Delta Sigma Pi

Alumni Chapter Recognition Program Guide

Updated as of

July 2021

Delta Sigma Pi Fraternity
Central Office
330 South Campus Avenue
Oxford, OH 45056
513-523-1907
www.dsp.org
centraloffice@dsp.org

Introduction

The Alumni Chapter Recognition Program was developed to encourage alumni chapters to move beyond basic franchising requirements of alumni chapters and recognize those alumni chapters that do. Criteria used in the Alumni Chapter Recognition Program are also designed to benefit the membership of the alumni chapters who participate.

While some may consider the Alumni Chapter Recognition Program structure similar to the Chapter Management Program (CMP) for collegiate chapters, the program is not meant to emulate CMP. Franchising requirements remain in effect for alumni chapters. The Alumni Chapter Recognition Program is another avenue for alumni chapters to promote leadership, enrich programming, enhance communication with their membership and receive recognition for their efforts.
While many items were considered in the development of the Alumni Chapter Recognition Program, the criteria chosen for the program will help strengthen your alumni chapter and the Fraternity as a whole. There are three recognition levels, Bronze, Silver, and Gold. Bronze builds on the alumni chapter franchising requirements. Silver and Gold build on the criteria completed for Bronze and Silver respectively.

The Alumni Chapter Recognition Program is a yearly program based on alumni chapter efforts for the fiscal year (from July 1 to June 30) and submission is due by June 30. This program is independent from the existing Awards available for alumni chapters and is optional for alumni chapters to pursue. The Alumni Chapter Recognition Program is submitted via a form located in the Forms Module of the Hub. See sample Alumni Chapter Recognition Program submission form on page 9.

National Leader verification of criteria will be required for each level of recognition by the alumni chapter's Regional Vice President. Alumni chapters achieving the Bronze, Silver, and Gold levels will be recognized with a certificate at a National event and recognized in *The DELTASIG*.

Additional Resources

Alumni chapters should refer to the following resources available at dsp.org to assist with the completion of the Alumni Chapter Recognition Program.

Alumni Chapter Operations Manual
Alumni Chapter Best Practices Manual
Alumni Chapter Officers Manual
VPCR Resource Guide
Alumni Presentation
Alumni Benefits Brochure
Community Service Guide
Professional Activities Guide

Criteria for Bronze Recognition

To be recognized for Bronze an alumni chapter must complete the items below:

Chapter Communications
The chapter must communicate at least quarterly (four times a year) with its members. This can be done in any form, including:

- Newsletter
- Chapter website
- Social media
- Email
- Phone
- Mail
- Text

Chapter Events
The chapter will have at least 4 events per year including:

- One Chapter Meeting each fiscal year (at which a quorum of not less than 25% of the membership shall be present for the purpose of electing officers)
- One Community Service Event
- One Co-Sponsored event with a Collegiate Chapter(s)
- One Recruiting Event or New Member Orientation

Descriptions for each event can be found starting on page 7. Note that the alumni chapter may host an event that qualifies for multiple event types (i.e. Community Service and Recruiting Event are done as one event.). However, the alumni chapter must still fulfill the number of events for each recognition level. The additional event types to qualify for the recognition level can be chosen by the alumni chapter. (i.e. For Bronze, four events must be held even if a Community Service and Recruiting Event were done at one time.)

Donation to the Leadership Foundation
All members of Delta Sigma Pi are encouraged to support the Delta Sigma Pi Leadership Foundation and its mission and programs through annual contributions. The chapter must make a chapter donation of any amount to the Delta Sigma Pi Leadership Foundation and promote the Leadership Foundation to chapter members. Promotion can be through emails, presentations or other means.

Criteria for Silver Recognition

To be recognized for Silver an alumni chapter must meet the all of the Bronze criteria as well as completing the additional items below:

Chapter Communications
The chapter must communicate at least <u>bi-monthly</u> (six times a year) with its members. This can be done in any form, including:

- Newsletter
- Chapter website
- Social media
- Email
- Phone
- Mail
- Text

Chapter Events
The chapter will have at least 6 events per year including:

- All 4 of the Bronze events
    - One Chapter Meeting each fiscal year (at which a quorum of not less than 25% of the membership shall be present for the purpose of electing officers)
    - One Community Service Event
    - One Co-Sponsored event with a Collegiate Chapter(s)
    - One Recruiting Event or New Member Orientation
- And at least 2 of the following Silver events
    - One Professional Activity (i.e. speaker, company tour, career event)
    - One Founders' Day (on November 7 or within 7 days) or Alumni Day event (on April 25 or within 7 days)
    - One Family and Friends Event (a family friendly activity)
    - One Professional Workshop for Collegiate Brothers (or a collegiate/alumni mentoring program with a kick-off event)
    - One Diversity, Equity and Inclusion Focused Event

Descriptions for each event can be found starting on page 7. Note that the alumni chapters may host an event that qualifies for multiple event types (i.e. Community Service and Recruiting Event are done as one event.). However, the alumni chapters must still fulfill the number of events for each recognition level. The additional event types to qualify for the recognition level can be chosen by the alumni chapters. (i.e. For Bronze, six events must be held even if a Community Service and Recruiting Event were done at one time.)

