter with a resolution approving the entry;
2. The completed application form(s) must be supported with documentation if necessary;
3. Documentation to support the application may be official letters, printed programs, brochures, newspaper clippings, relevant documents and pictures, which will be returned on request; and
4. A transmittal letter from the Chapter Polemarch must be included in the packages when sent to the members of the Achievements and Awards Committee.

D. Areas to be judged: Applications should show the following:

1. Chapter goals and objectives are developed and are a regular part of the Chapter's management planning;
2. The Chapter's budget is consistent with the goals and objectives;
3. An effective and viable Chapter Guide Right Program is ongoing;

4. An effective and viable Chapter Membership Intake program exists (attach copy of most recent program and activities);
5. National and Province programs of Kappa Alpha Psi are supported as an ongoing part of the Chapter's activities;
6. Extra meritorious service to the campus community and the external civic community occurs;
7. There is involvement in campus leadership and academic achievement of members;
8. Chapter members hold appointive offices and/or elective positions within the Province or at the Grand Chapter level.
9. A relationship with a supporting Alumni Chapter which actively engages in the areas of fraternal business, altruism, and fraternalism.

E. The Award

1. A wood-based plaque with appropriate inscription and a **\$1,000 check** to be presented to the winner in each of the three categories. Certificates will be presented to the second and third place winner in each of the three categories.
2. The awards will be presented at the Eastern Province Council.

PETITION: I. W. E. TAYLOR UNDERGRADUATE CHAPTER OF THE YEAR AWARD

DATE: _____

TO: _____, Achievements and Awards Committee

Address City/State Zip Code

FROM: _____, Polemarch _____ Chapter

College/University

Address City/State Zip Code

CHAPTER MEMBERSHIP: _____
(List actual number) small (7-20) medium (21-30) large (31 & over)

CHAPTER CHARTER DATE: _____
Day/Month/Year

SIGNATURES:

Polemarch: _____
Name (please type) Signature

Phone: _____

Keeper of
Records: _____
Name (please type) Signature

Phone: _____

KAPPA ALPHA PSI FRATERNITY, INC.

**NOMINATION FORM: I. W. E. TAYLOR UNDERGRADUATE CHAPTER OF THE YEAR
AWARD**

CHAPTER NAME _____ DATE _____

Please describe each area as briefly and succinctly as possible.
Responses should be typed and confined to the space allowed.

1. Describe the Chapter's Guide Right Program (25 points).
2. Describe the Chapter's involvement in improving the quality of college/university life at your institution. Describe the perception of Kappa Alpha Psi on your campus (attach letters or newspaper clippings); Chapter's involvement in clubs, organizations. Name brothers in campus leadership positions, offices held and their roles. Attach list of brothers with majors, grade point averages, credits earned and expected dates of graduation. (20 points)
3. Describe the Chapter's involvement within the community. Identify activities under the following headings. (10 points)
 - A. Political Action:
 - B. Social Action:
 - C. Community Service:
 - D. Contributions to charitable and non-profit organizations:
4. Describe the Chapter Membership Intake philosophy and program. Attach copy of the Membership Intake Program) (10 points)
5. Describe the Chapter's certification process under the guidance of a supporting Alumni Chapter. Describe the involvement with a supporting Alumni Chapter to implement programs that supports any objective, program, or initiative of the fraternity. Describe community service or any altruistic activity jointly undertaken by the Chapter and a supporting Alumni Chapter. Describe the Chapter's involvement in hosting a formal meeting with a supporting Alumni Chapter. **(NOTE: The supporting Alumni Chapter must reside in the Eastern Province, Regions I - V)** (10 points)
6. Describe the Chapter's level of involvement with programs or goals announced by the Grand Chapter and Province Council. Name areas of involvement. (10 points)
7. Does the Chapter have a well-articulated management plan? State the goals and objectives of the Chapter for the previous year and the results. (5 points)
8. Discuss briefly the Chapter's budget: its development, source(s) of funds, distribution of resources and relationship to goals stated above. (5 points)
9. Do the members of the Chapter hold elective or appointive offices or committee memberships at the Province or National levels? Name brothers and involvement. (5 points)

Please attach documents, newspaper clippings, programs and pictures to support descriptions of activities listed above.

