

The background of the page features a large, light gray watermark of the Delta Sigma Pi crest. The crest is a shield-shaped emblem with a crown at the top, flanked by two lions. The shield is divided into four quadrants, each containing a different symbol. A banner at the bottom of the shield contains the Greek letters ΔΣΠ. The text "Delta Sigma Pi" is written in a large, bold, black serif font across the upper portion of the crest.

Delta Sigma Pi

Chapter Management Program (CMP) Guide

Updated as of
March 2011

Delta Sigma Pi Fraternity
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THE CHAPTER MANAGEMENT PROGRAM

In August 2006, a “CEI Task Force” was created by Grand President Mitch Simmons to review and make recommendations on the effectiveness of the Chapter Efficiency Index (CEI) program in maintaining minimum standards at chapters. Previous to that time, numerous changes to the CEI program had been recommended and a review of the complete program was deemed necessary.

The CEI Task Force, comprised of Regional Vice Presidents from each province, District Directors and Central Office staff, included Chair Lisa Brown, Michael Banks, Michelle Cain, Paul Carpinella, Vicki Frantz, Amy Gallentine, Derrick Singletary, Brandon Trease, Heather Troyer , and Kevin Zachman.

Before making recommendations, the CEI Task Force surveyed chapters to evaluate comprehension of the CEI Program, effectiveness of materials used to assist members as they used the program, and the relationship between CEI and the awards program. The task force also reviewed other fraternities’ and sororities’ point systems and management tools. This extensive research and collaboration resulted in the Chapter Management Program.

Explanation of Tiers

A tier level approach was designed to give chapters an incentive to turn in forms and reports about the activities it conducts. It gives chapters a way to highlight their program and gives credit for all activities done throughout the year.

An Accredited Chapter is a chapter that is operationally sound. It functions within all the guidelines of the national Fraternity. A chapter can be an Accredited Chapter by turning in 100% of all forms in the first tier with at least 95% of those items approved (correctly completed and submitted on time).

A Chapter of Recognition is a chapter that is operationally sound and has a well-rounded program that focuses on Alumni, Faculty, and New Brothers. A chapter can be a Chapter of Recognition by achieving Accredited Chapter plus completing the requirements for the second tier.

A Chapter of Excellence is a chapter that is operationally sound with a well-rounded program that focuses on larger scale events and national Fraternity promotion. A chapter can be a Chapter of Excellence by achieving Accredited Chapter and Chapter of Recognition and also completing the requirements for the third tier.

The best way to achieve the different tiers is to decide as a chapter or an executive committee which level you want to strive for and then set it as a chapter goal for the following year. Submit forms throughout the year to achieve your goal and keep the chapter regularly updated by sharing your progress report at chapter meetings. The chapter does not need to complete all Accredited Chapter requirements in order to be able to submit items for the other tiers. This means the chapter should go ahead and submit items for Chapter of Recognition and Chapter of Excellence throughout the year even if it will not reach a higher level. Take the philosophy of always submitting something for every event and you will easily obtain your goal.

The Chapter Management Program is divided into categories on all three tiers. The categories include the following:

- Alumni/Faculty
- Awards
- Chapter Management
- Financial
- Historical
- Membership
- National Involvement/Fraternity Support
- Pledging/Initiation
- Professional/Service Activities

Information regarding each tier's requirements, officer responsibility and more is detailed in this guide.

Reports

The Chapter Management Program is easy to access on the web with everything in one place. The chapter's management report is color-coded (for Accredited Chapter level only) to help show the "health" of the chapter and point out problem areas for chapters, National Leaders, and Central Office Staff.

- If the item was received on time and it is approved, it will be GREEN.
- If the item was received but late, it will be ORANGE.
- If the item was received but not approved, it will be YELLOW.
- If the item was not received and it is past the deadline, it will be RED.

Accredited Chapter (Tier 1)					
Fall Term Starts:	9/7/2010	Accredited Chapter (Tier 1)			
Spring Term Starts:	1/20/2011	Chapter of Recognition (Tier 2)			
Commencement Date:	5/18/2011	Chapter of Excellence (Tier 3)			
Report as of:	3/7/2011			Received:	
Percent Complete:	72.73%	32/44	Late:		
Percent Approved:	70.45%	31/44	Not Approved:		
Chapter Discipline:	Not Received:				
Money Owed to Fraternity:					
	<u>Suggested</u>	<u>Final</u>	<u>Date</u>	<u>Status:</u>	<u>Notes:</u>
	<u>Deadline:</u>	<u>Deadline:</u>	<u>Received:</u>		
Chapter Management					
Officer Report >> Submit Additional Officer Reports					
1	Fall	Between 8/1 & 14 days after start of term	9/22/2010	3/7/2011	Received
2	Spring	Between 12/1 & 14 days after start of term	2/4/2011	1/21/2011	Received
3	Summer	Between 4/1 & 14 days after spring	6/2/2011	Submit Now!	Not Received

All reporting is online for your convenience, and is automatically updated as you submit CMP forms via the web. Manual submissions such as payments, or review of items such as the pledge program, are marked as approved on your CMP account once they are processed by Central Office staff.

The report options available include:

Detailed Chapter Health Report (for your own chapter) including reports for Accredited Chapter, Chapter of Recognition, and Chapter of Excellence

Provincial/Regional Report

National Report (all chapters listed in alphabetical order by Greek name)

Chapter members, National Fraternity volunteer leaders and staff (including the Board of Directors, Regional Vice Presidents, District Directors, and Chapter Advisors) also have access to these reports.

Document Well

The Document Well is a chapter-specific document holding area on the web—a "well of information." It is intended to be a storage place, and reference area for your chapter, national leaders and staff to reference documents that are most frequently used by your chapter. The document well houses Chapter Bylaws, Annual Chapter Census, Financial Statements, Officer Reports, Pledge Education Programs and Strategic Plans for at least 1 year.

Professional and Service Events Counting Toward Multiple Tiers

When the chapter submits a professional or service event, it has the option of choosing if the event qualifies for a Chapter of Recognition or Chapter of Excellence item. For example, if the chapter hosts a risk management professional event and submits it as a professional event, they can *also* mark it as a risk management event. In this case, the chapter would get credit for 1 out of the 8 required professional events for Accredited Chapter and credit for the Chapter of Excellence risk management requirement. The chapter is limited to using one event to qualify for 2 upper tier items. For example, if an alumni member presents the risk management presentation, the chapter will get credit for 1 out of the 8 required professional events for Accredited Chapter, credit for Chapter of Recognition professional event presented by 1 or more alumni members, and credit for the Chapter of Excellence risk management requirement. However, if this event was co-hosted with another chapter, the chapter would need to choose 2 of the 3 options to receive credit.