Certified Deltasig Leader
At least two of the required chapter officers (President, Vice President-Chapter Operations, Vice President-Finance and Vice President-Collegiate Relations) must become a Tier 1 Certified Deltasig Leader. For details, please see the <u>Awards & Recognition Guide</u>.

Collegiate Relations
The chapter by way of the Vice President-Collegiate Relations will support at least the collegiate chapters in their region by contacting all the Vice President-Alumni Relations at least once in the fall term and at

least once in the spring term. If there are less than two collegiate chapters in the chapter's region, then the chapter must contact at least any two collegiate chapters.

Recruit Members
The chapter will recruit new members including graduating seniors and recent graduates. Ten percent (10%) of new members should be within five years of their graduation date/date of separation from the collegiate chapter. If the alumni chapter has more than 100 members, then the chapter must report at least 10 members who are recent graduates.

Criteria for Gold Recognition

To be recognized for Gold an alumni chapter must meet all of the Silver criteria as well as completing the additional items below:

Chapter Communications

The chapter must communicate at least <u>monthly</u> (12 times a year) with its members. This can be done in any form, including:

- Newsletter
- Chapter website
- Social media
- Email
- Phone
- Mail
- Text

Chapter Events

The alumni chapter will have at least 9 events per year including:

- All 4 of the Bronze events
    - One Chapter Meeting each fiscal year (at which a quorum of not less than 25% of the membership shall be present for the purpose of electing officers)
    - One Community Service Event
    - One Co-Sponsored event with a Collegiate Chapter(s)
    - One Recruiting Event or New Member Orientation
- All 5 of the Silver events
    - One Professional Activity (i.e. speaker, company tour, career event)
    - One Founders' Day (on November 7 or within 7 days) or Alumni Day event (on April 25 or within 7 days)
    - One Family and Friends Event (a family friendly activity)
    - One Professional Workshop for Collegiate Brothers (or a collegiate/alumni mentoring program with a kick-off event)
    - One Diversity, Equity and Inclusion Focused Event

Descriptions for each event can be found starting on page 7. Note that the alumni chapter may host an event that qualifies for multiple event types (i.e. Community Service and Recruiting Event are done as one event.). However, the alumni chapter must still fulfill the number of events for each recognition level. The additional event types to qualify for the recognition level can be chosen by the alumni chapter. (i.e. For Gold, 9 events must be held even if a Community Service and Recruiting Event were done at one time.)

Certified Deltasig Leader

All four of the required chapter officers (President, Vice President-Chapter Operations, Vice President-Finance and Vice President-Collegiate Relations) must become a Tier 1 Certified Deltasig Leader and at least two of the required alumni chapter officers must become a Tier 2 Certified Deltasig Leader. For details, please see the <u>Awards & Recognition Guide</u>.

Chapter Planning and Operations

The chapter will submit a chapter planning and operations report. This report will include:

- Chapter goals for the new fiscal year including a SWOT analysis compiled by the chapter officers for the alumni chapter (list of the alumni chapter's strengths, weaknesses, opportunities and threats)
- Summary of alumni chapter accomplishments for the previous year including but not limited to reports from each required chapter officer (President, Vice President-Chapter Operations, Vice President-Finance and Vice President-Collegiate Relations) on what they accomplished in the past year (with a recap of what you would do again and what you would do differently)

The chapter must also assist in the development of other alumni chapters by completing three of the following actions and report it accordingly:

- Contacting another alumni chapter to share common goals and concerns and create a joint action plan.
- Mentoring at least one other alumni chapter and their officers.
- Set-up a joint alumni chapter leadership training workshop/program.
- Sharing best practices through submission of entries for the Alumni Chapter Best Practices Manual.
- Participating in a regional or provincial meeting with alumni chapters to share common goals and concerns.
- Participating in an alumni chapter round table at a LEAD event or Grand Chapter Congress.

Event Descriptions

Event descriptions are below for your reference. Also, refer to the following resources available at dsp.org for further event ideas.