VI. WILLIAM THOMAS CARTER ALUMNI CHAPTER OF THE YEAR AWARD

A. Eligibility

1. The Chapter must have at least ten (10) members who are financial with the local Chapter, Province and Grand Chapter at the time of filing the application.
2. The chapter must be in good standing with both the Province and Grand Chapter.

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to the Province Achievements and Awards Committee members for review and decision.
2. The Committee shall select no more than one first, second, and third place Chapter in each of the categories: small, 10-30 members; medium, 31-60 members; and, large, 61 and more.

C. Application Package

1. The application emanates in the Chapter and a transmittal letter from the Chapter Polemarch must be included in the package when sent to the members of the Achievement and Awards Committee.
2. The completed application forms must be supported with documentation.
3. Documentation to support the application may be official letters, printed programs, brochures, newspaper clippings, relevant documents and pictures, which may be returned on request.

D. Areas to be judged: Applications must show the following:

1. Chapter goals and objectives are developed, and are a regular part of the Chapter's management planning;
2. the Chapter's budget is consistent with the goals and objectives;
3. An effective and viable Chapter Guide Right Program is ongoing;
4. A relationship with a supporting undergraduate chapter that actively engages in the areas of fraternal business, altruism, and fraternalism.
5. National and Province programs of Kappa Alpha Psi are supported as an ongoing part of the Chapter's activities;
6. Extra meritorious service to the external civic

community occurs;

7. There is involvement in community leadership by one or more of members;
8. Chapter members hold appointive offices and/or elective positions within the Province or at the Grand Chapter level.

E. The Award

1. A wood-based plaque with appropriate inscription on a metal plate will be presented to the winner in each of the three categories. Certificates will be presented to the second and third place winner in each of the three categories.
2. The awards will be presented at the Eastern Province Council.

PETITION: WILLIAM THOMAS CARTER ALUMNI CHAPTER OF THE YEAR AWARD

DATE: _____

TO: _____, Achievements and Awards
Committee

Address City/State Zip Code

FROM: _____, Polemarch _____ Alumni Chapter

Address City/State Zip Code

CHAPTER MEMBERSHIP: _____

(List actual number) small (10-30) medium (31-60) large (61 & over)

There are ___ financial brothers; ___ life members; and ___ subscribing life members.

Charter date: _____
Day/Month/Year

SIGNATURES:

Polemarch: _____
Name (please type) Signature

Phone: _____

Keeper of
Records: _____
Name (please type) Signature

Phone: _____

EASTERN PROVINCE KAPPA ALPHA PSI FRATERNITY, INC.
NOMINATION FORM: WILLIAM THOMAS CARTER ALUMNI CHAPTER OF THE YEAR
AWARD

CHAPTER NAME _____ DATE _____

Please describe each area as briefly and succinctly as possible.
Responses should be typed and confined to the space allowed.

1. Describe the Chapter's Guide Right Program. (40 points)
2. Describe the Chapter's involvement within the community such as Political Awareness, Social Action, Scholarship Support, Community Service and Charitable Contributions). (25 points)
3. Describe the Chapter's involvement with assisting an undergraduate chapter's certification process. Describe the Chapter's involvement with a supporting undergraduate chapter to implement programs that supports any objective, program, or initiative of the fraternity. Describe the Chapter's reporting mechanism for those undergraduate chapter(s) that it supports. Describe community service or any altruistic activity jointly undertaken by the Chapter and a supporting undergraduate chapter. Describe the Chapter's involvement in hosting a formal meeting with a supporting Undergraduate chapter. Describe the programs or initiatives undertaken by the Chapter to assist undergraduates to gain employment. Describe those activities taken by the Chapter to positively interact with an undergraduate chapter in an informal setting. **(NOTE: The supporting undergraduate chapter must reside in the Eastern Province, Regions I - V)** (10 points)
4. Describe the Chapter's level of involvement with programs or goals announced by the Grand Chapter and Province Council. Name areas of involvement. (10 points)
5. Discuss briefly the Chapter's budget: its development, source(s) of funds, distribution of resources and relationship to goals stated above. (5 points)
6. Does the Chapter have a well-articulated management plan? State the goals and objectives of the Chapter for the previous year and the results. (5 points)
7. Do the members of the Chapter hold elective or appointive offices or committee memberships at the Province or National levels? Name brothers and involvement. (5 points)