How to Submit Forms

There are 5 different ways to submit most items for the Chapter Management Program: complete online forms, complete online request verification from the Central Office, verification request, upload items to the web and mail items directly to the Central Office.

Online Submissions

To submit online forms, go to www.dspnet.org, click on the "Collegiate Members" tab on the top of the page. From here, you will select Accredited, Recognition or Excellence from underneath the CMP menu on the left hand side of the page. Selecting one of these options will prompt you to login using the chapter's password. If you need the chapter's password, please contact the Central Office at 513-523-1907 or centraloffice@dspnet.org.

Most of the online submissions are forms for specific items that are required.

Online Forms:

- Officer Report
- Strategic Plan
- Chapter Census Report
- Pledge Education Program
- Pledging Ceremony Report
- Initiation Report
- Alumni Communication Plan
- Fundraising Report
- Chapter Travel Fund for LEAD Events
- Updated Website
- Professional Event
 - Professional Event Presented by 1 or more Alumni Members
 - Leadership Foundation Presentation
 - Risk Management Event
 - Attended Professional Event not Sponsored by Chapter
 - Sponsored/Co-Sponsored Campus Professional Event
 - Co-Sponsored Inter-Chapter Professional Event
- Community/University Service Event
 - Participation in National or Provincial Community Service Project (Blood Drive, Make a Difference Day or Provincial Initiative)
 - Sponsor/Co-Sponsor Campus Event
 - Co-Sponsor Inter-Chapter Event
- Special Event
 - New Member Orientation (Fall and Spring)
 - Founders' Day and/or Chapter Birthday Celebration
 - Alumni Event
 - New Alumni Orientation
 - Recognize Outstanding Alumnus
 - Deltasig Faculty Event (event for/in recognition of initiated faculty)
 - Faculty Appreciation Event (all faculty)

“Verification Request”

Some items must be verified by a non-collegiate chapter member to ensure that it was completed. Usually, the person verifying completion will be the Chapter Advisor, District Director, Regional Vice President, or Provincial Vice President. If none of these people are available for verification, please contact the Central Office for other possible options. For these items, the chapter will request verification for these items and the “verifier” will receive an email and then must approve the item online before the chapter will receive credit.

- Annual Financial Review
- Chapter/Executive Meeting Minutes Submitted to District Director
- Year in Review (Scrapbook, Video, etc.)
- Pledging Ceremony Ritual Memorized (Fall and Spring)
- Initiation Ritual Memorized (Fall and Spring)

Verification Request

Please check the items which you would like verified and list the contact information for the person that will provide the verification for each form.

Accredited Chapter

Annual Financial Review

Reviewer Name:

Reviewer Title:

Reviewer Email:

Chapter of Excellence

Chapter/Executive Meeting Minutes Submitted to District Director

District Director Name:

District Director Email:

“Request Verification from the Central Office”

For Chapter of Recognition and Chapter of Excellence, there are some items that are completed by mailing items to the Central Office or that are submitted through the awards website (<http://www.dspnet.org/awards/>). To help ensure that the National Fraternity has received these items and to help chapters remember to submit these items, the chapter must request verification from the Central Office staff for these items before June 15th.

- Lost Alumni Reporting
- Membership Status Report
- No 90-Day Debt
- No 60-Day Debt
- Nominate Chapter Collegian of the Year
- Apply for Chapter Awards (Minimum of 2 completed applications, not including COY)
- Chapter Donation to Leadership Foundation of at least \$100

Request Verification from Central Office

Please check the items which you would like Central Office to verify.

Chapter of Recognition

(ALL REQUIRED to receive level)

Lost Alumni Reporting

Membership Status Report

No 90-Day Debt

Nominate Chapter Collegian of the Year

Chapter of Excellence

Required:

No 60-Day Debt

Apply for Chapter Awards (Minimum of 2 completed applications, not including COY)

Optional:

Chapter Donation to Leadership Foundation of at least \$100

Upload to Website

Some items need to be uploaded directly to the website. These items should be a Word or PDF document or Excel (for Budget and Financial Statements) and must be limited to the size noted below. If your file size is too large, you might try removing pictures and logos or converting the document to PDF before submitting. If you still have problems, please email cmp@dspnet.org.

- Bylaws- limited to 500KB
- Policies and Procedures Manual- limited to 500KB

- Budget and Financial Statements
- Alumni Newsletter- limited to 1024KB
- Press Release for Special Events/Recognition- limited to 1024KB

CMP: Policies and Procedures Manual

Date: 3/7/2011

Chapter Name : Number : School:

Your Full Name: *

Officer Title: *

Email Address: *

Previously Submitted Policies and Procedures Manual

[6/13/2010](#)

Submissions by Mail

Chapter payments and items mailed by appropriate chapter officers will need to be mailed to the Central Office at:
 Delta Sigma Pi Central Office
 330 South Campus Avenue
 Oxford, OH 45056

Items Mailed Directly to the Central Office:

- Initiation Fees
- Dues Roster
- Dues Payment
- Membership Status Report
- Lost Alumni Report
- Chapter Donation to Leadership Foundation of at least \$100

Other Required Items

Other items that must be completed include pledge manual order, badge order, tax form submission, and national event attendance.

- Pledge manuals and badges may be ordered by going to the Deltasig Shop available at www.dspnet.org or by calling the Central Office at 513-523-1907.
- The tax form (Form 990-N e-Postcard) must be submitted by going to <http://epostcard.form990.org/> and then forwarding the email confirmation the chapter receives to accounting@dspnet.org.
- National event attendance does not require any CMP submission, but registration for national events can be done online at www.dspnet.org or by calling 513-523-1907.

DEADLINES AND RESPONSIBILITIES

Explanation of Deadlines

There are two deadline types: suggested and final. Suggested deadlines are recommended dates to turn in items, whereas final deadlines are the last date an item can be turned in for credit. The dates have been standardized to the end of the fiscal year (June 15th), except for time sensitive and fee-related items.