Alumni Chapter Operations Manual
Alumni Chapter Best Practices Manual
VPCR Resource Guide
Community Service Guide
Professional Activities Guide

Chapter Meeting: Alumni chapter hosts a business meeting that is open to all alumni chapter members. At least one meeting needs to have a quorum of not less than 25% of the membership present for the purpose of electing officers.

Community Service Event: Alumni chapter performs a service and/or contributes to an effort that benefits the community. Community service event examples are the following:
- National Fraternity initiatives: Make a Difference Day or Ronald McDonald House Charities
- Other service organizations or charities chosen by the alumni chapter (Habitat for Humanity, Rotary Club)

Co-Sponsored Event with Collegiate Chapter: Alumni chapter works with collegiate chapter to host a joint event for collegiate and alumni brothers. Alumni chapters may interact with any collegiate chapter within or outside the region to fulfill this event requirement. Co-sponsored event with collegiate chapter examples are the following:
- Alumni/collegiate sports tournament
- Alumni/collegiate professional speaker event
- Joint community service event

Recruiting Event: Alumni chapter hosts a membership recruiting event for alumni brothers to network and join alumni chapter. Recruiting event examples are the following:
- Meet the Chapter event during a chapter meeting open to all alumni in the area
- Social networking gathering at a restaurant
- Co-sponsored event with collegiate chapter to recruit graduating seniors and recent graduates

New Member Orientation: Alumni chapter hosts a new member orientation to welcome new alumni brothers to the alumni chapter where information on the alumni chapter is provided. New member orientation examples are the following:
- Meet the Chapter event during a chapter meeting
- Social networking gathering at a restaurant
- New member workshop

Professional Activity: Alumni chapter hosts a professional event that promotes career and personal development or current business issues. Professional activity examples are the following:
- Professional speaker

- Company tour
- Career development event (resume workshop, job interview tips)

Founders' Day: Alumni chapter hosts an event commemorating the founding of the Fraternity on November 7 or within 7 days of this date. Founders' Day event examples are the following:
- Founders' Day reflection during chapter meeting
- Banquet/dinner
- Brotherhood appreciation day
- Co-sponsored Founders' Day event with collegiate chapter

Alumni Day: Alumni chapter hosts an event celebrating alumni brothers on April 25 or within 7 days of this date. Alumni Day event examples are the following:
- Alumni Day celebration during chapter meeting
- Banquet/dinner
- Brotherhood appreciation day
- Co-sponsored alumni event with collegiate chapter

Family and Friends Event: Alumni chapter hosts an event that includes alumni brothers, their friends, and families. Family and friends event examples are the following:
- Barbeque/picnic
- Sporting event (baseball, basketball, bowling, skating, miniature golf)
- Kid friendly event (zoo, museum)

Professional Workshop for Collegiate Brothers: Alumni chapter hosts a career event for collegiate brothers. Professional workshop examples are the following:
- Career day (mock interviews, resume workshop)
- Alumni career discussion
- Collegiate/alumni mentoring program with kick-off event

Diversity, Equity and Inclusion Focused Event: Alumni chapter hosts a diversity, equity and inclusion (DEI) event for alumni brothers focusing on education about diversity, equity and inclusion issues. DEI events examples of follow:
- Sessions on unconscious bias
- Sessions on how to encourage DEI in the workplace
- Sessions on creating a culture of diversity and inclusion among volunteer groups

Alumni Chapter Recognition Program Submission Form

2014 Alumni Chapter Recognition Program

Save this Form and Submit

Test Chapter 2 -

The Alumni Chapter Recognition Program was developed to encourage alumni chapters to move beyond basic franchising requirements of alumni chapters and recognize those alumni chapters that do. Criteria used in the Alumni Chapter Recognition Program are also designed to benefit the membership of the alumni chapters who participate. More complete details, see the Alumni Chapter Recognition Program Guide.

Which recognition level is the chapter applying for? * Select item... ˅

Chapter Events

For Bronze, the chapter will have at least four (4) events per year including:
- One Chapter Meeting each fiscal year
- One Community Service Event
- One Co-Sponsored event with a Collegiate Chapter(s)
- One Recruiting Event or New Member Orientation

For Silver, the chapter will have at least six (6) events per year including and all four (4) of the Bronze events and at least 2 of the following Silver events:
- One Professional Activity
- One Founders' Day or Alumni Day event
- One Family and Friends Event
- One Professional Workshop for Collegiate Brothers

For Gold, the chapter will have at least nine (9) events per year including:
- All four (4) of the Bronze events
- All four (4) of the Silver events
- One additional event of the alumni chapter's choice

In situations where a single event satisfies multiple event requirements, the event shall be deemed as satisfying all applicable requirements. The minimum number of events must still be satisfied for each tier.