Please attach documents, newspaper clippings, programs and pictures to support descriptions of activities listed above.

VII. RONALD R. YOUNG WEBSITE OF THE YEAR AWARD

A. Eligibility

1. The Chapter must have at least seven (7) undergraduate or ten (10) Alumni members who are financial with the local Chapter, Province and Grand Chapter at the time of filing the application.
2. The chapter must be in good standing with both the Province and Grand Chapter.

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to the Province Achievements and Awards Committee members for review and decision.
2. The Committee shall select no more than one first, second, and third place Chapter in each of the categories: small, 10-30 members; medium, 31-60 members; and, large, 61 and more.

C. Application Package

1. The application emanates in the Chapter and a transmittal letter from the Chapter Polemarch must be included in the package when sent to the members of the Achievement and Awards Committee.
2. The completed application form must be supported with an operational website.

D. Areas to be judged: Applications must show the following:

1. The website should be pleasing to the eye with consistent layout from page to page.
2. It should be easy for the user to navigate the website without resorting to use of the browser's back and forward buttons.
3. The website should include appropriate graphic ALT tags to support Accessibility.
4. The website should be free of grammatical and spelling errors.
5. The website is able to accommodate internal and external links when using common web browsers.
6. Graphical representations are crisp, visually appealing, properly credited, and complement the website.
7. The website is informative and is presented in an organized manner with content appropriately distributed.

8. The website shows originality in design and implementation.
9. The website should be interactive using polls, guest books, member forum, etc.

E. The Award

1. A wood-based plaque with appropriate inscription on a metal plate will be presented to the winner in each of the three categories. Certificates will be presented to the second and third place winner in each of the three categories.
2. The awards will be presented at the Eastern Province Council.

Ronald R. Young Website of the Year Petition
(Criteria and Scoring Sheet)

Eligible Chapter Type: (Check one)	Undergraduate ___ Alumni ___
Chapter Name (Designate Size):	
Webmaster, Web designer, or Liaison if Professional firm does the actual development:	
URL:	
Site Design Issues:	
<p>Overall Design (15 points): Your site should be pleasing to the eye, with consistent layout from page to page. If you use a "theme" on your site, some attempt should be made to make it "yours". Your colors and graphics should complement each other. Your fonts should be easy to read and site appropriate. You should not force your viewers to download a font to "see the site as it was intended to be seen". Each inconsistent design element (different layout, formatting, or inconsistent font changes) will cause two points to be deducted. Any horizontal scroll caused by poor planning or design will cause a loss of five points. The site's title is also important for Bookmarking. It should reflect the appropriate chapter or province name and not just "Kappa Alpha Psi" etc. (5 pts.)</p>	
<p>Navigation (10 points): Navigation is very important. It should be easy for people to get around on your site, without resorting to use of the browser's back and forward buttons. Your navigation should be consistent from page to page, and located in the same place on each page. If you use a Java Script navigational system, you must also have text links on the page. Each instance of inconsistent navigation will cause a two-point deduction.</p>	
<p>Accessibility (10 points): While we don't expect every site to be 100% accessible, we will check for appropriate graphic Alt tags. For more information on Accessibility, please refer to: Each graphic not properly tagged will cause a deduction of two points.</p>	
<p>Spelling/Grammar (15 points): Take the time to run spell-check on your site. Have someone else read it for grammatical errors. Then, do it again. Each spelling or grammatical error found will cause two points to be deducted.</p>	
<p>Links (25 points): Do all of your internal and external links, including graphics, work in both Netscape and Internet Explorer? Each broken link will cause two points to be deducted. Other Kappa links are an important consideration: Regional Kappa chapter links are worth 5 pts. (collectively) Provincial links are worth 5pts. (collectively) National links are worth 5pts. (collectively) Other worthwhile links such Greek sites; scholarship information; Roberts Rules of Order etc. are worth 5pts. (collectively)</p>	
<p>Graphics (30 points): Are they yours? If not, did you appropriately credit them? Are they crisp and clear visually? Do they download quickly? Do they complement your site? Are they appropriately tagged? Stolen graphics or copyrighted materials not appropriately credited will immediately stop the evaluation. Use of the "Playboy" logo will disqualify the application. Each fuzzy, unoptimized, or untagged graphic will cause a loss of two points. Are your animations appropriate for your site? A "lake applet" used on a graphic of a building just because it's "pretty" isn't an appropriate use. Use of animated gifs, just because you can, will count against</p>	