Below is a list of items with a final deadline that is **not June 15th**:

- Officer Reports – based on start of fall term, start of spring term, and summer commencement
- Tax Form – October 15th
- Collegian of the Year Nomination – October 15th
- All Pledging and Initiation Forms – depends on pledging ceremony and initiation dates
- Chapter Dues Roster and Payment – based on start of fall and spring terms
- Fall Strategic Plan – December 15th
- Pledge Program - December 15th (Fall) / June 1st (Spring)
- Fall Financial Statements/Fall Fundraising Report– January 15th
- Chapter Awards – June 1st

Chapter and Officer Responsibilities

The Chapter Management Program is a chapter responsibility. Even though the Vice President-Chapter Operations (VPCO) has overall responsibility to ensure CMP submissions are made in a quality and timely fashion, everyone in the chapter needs to be aware of the program and their individual roles in this process. Many times, other officers will need to supply information to the VPCO or submit items themselves. Therefore, it is important for all officers—and even all members—to know what items should be submitted and how to submit each. The VPCO should fully understand the CMP submission process and work with all officers and members to ensure reporting is done in a timely and accurate manner.

There are 10 nationally recognized chapter officers (President, Senior Vice President, Vice President- Pledge Education, Vice President- Finance, Vice President- Chapter Operations, Chancellor, Vice President- Professional Activities, Vice President- Community Service, Vice President- Scholarship and Awards, and Vice President- Alumni Relations). Your chapter might have additional officers or committee members that are better suited to submit specific items, and that is up to each individual chapter.

Below you will find a listing of all chapter officers, except for the VP- Chapter Operations, and the CMP items that each officer is responsible (you may also refer to the [Chapter Officer Packets](#) available online at www.dspnet.org). The VP- Chapter Operations is not listed separately because the VP- Chapter Operations is ultimately responsible for all CMP items. After the listings for each chapter officer, a complete listing of CMP deadlines is listed for general chapter members and for the VP- Chapter Operations.

President

CMP Item	Suggested Deadline	Final Deadline	Level
Officer Report		<i>Fall-</i> Between August 1 and 14 days after start of fall term <i>Spring-</i> Between December 1 and 14 days after start of spring term <i>Summer-</i> Between April 1 and 14 days after spring commencement	Accredited Chapter
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter

Chapter Census Report	May 1	June 15	Accredited Chapter
National Events		None	Accredited Chapter
Updated Website		June 15	Chapter of Recognition
Pledging Ceremony Ritual Memorized	within 14 days after Pledging Ceremony	June 15	Chapter of Excellence
Initiation Ritual Memorized	within 14 days after Initiation	June 15	Chapter of Excellence

Senior Vice President

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		Fall- June 15 Spring- December 15	Accredited Chapter

Vice President- Pledge Education

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		Fall- June 15 Spring- December 15	Accredited Chapter
Pledge Education Program		Fall- June 1 Spring- December 15	Accredited Chapter
Pledge Manual Order	by 1st Pledge Meeting	Within 14 days after pledging ceremony	Accredited Chapter
Pledging Ceremony		Within 14 days after pledging ceremony	Accredited Chapter
Badge Order	at least 21 Days Before Initiation	Before Initiation	Accredited Chapter
Initiation Report		Within 14 days after initiation	Accredited Chapter
Initiation Fees		Within 14 days after initiation	Accredited Chapter
National Events		None	Accredited Chapter
New Member Orientation	within 14 days after Initiation	June 15	Chapter of Recognition
Pledging Ceremony Ritual Memorized	within 14 days after Pledging Ceremony	June 15	Chapter of Excellence
Initiation Ritual Memorized	within 14 days after Initiation	June 15	Chapter of Excellence

Vice President- Finance

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		Fall- June 15 Spring- December 15	Accredited Chapter
Pledge Manual Order	by 1st Pledge Meeting	Within 14 days after pledging ceremony	Accredited Chapter
Badge Order	at least 21 Days Before Initiation	Before Initiation	Accredited Chapter
Initiation Fees		Within 14 days after initiation	Accredited Chapter
Dues Roster		Within 30 days after start of fall/spring term	Accredited Chapter
Dues Payment		Within 30 days after start of fall/spring term	Accredited Chapter
Budget and Financial Statements		Fall- January 15 Spring- June 15	Accredited Chapter
Tax Form Submission		October 15	Accredited Chapter
Annual Financial Review		June 15	Accredited Chapter
No 90-Day Debt		June 15	Chapter of Recognition
Fundraising Report		Fall- January 15 Spring- June 15	Chapter of Recognition

No 60-Day Debt		June 15	Chapter of Excellence
Chapter Travel Fund Established and Functioning		June 15	Chapter of Excellence
Chapter Donation to Leadership Foundation of at least \$100		June 15	Chapter of Excellence

Chancellor

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter
Bylaws	October 1	June 15	Accredited Chapter
Policies and Procedures Manual	October 1	June 15	Accredited Chapter
Pledging Ceremony Ritual Memorized	within 14 days after Pledging Ceremony	June 15	Chapter of Excellence
Initiation Ritual Memorized	within 14 days after Initiation	June 15	Chapter of Excellence

Vice President- Professional Activities

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter
Professional/Service Activities	within 30 days after event	June 15	Accredited Chapter
National Events		None	Accredited Chapter
Attend Professional Event not Sponsored by Chapter	within 30 days after event	June 15	Chapter of Recognition
Professional Event Presented by Alumni	within 30 days after event	June 15	Chapter of Recognition
Risk Management Event	within 30 days after event	June 15	Chapter of Excellence
Leadership Foundation Presentation	within 30 days after event	June 15	Chapter of Excellence
Press Release for Special Events/Recognition	within 30 days after event	June 15	Chapter of Excellence
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	Chapter of Excellence
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	Chapter of Excellence

Vice President- Community Service

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter
Professional/Service Activities	within 30 days after event	June 15	Accredited Chapter
Participation in National or Provincial Service Project	within 30 days after event	June 15	Chapter of Recognition
Press Release for Special Events/Recognition	within 30 days after event	June 15	Chapter of Excellence
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	Chapter of Excellence
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	Chapter of Excellence

Chapter Donation to Leadership Foundation of at least \$100		June 15	Chapter of Excellence
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Vice President- Scholarship and Awards

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter
Nominate Chapter Collegian of the Year		October 15	Chapter of Recognition
Apply for Chapter Awards		June 1	Chapter of Excellence
Press Release for Special Events/Recognition	within 30 days after event	June 15	Chapter of Excellence
Recognize Outstanding Alumnus	within 30 days after event	June 15	Chapter of Excellence