To insure chapter events are listed, please add them to Hub Calendar and submit the associated form.

Event Type Requirements

Requirement	Level	✓ / ✗	Event Date	Event Name
Community Service	B	✓	02/06/2014	Soup Kitchen
Co-Sponsored with Collegiate Chapter(s)	B	✗		
Recruiting or New Member Orientation	B	✗		
Professional	S	✗		
Founders' or Alumni Day	S	✗		
Family and Friends	S	✓	02/06/2014	Soup Kitchen
Professional Workshop for Collegiates	S	✓	02/06/2014	Soup Kitchen

Event Quantity Requirements
(Not Including Required Chapter Meetings)

Level	Requirement	✓ / ✗
Bronze	Complete at least 3 events	✗
Silver	Complete at least 5 events	✗
Gold	Complete at least 8 events	✗

Leadership Foundation Support (for Bronze)

For Bronze, the chapter must make a chapter donation of any amount to the Delta Sigma Pi Leadership Foundation and promote the Leadership Foundation to chapter members.

There have been no gifts from this chapter in the 13-14 Fiscal Year.

How did the chapter promote the Leadership Foundation to its * members in the last year?

Communications
Please list the chapter communication for the last year. Please note the number of communications required for bar recognition.
Bronze- Quarterly (4)
Silver- Bi-Monthly (6)
Gold- Monthly (12)

Communications for Bronze

Type of Communication #1	Select item... ∨
Date of Communication #1	
Type of Communication #2	Select item... ∨
Date of Communication #2	
Type of Communication #3	Select item... ∨
Date of Communication #3	
Type of Communication #4	Select item... ∨
Date of Communication #4	

Communications for Silver

Type of Communication #5	Select item... ∨
Date of Communication #5	
Type of Communication #6	Select item... ∨
Date of Communication #6	

Communications for Gold

Type of Communication #7	Select item... ∨
Date of Communication #7	
Type of Communication #8	Select item... ∨
Date of Communication #8	
Type of Communication #9	Select item... ∨
Date of Communication #9	
Type of Communication #10	Select item... ∨
Date of Communication #10	
Type of Communication #11	Select item... ∨
Date of Communication #11	
Type of Communication #12	Select item... ∨
Date of Communication #12	

Certified Deltasig Leader (CDL) for Silver and Gold

Office	Officer	CDL 1	CDL 2
A. C. President	Jeremy Levine	✓	✓
A.C. VPCO	Lisa Brown	✓	✓

Does the chapter meet the CDL requirements for Silver Level Recognition?: ✓

For Silver, at least two of the required chapter officers must be a Tier 1 Certified Deltasig Leader.

Does the chapter meet the CDL Tier 1 requirements for Gold Level Recognition?: ✗

For Gold, all four of the required chapter officers must be a Tier 1 Certified Deltasig Leader and at least two of the required alumni chapter officers must be a Tier 2 Certified Deltasig Leader.

Does the chapter meet the CDL Tier 2 requirements for Gold Level Recognition?: ✓

Additional Silver Requirements

Please list the collegiate chapters that your chapter supported (at least 2)

How did the chapter communicate with and support these chapters in the fall?

How did the chapter communicate with and support these chapters in the spring?

The chapter will recruit new members including graduating seniors and recent graduates. Ten percent (10%) of new members should be within five years of their graduation date/date of separation from the collegiate chapter.

Chapter has recruited new members?: ✗

Chapter's *NEW* membership is at least 10% recent grads?: ✗

If the alumni chapter has more than 100 members, then the chapter must report at least 10 members who are recent graduates.

Additional Gold Requirements

Please upload a report of the chapter goals for the new fiscal year including a SWOT analysis (Strengths, Weaknesses, Opportunities & Threats) and a summary of the alumni chapter accomplishments for the past year compiled by the chapter officers for the alumni chapter.

Browse...

How have you assisted other alumni chapters?

☐ Hosted a joint alumni chapter leadership training program

☐ Mentored at least one other alumni chapter

☐ Participated in an alumni chapter roundtable at LEAD events (including GCC)

☐ Shared best practices through submissions for the Best Practices Manual

☐ Shared common goals and concerns with alumni chapters at an area meeting

☐ Shared with another alumni chapter & create a joint action plan

Please provide additional details to how the chapter assisted other chapters.

Save this Form and Submit