you here. Inappropriate animation will cause a five-point deduction. A "Flash" introduction without a "skip introduction option" is a (5 pt.) deduction.

Kappa Colors are Crimson & Cream, but since colors are hard to match on various computers, points should not be deducted (this year) for the wide color variations of "Red & White\Cream" etc. Points should be added for appropriate color schemes that foster "readability" and reflect an "understanding" of colors.

Is the Kappa Crest prominently displayed throughout the site? (5pts.)

Improper (any) display of the Kappa Diamond leads to an automatic 25 point deduction.

Informative (35 points): Does your site cover the topic it's intended to, or does it cover many topics with no focus? Will your visitors leave feeling like they have learned something? Is the Kappa Alpha Psi story clearly told on your site? Are the descriptions of the national, provincial and local bodies adequately explained (5pts. for each)? For example, does your site include criteria and methodology for becoming a Kappa? Is our prohibition and distaste for hazing explicitly and implicitly stated? Is their both local and national history included? Are local, regional and national programs highlighted on your site? Are local programs shown to have an impact on the local community? Are some local programs tied to national programs?

Originality (5 points): Does your site's content show individuality, or have you just copied information from another site?

Organization (5 points): Your site should be laid out in an organized manner, with content appropriately divided. Any page, which requires more than four (4) "page downs", will cause a three-point deduction. Long pages should have a "Return to Top" method.

Interactivity (10 points): Interactivity with your site's visitors will keep them coming back and shows your desire to continue and improve your site. Do you have a poll, a guestbook, a member forum, an awards program, or a newsletter?

VIII. SENIOR KAPPA CHAPTER AWARD

A. Eligibility

1. The Chapter must have at least ten (10) Alumni members who are financial with the local Chapter, Province and Grand Chapter at the time of filing the application.
2. The chapter must be in good standing with both the Province and Grand Chapter.

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and forwarded to the Chairman, Eastern Province Senior Kappa/50 Year Brother Committee for review and decision.
2. The Committee shall select the first place chapter in the small, medium, and large category.

C. Application Package

1. The application emanates in the Chapter and a transmittal letter from the Chapter Polemarch must be included in the package when sent to the members of the Senior Kappa/50 Year Brother Committee.
2. The completed application forms must be supported with documentation.
3. Documentation to support the application may be official letters, printed programs, brochures, newspaper clippings, relevant documents and pictures, which may be returned on request.

D. Areas to be judged: Applications must show the following:

1. Conduct events that specifically target Senior Kappa participation and involvement.
2. Events that are organized by the Senior Kappa Committee,
3. Timely submission of a minimum of three quarterly reports to the respective Province Committee representative.

E. The Award

1. A wood-based plaque with an appropriate inscription will be presented to the winner in each of the three categories.
2. The awards will be presented at the Eastern Province Council.