Vice President- Alumni Relations

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	Accredited Chapter
Membership Status Report		June 15	Chapter of Recognition
Lost Alumni Reporting		June 15	Chapter of Recognition
Alumni Event	within 30 days after event	June 15	Chapter of Recognition
Deltasig Faculty Event	within 30 days after event	June 15	Chapter of Recognition
Professional Event Presented by Alumni	within 30 days after event	June 15	Chapter of Recognition
Updated Website		June 15	Chapter of Recognition
Founders' Day/Chapter Birthday Celebration	within 30 days after event	June 15	Chapter of Recognition
Leadership Foundation Presentation	within 30 days after event	June 15	Chapter of Excellence
New Alumni Orientation	within 30 days after event	June 15	Chapter of Excellence
Press Release for Special Events/Recognition	within 30 days after event	June 15	Chapter of Excellence
Chapter Donation to Leadership Foundation of at least \$100		June 15	Chapter of Excellence
Faculty Appreciation Event	within 30 days after event	June 15	Chapter of Excellence
Alumni Communication Plan	within 30 days after event	June 15	Chapter of Excellence
Recognize Outstanding Alumnus	within 30 days after event	June 15	Chapter of Excellence
Alumni Newsletter		June 15	Chapter of Excellence
Year in Review		June 15	Chapter of Excellence

The following pages show the complete Chapter Management Program, including dates and responsibilities.

Accredited Chapter- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Officer Report		<i>Fall-</i> Between August 1 and 14 days after start of fall term <i>Spring-</i> Between December 1 and 14 days after start of spring term <i>Summer-</i> Between April 1 and 14 days after spring commencement	VP-Chapter Operations, Chapter President
Strategic Plan		<i>Fall-</i> June 15 <i>Spring-</i> December 15	VP-Chapter Operations, but will require significant discussion and help from other officers to be a comprehensive strategic plan.
Bylaws	October 1	June 15	Chancellor
Policies and Procedures Manual	October 1	June 15	Chancellor
Chapter Census Report	May 1	June 15	Chapter President
Pledge Education Program		<i>Fall-</i> June 1 <i>Spring-</i> December 15	VP-Chapter Operations, VP-Pledge Education
Pledge Manual Order	by 1st Pledge Meeting	within 14 days after pledging ceremony	VP-Chapter Operations, VP-Pledge Education, VP-Finance
Pledging Ceremony		within 14 days after pledging ceremony	VP-Chapter Operations, VP-Pledge Education
Badge Order	at least 21 Days Before Initiation	Before Initiation	VP-Chapter Operations, VP-Pledge Education, VP-Finance
Initiation Report		within 14 days after Initiation	VP-Chapter Operations, VP-Pledge Education
Initiation Fees		within 14 days after Initiation	VP-Chapter Operations, VP-Pledge Education, VP-Finance
Dues Roster		Within 30 days after start of fall/spring term	VP-Chapter Operations, VP-Finance
Dues Payment		Within 30 days after start of fall/spring term	VP-Chapter Operations, VP-Finance
Budget and Financial Statements		<i>Fall-</i> January 15 <i>Spring-</i> June 15	VP-Finance, VP-Chapter Operations
Tax Form Submission		October 15	VP-Finance, VP-Chapter Operations
Annual Financial Review		June 15	VP-Finance, VP-Chapter Operations
Professional/Service Activities	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities, VP-Community Service
National Events		None	VP-Chapter Operations insures attendance correct

Chapter of Recognition- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Required:			
No 90-Day Debt		June 15	VP-Chapter Operations, VP-Finance
Participation in National or Provincial Service Project	within 30 days after event	June 15	VP-Chapter Operations, VP-Community Service
Membership Status Report		June 15	VP-Chapter Operations
Lost Alumni Reporting		June 15	VP-Chapter Operations, VP-Alumni Relations
Nominate Chapter Collegian of the Year		October 15	VP-Chapter Operations, VP- Scholarship and Awards
Optional (Complete 6 of 8):			
New Member Orientation	within 14 days after Initiation	June 15	VP-Chapter Operations, VP-Pledge Education
Fundraising Report		<i>Fall-</i> January 15 <i>Spring-</i> June 15	VP-Chapter Operations, VP-Finance
Attend Professional Event not Sponsored by Chapter	within 30 days after event	June 15	VP- Chapter Operations, VP- Professional Activities
Alumni Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Deltasig Faculty Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Professional Event Presented by Alumni	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities, VP- Alumni Relations
Updated Website		June 15	VP-Chapter Operations, VP- Alumni Relations, President, Webmaster
Founders' Day/Chapter Birthday Celebration	within 30 days after event	June 15	VP-Chapter Operations, VP- Alumni Relations

Chapter of Excellence- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Required:			
Pledging Ceremony Ritual Memorized	within 14 days after Pledging Ceremony	June 15	Chapter President, Chancellor, VP-Chapter Operations, VP-Pledge Education
Initiation Ritual Memorized	within 14 days after Initiation	June 15	Chapter President, Chancellor, VP-Chapter Operations, VP-Pledge Education
No 60-Day Debt		June 15	VP-Chapter Operations, VP-Finance
Risk Management Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities
Leadership Foundation Presentation	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations, VP- Professional Activities
New Alumni Orientation	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Apply for Chapter Awards		June 1	VP-Chapter Operations, VP-Scholarship and Awards
Optional (Complete 6 of 11):			
Chapter/Executive Meeting Minutes		June 15	VP-Chapter Operations
Chapter Travel Fund Established and Functioning		June 15	VP-Chapter Operations, VP-Finance
Press Release for Special Events/Recognition	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities, VP-Community Service
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities, VP-Community Service
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Professional Activities, VP-Community Service
Chapter Donation to Leadership Foundation of at least \$100		June 15	VP-Chapter Operations, VP-Finance, VP-Community Service
Faculty Appreciation Event	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Alumni Communication Plan	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Recognize Outstanding Alumnus	within 30 days after event	June 15	VP-Chapter Operations, VP-Alumni Relations
Alumni Newsletter		June 15	VP-Chapter Operations, VP-Alumni Relations
Year in Review		June 15	VP-Chapter Operations, VP-Alumni Relations

ACCREDITED CHAPTER (TIER 1)

Chapters must complete all sections of Tier I for credit.

Chapter Management

Officer Report

Description of Submission:

This report is essential, as it is the only way the Central Office staff and volunteer leaders can effectively communicate with chapter leaders. Any officer change (or change to any contact information for any officer) must be reported to the Central Office immediately after such change via the online Officer Report. This includes name, address, phone and email.

How to Submit: Online Officer Report Submission

Due Date: *Fall-* Between August 1 and 14 days after start of fall term
 Spring- Between December 1 and 14 days after start of spring term
 Summer- Between April 1 and 14 days after spring commencement

Responsibility: VP-Chapter Operations, Chapter President

Strategic Plan

Description of Submission:

Chapter strategic planning includes reporting goals for the chapter and a list of the chapter calendar of recruiting, pledging and initiation; professional, community and university service; fundraising; chapter meetings and other miscellaneous activities for the term.

How to Submit: Online Strategic Plan Submission Form

Due Date: *Fall-* June 15
 Spring- December 15

Responsibility: VP-Chapter Operations, but will require significant discussion and help from other officers to be a comprehensive strategic plan.

Bylaws

Description of Submission:

A complete copy of your Chapter Bylaws should be submitted to the Central Office. Chapter Bylaws should be prepared according to the style and format provided in the bylaws template provided by the National Fraternity at www.dspnet.org. A review of Chapter Bylaws by staff will be conducted during consultation visits to the chapter or as otherwise needed. Revisions must be submitted in advance to the office of the Executive Director for review and approval and do not become effective until they are so approved.

How to Submit: Upload bylaws online

Note: Chapter bylaws should be less than 500KB in order to be stored.

Due Date: October 1, suggested; June 15, final

Responsibility: Chancellor

Policies and Procedures Manual

Description of Submission:

A complete copy of your Chapter Policies and Procedures Manual should be submitted to the Central Office. The Policies and Procedures Manual should be prepared according to the style and format provided in a sample form provided by the National Fraternity at www.dspnet.org. A review of the Manual by staff will be conducted during consultation visits to the chapter or as otherwise needed.

How to Submit: Upload policies and procedures online

Note: Policies and Procedures Manual should be less than 500KB in order to be stored.

Due Date: October 1, suggested; June 15, final

Responsibility: Chancellor

Chapter Census Report

Description of Submission:

Each chapter is required to submit an accurate annual census of chapter information to the Central Office. The Chapter Census Report is used to assist chapter members, volunteer leadership and staff with assessing the membership, finances, property and management of the chapter.

How to Submit: Online Chapter Census Submission Form

Due Date: May 1, suggested; June 15, final

Responsibility: Chapter President

Pledging/Initiation

Pledge Education Program

Description of Submission:

Each chapter is required to conduct a pledge education program for all prospective members. Such prospects must have been pledged according to Fraternity Bylaws, Ritual and Policies, to further acquaint them with Fraternity objectives, history and the business operations of the chapter and the Fraternity. When you submit your pledge education program, a nationally approved standard pledge program template is provided for your convenience. Chapters are expected to conduct at least two periods of pledge education per year and initiate at least 12 new members per year. If more than two pledge classes per year, a Pledge Education Program must be submitted for all classes, although credit is only awarded for fall and spring.

After completing the pledge education program, the chapter will need to proceed to the regalia reservation request. If a regalia trunk is not available on the requested date, the chapter may be asked to adjust their pledge education program to accommodate a new date.

How to Submit: Online Pledge Program Submission Form

Notes: Notification is sent to VPPE (or whomever submitted the online program) by staff via email when approved. The Pledge Education Program submitted through CMP must be printed and provided to pledges as the official program for them to follow, once approval has been received from the Central Office. Central Office staff members will discuss any necessary changes with the VPPE, prior to final approval.

Once completed with the pledge education program, you will proceed to the regalia reservation. Once the regalia reservation is complete, both the pledge education program and the regalia reservation will be submitted.

Due Date: *Fall-* June 1
 Spring- December 15

Responsibility: VP-Chapter Operations, VP-Pledge Education

Pledge Manuals Order

Description of Submission:

A current *Manual for Pledge Education* must be ordered from the Central Office for each pledge. Per policy, each pledge is required to be provided with his/her own pledge manual to keep. The *Manual for Pledge Education* is updated annually and pledges should be provided the most current version at all times.

How to Submit: Manuals may be ordered via the online Deltasig Shop (www.dspnet.org) or by calling 513-523-1907.

Note: Since the pledge manual order deadline is based on the date of the pledging ceremony, pledge manual orders will not show up in CMP until the pledging ceremony report is submitted. The pledging ceremony report should be submitted within 14 days after the date of the pledging ceremony.

Due Date: *Fall and Spring* - 1st Pledge Meeting, suggested; 14 days after pledging ceremony, final

Responsibility: VP-Chapter Operations, VP-Pledge Education, VP-Finance

Pledging Ceremony

Description of Submission:

Each individual who pledges Delta Sigma Pi must be reported to the Central Office by the chapter using the Online Initiation Packet. The Online Initiation Packet requires each pledge to have a completed Application for Membership. This is required for all potential members, including students, faculty and honorary.

How to Submit: Online Initiation Packet

Notes: Correct spellings and address information are very important!

For faculty and honorary candidates, an Application for Membership and an informational form must be submitted with the applications for pledges within 14 days after pledging ceremony for National Fraternity approval. It is suggested that the chapter collect the information from the candidate (use the [Faculty/Honorary Data Form](#) for assistance), and then complete the online paperwork on their behalf. The chapter will be notified if the candidate has been approved for membership.

For additional assistance with the Pledging Ceremony process, go to the [Online Initiation Guide](#).

Due Date: *Fall and Spring* - Within 14 days after pledging ceremony

Responsibility: VP-Chapter Operations, VP-Pledge Education

Badge Order

Description of Submission:

Each new initiate (collegiate, faculty, and honorary) must receive an official badge, leased by the chapter, from the National Fraternity.

How to Submit: Badges may be ordered from the Central Office via the online Deltasig Shop (www.dspnet.org) or by calling 513-523-1907.

Due Date: *Fall and Spring* - at least 21 Days Before Initiation, suggested; ordered before Initiation, final

Responsibility: VP-Chapter Operations, VP-Pledge Education, VP-Finance

Initiation Report

Description of Submission:

Chapters are required to report all initiates following each initiation ceremony. Using the online Initiation Report, the chapter is to verify the name of each applicant who has been approved for initiation, and report their status (initiated, voluntarily withdrew, removed by chapter vote, to be initiated at later date). Once completed, the chapter will submit this report online, as well as print a copy and send with full payment of initiation fees to the Central Office. This is required in order for initiates to be recognized as brothers of Delta Sigma Pi.

How to Submit: Online Initiation Packet

For additional assistance with this process, go to the [Online Initiation Guide](#).

Due Date: *Fall and Spring*- Within 14 days after initiation

Responsibility: VP-Chapter Operations, VP-Pledge Education

Initiation Fees

Description of Submission:

Chapters are required to submit initiation fees following each initiation ceremony. All initiation fees should be mailed to the Central Office within fourteen days after Initiation for CMP recognition and to remain in good financial standing. Please reference chapter name and Initiation date on your check. (\$70 per collegiate, \$30 per

faculty and \$30 per honorary). Initiation fees postmarked more than 21 days after the Initiation date are subject to an additional \$25 per initiate late fee.

How to Submit: Full payment of initiation fees should be mailed to the Central Office with a print out of the Initiation Report. Checks should be made payable to Delta Sigma Pi.

Due Date: *Fall and Spring-* Within 14 days after initiation

Responsibility: VP-Chapter Operations, VP-Pledge Education. VP-Finance

Financial

Dues Roster

Description of Submission:

Chapters must report graduates or other needed adjustments so member and dues records will be kept current and accurate. Dues Rosters are mailed via USPS from the Central Office to the VP-Finance at the beginning of each fall and spring term. If a dues roster is not received by the first day of the school term, please contact accounting@dspnet.org for another copy.

How to Submit: Mail updated dues roster to Central Office. No online reporting is done for this section.

Due Date: *Fall and Spring-* Within 30 days after start of term

Responsibility: VP-Chapter Operations, VP-Finance

Dues Payment

Description of Submission:

Recognition is given for prompt payment of national membership dues for each member, for each spring and fall school term.

How to Submit: Mail payment to the Central Office along with completed dues roster. Checks should be made payable to Delta Sigma Pi.

Due Date: *Fall and Spring-* Within 30 days after start of term

Responsibility: VP-Finance, VP-Chapter Operations

Budget and Financial Statements

Description of Submission:

Financial reports must be compiled including: income statement (chapter budget for the next period, actual revenues/expenses for the period just ended) and a balance sheet for the period just ended.

How to Submit: Upload Budget and Financial Statements online by using template provided

Note: Both the balance sheet and income statement on the [Budgets and Financial Statement template](#) must be fully completed. If you have issues submitting your budgets and financial statements, please contact cmp@dspnet.org.

Due Date: *Fall-* January 15
 Spring- June 15

Responsibility: VP-Finance, VP-Chapter Operations

Tax Form Submission

Description of Submission:

Although your chapter and the International Fraternity are organized on a not-for-profit basis, the Internal Revenue Service (IRS) and various states require the filing of income and/or informational tax returns. It is the responsibility of each chapter to meet all tax requirements as required by the applicable laws.

How to Submit:

Chapters with annual gross receipts of less than \$25,000 are required to file the 990-N (e-Postcard) which must be completed and submitted online. More details and information about how to file can be found [online](#). Once filed, and you receive your confirmation email, forward the confirmation email from the IRS to the Central Office at accounting@dspnet.org.

Due Date: October 15

Responsibility: VP-Finance, VP-Chapter Operations

Annual Financial Review

Description of Submission:

An independent accounting review of the chapter's finances for the current fiscal year (July 1-June 30) must be completed annually. The review should occur as close to the end of the current fiscal year as possible, but before the June 15th deadline. The reviewer may be a CPA, a member of the school's accounting faculty, or similar professional.

How to Submit: Submit verification request to the Central Office, including contact information for the person that will provide verification of the review.

Due Date: June 15

Responsibility: VP-Finance, VP-Chapter Operations

Professional/Service Activities

Professional Activities

Description of Submission:

Chapters must complete and report 8 qualified professional activities annually. Activities should be planned, conducted, sponsored, and/or co-sponsored by the chapter. (Attending an activity of the university or another group does not earn credit for this level.) For ideas and assistance with professional activities, go to the [Professional Activities Manual](#) available online at www.dspnet.org.

Chapters can receive credit in the Chapter of Recognition and the Chapter of Excellence tiers by hosting a professional event presented by one or more alumni members, hosting a risk management event, presenting the [Leadership Foundation PowerPoint Presentation](#) (available at www.dspnet.org), sponsoring or co-sponsoring a campus-wide professional event, or co-sponsoring an inter-chapter professional event.

Notes: Non-qualified activities include the following:

- Presentations by current members of a collegiate chapter
- Presentations about Delta Sigma Pi or its policies (including Delta Sigma Pi's Risk Management Policy)
- Tours of historical landmarks, museums, recreation facilities (unless sufficient description is provided verifying substantial observation of business operations)
- Entertainment films, videos or movies
- Speakers, films, and/or tours all from the same company or topic will count as parts of one event and not receive duplicate points

How to Submit: Online Professional Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Note: Although events are not due until June 15th, it is important for the chapter to submit these items early so events are not forgotten and so descriptions are precise. Submitting events as they are completed also assists Central Office staff in reviewing them for credit—and helps Fraternity leadership follow the chapter's progress throughout the year.

Responsibility: VP-Chapter Operations, VP-Professional Activities

Service Activities

Description of Submission:

Chapters must complete and report 6 qualified community/university service activities annually. Activities should be planned, conducted, sponsored, and/or co-sponsored by the chapter. For ideas and assistance with community/university service activities, go to the [Community and University Service Manual](#) or the [Community Service Center](#) available online at www.dspnet.org. Chapters can receive credit in the Chapter of Recognition and the Chapter of Excellence tiers by participating in a national or provincial service project, sponsoring or co-sponsoring a campus-wide service event, co-sponsoring an inter-chapter service event, or making a donation of at least \$100 to the Leadership Foundation.

How to Submit: Online Service Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Note: Although events are not due until June 15th, it is important for the chapter to submit these items early so events are not forgotten and so descriptions are precise. Submitting events as they are completed also assists Central Office staff in reviewing them for credit—and helps Fraternity leadership follow the chapter’s progress throughout the year.

Responsibility: VP-Chapter Operations, VP-Community Service

National Involvement / Fraternity Support

National Events

Description of Submission:

All members (and pledges) are encouraged to attend Fraternity events including: Grand Chapter Congress, LEAD Schools, and LEAD Provincial Conferences. Tracking of this category is done by Central Office staff referencing registration and attendance lists for each of these events.

In fiscal years (July 1-June 30) including Congress, each chapter should have at least one fully registered member attend Grand Chapter Congress, a LEAD Provincial Conference, and a LEAD School. Chapters must also have a seated delegate at Grand Chapter Congress and at the LEAD Provincial Council Meeting for credit.

In fiscal years (July 1-June 30) without a Congress, each chapter should have at least one fully registered member attend a LEAD Provincial Conference and a LEAD School. Chapters must also have a seated delegate at the LEAD Provincial Council Meeting for credit.

Notes: For a current calendar of upcoming national events, go to the online [Calendar](#).

If a chapter is unable to attend a LEAD School, the chapter can still receive credit for the LEAD School by attending a qualifying regional and/or area conferences hosted by the chapter’s Regional Vice President. The Regional Vice President is responsible for submitting a conference agenda and attendance list to the Central Office for approval.

How to Submit: There is no online reporting. Attendance is automatically verified by Central Office staff within 60 days of event. [Register](#) online at www.dspnet.org.

Due Date: None

Responsibility: VP-Chapter Operations monitors reports and insures attendance correctly counted

CHAPTER OF RECOGNITION (TIER 2)

Chapters must complete all requirements for Accredited Chapter, all *required* items for Chapter of Recognition, and 6 out of 8 *optional* items for Chapter of Recognition to qualify for this level.

Required Items

Financial

No 90-Day Debt

Description of Submission:

Recognition is given to chapters that manage their financial obligations to the National Fraternity in a timely fashion. In order to receive recognition for this category, chapters must pay the National Fraternity for dues, membership fees, and other debts owed at least 90 days after the expense was incurred. Paying obligations based on Accredited Chapter due dates should allow chapters to receive recognition for this category.

How to Submit: "Online Request Verification from the Central Office" Form

Due Date: June 15

Note: This item will not be approved until close to June 30th to insure that the chapter did not have any debt the entire fiscal year.

Responsibility: VP-Chapter Operations, VP- Finance

Professional/Service

Participation in National or Provincial Service Project

Description of Submission:

Delta Sigma Pi has a number of nationally and provincially sponsored programs occurring throughout the year. Chapters can receive recognition by participating in events sponsored by national or provincial committees. Examples of such events include: blood drives, Make a Difference Day, or other events sponsored by individual provinces. More information can be found in the [Community Service Center](#).

How to Submit: Online Service Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Community Service

Membership

Membership Status Report

Description of Submission:

A Membership Status Report is mailed via USPS to the VP-Chapter Operations from the Central Office in the spring. Chapters must update the status of all members (including marking any graduating in the spring) and update all member information.

How to Submit: Mail completed membership status report back to the Central Office and submit the "Online Request Verification from the Central Office" Form

Due Date: June 15

Responsibility: VP-Chapter Operations

Alumni/Faculty

Lost Alumni Reporting

Description of Submission:

Communication with alumni and faculty is a way for each chapter and the Fraternity to stay in touch with members who have graduated, and solicit volunteer and financial support. Recognition will be given to chapters providing updated information on members whose contact information is incorrect or that has not been updated with Central Office records.

How to Submit: Mail completed lost alumni report back to the Central Office and submit the "Online Request Verification from the Central Office" Form

Due Date: June 15

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Awards

Nominate Chapter Collegian of the Year

Description of Submission:

The Delta Sigma Pi Collegian of the Year program recognizes an outstanding collegiate member of Delta Sigma Pi who has exemplified the values inherent in the Ritual and perpetuated the ideals as set forth in the Purpose of the Fraternity. The award recognizes an individual for his or her contributions, achievements, participation, and personal character. Credit will be given to chapters who recognize these brothers via the Collegian of the Year nomination process established by the national Scholarship and Awards Committee.

How to Submit: Provide a name of a chapter Collegian of the Year nominee at the [Awards](#) section of www.dspnet.org and "Request Verification from the Central Office" Form

Due Date: October 15

Responsibility: VP-Chapter Operations, VP-Scholarship and Awards

Optional Items (Complete 6 of 8)

Pledging/Initiation

New Member Orientation

Description of Submission:

Providing newly initiated brothers with a formal [new member orientation](#) session is an excellent way to immerse these new brothers into the chapter and the Fraternity as a whole. Recognition will be given to chapters that provide their new brothers with a session that provides new brothers with an overview of: meeting ritual and procedure, expectations of brothers, general chapter operations, as well as resources for brothers.

How to Submit: Online Special Event Submission

Due Date: *Fall and Spring-* within 14 days after Initiation, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Pledge Education

Financial

Fundraising Report

Description of Submission:

Fundraising is an important function for chapters to lower dues and overall expenses that members incur. Recognition will be given to chapters that provide a report on fundraising activities and the revenue produced by those activities.

How to Submit: Online Fundraising Report (Fall and Spring) Submission Form

Note: To complete the fundraising report, enter the number of fundraising events for the current fall or spring term. If the chapter hasn't had any, list "0" and provide a reason as to why there were none. If the chapter had more than one fundraising event, please provide a description, revenue amount, expense amount, strengths, weaknesses and opportunities for growth for the first one, hit the "Submit" button and then complete the same information for the second event—continuing with this process until all fundraisers are submitted.

Due Date: *Fall-* January 15
Spring- June 15

Responsibility: VP-Chapter Operations, VP-Finance

Alumni/Faculty

Alumni Event

Description of Submission:

Alumni events provide an excellent opportunity for chapters to reach out and network with brothers who have graduated before them. Examples of alumni events include: alumni dinners/banquets or picnics, sports competitions (softball, basketball, etc.), and professional or community events conducted with alumni members. Many alumni members, chapter alumni or local alumni, should be asked to attend these types of events.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Deltasig Faculty Event**Description of Submission:**

Interaction with faculty brothers is an excellent avenue for collegiate members to network with industry professionals and thought experts. Examples of Delta Sigma Pi faculty events include: faculty initiate coffee hours, faculty initiations, and round tables or other professional events where a faculty brother speaks.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Professional Event Presented by Alumni**Description of Submission:**

Professional events presented by alumni members offer chapters an invaluable tool to reconnect with alumni from their chapter or of the Fraternity as a whole. These events include: tours of companies that employ an alumni member of Delta Sigma Pi, round tables with alumni members as the main participants, as well as simple lectures given by an alumni member on their field or career experience.

How to Submit: Online Professional Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Professional Activities

Historical**Updated Website****Description of Submission:**

Keeping information current on the chapter website is a way for chapters to promote themselves as well as keep members, their campus community, and local alumni and collegiate chapters abreast of upcoming events and officer contact information.

How to Submit: Online Updated Website Submission Form

Due Date: June 15

Responsibility: VP-Chapter Operations, VP- Alumni Relations, President, Webmaster (if the chapter has such a position)

Founders' Day/Chapter Birthday Celebration

Description of Submission:

Celebrating milestones such as Founders' Day and chapter anniversaries is a way to build fraternal spirit and interact with alumni from your chapter and the Fraternity as a whole. Examples of such events include: a banquet or luncheon to honor Founders' Day/chapter anniversary, alumni dinners on Founders' Day or a chapter anniversary, and professional or service events conducted in honor of Founders' Day or a chapter anniversary.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP- Alumni Relations

CHAPTER OF EXCELLENCE (TIER 3)

To qualify for Chapter of Excellence, chapters must achieve Chapter of Recognition and complete all required items for Chapter of Excellence, as well as 6 out of 11 optional items for Chapter of Excellence.

Required Items

Pledging/Initiation

Pledging Ceremony Ritual Memorized

Description of Submission:

Many chapters choose to memorize the Pledging Ceremony Ritual. Memorization of the Ritual not only makes a favorable and lasting impression, but also serves to instill a greater appreciation of the true significance of the objectives and purposes of the Fraternity.

Note: Must be verified by National Officer (Provincial Vice President, Regional Vice President, and District Director) or Chapter Advisor in attendance at the ceremony. If none of these officers are available for verification, please contact the Central Office.

How to Submit: Online Verification Request Form

Due Date: *Fall and Spring-* within 14 days after Pledging Ceremony, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Pledge Education

Initiation Ritual Memorized

Description of Submission:

The Initiation Ritual is to be memorized whenever conducted. Memorization of the Ritual not only makes a favorable and lasting impression, but also serves to instill a greater appreciation of the true significance of the objectives and purposes of the Fraternity.

Note: Must be verified by National Officer (Provincial Vice President, Regional Vice President, and District Director) or Chapter Advisor in attendance at the ceremony. If none of these officers are available for verification, please contact the Central Office.

How to Submit: Online Verification Request Form

Due Date: *Fall and Spring-* Within 14 days after Initiation, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP- Pledge Education

Financial

No 60-Day Debt

Description of Submission:

Recognition is given to chapters that manage their financial obligations to the National Fraternity in a timely fashion. In order to receive recognition for this category, chapters must pay the National Fraternity for dues, membership fees, and other debts owed at least 60 days after the expense was incurred. Paying obligations based on Accredited Chapter due dates should allow chapters to receive recognition for this category.

How to Submit: "Online Request Verification from the Central Office" Form

Due Date: June 15

Note: This item will not be approved until close to June 30th to insure that the chapter did not have any debt the entire fiscal year.

Responsibility: VP-Chapter Operations, VP-Finance

Professional/Service

Risk Management Event

Description of Submission:

It is the responsibility of each and every member of Delta Sigma Pi to help reduce the risk exposure to the Fraternity by taking actions designed to help reduce the risk of acting in a negligent manner. Risk Management events that address subjects such as Alcohol & Drugs, Hazing and Discrimination & Harassment help educate all members on the importance of managing risk and the obligations we all have. Presentations given by current collegiate members or presentations solely about Delta Sigma Pi's Risk Management and Conduct Policy (available in the [National Policies and Procedures Manual](#)) do not qualify. Acceptable presentations would include a police officer giving a presentation about drinking or a lawyer give a presentation about hazing.

How to Submit: Online Professional Event Submission

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Professional Activities

National Involvement / Fraternity Support

Leadership Foundation Presentation

Description of Submission:

"The Delta Sigma Pi Leadership Foundation exists to generate and provide financial support for Delta Sigma Pi Fraternity's educational and charitable programs, which assist members to achieve individual and professional excellence within the business community." Regular Leadership Foundation presentations help to educate members on the opportunities made possible through the Leadership Foundation and helps further the mission of the Foundation. The Leadership Foundation Presentation can be found online at www.dspnet.org and then by

clicking on Leadership Foundation and then Foundation Publications or by viewing the presentation through [Deltasig E-Learning](#).

How to Submit: Online Professional Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Alumni/Faculty

New Alumni Orientation

Description of Submission:

Delta Sigma Pi is a lifelong commitment so it is important for members to know the different ways to stay involved after graduation. One way to do this is by presenting a New Alumni Orientation to graduating seniors and or recent graduates. The New Alumni Orientation goes over the variety of ways to stay involved after graduation such as joining an alumni chapter, starting an alumni chapter, donating money to the Leadership Foundation, staying connected online, being a volunteer leader (such as a District Director), and so much more. There is an Alumni Presentation for Collegiate Chapters available on the collegiate resource page of www.dspnet.org.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Awards

Apply for Chapter Awards

Description of Submission:

Chapters should apply for chapter awards to receive recognition for their achievements. Winning regional, provincial, and national awards not only gives the chapter recognition within Delta Sigma Pi, but can also get the chapter recognition on campus. Recognition can be good for recruiting new members and can also be a good way for university faculty to recognize the accomplishments of the chapter. The chapter must complete at least 2 chapter award applications (not including the Collegian of the Year award) through the Delta Sigma Pi [awards site](#) to receive credit for this item.

How to Submit: "Online Request Verification from Central Office" Form

Due Date: June 1

Responsibility: VP-Chapter Operations, VP-Scholarship and Awards

Optional Items (Complete 6 of 11)

Chapter Management

Chapter/Executive Meeting Minutes

Description of Submission:

Chapters need to keep copies of all chapter and executive meeting minutes. These minutes are historical records of the chapter and also need to be saved in case they need to be referenced for future decisions. The minutes need to be submitted to the chapter's District Director. If the chapter does not have an appointed District Director, the chapter should submit copies of the minutes to the Regional Vice President.

How to Submit: Online Verification Request Form

Due Date: June 15

Note: This item should not be approved until the end of the school year to insure that the chapter submitted minutes throughout the entire year.

Responsibility: VP-Chapter Operations

Financial

Chapter Travel Fund Established and Functioning

Description of Submission:

Attending LEAD Schools and LEAD Provincial Conferences is important not only to help in the personal and professional development of attendees, but those who attend can benefit the chapter by applying new knowledge and skills to chapter management. It is also very important for the chapter's voice to be heard at the Provincial Council Meeting that takes place at the LEAD Provincial Conferences. To help offset the cost of attending these events, the chapter should set up a separate fund to help pay for chapter members attending LEAD events. Once the fund is established, the chapter will need to determine where the money will come from and how it is awarded to members.

How to Submit: Online Chapter Travel Fund Established and Functioning for travel to LEAD Schools or LEAD Provincial Conferences Submission Form

Due Date: June 15

Responsibility: VP-Chapter Operations, VP-Finance

Professional/Service

Press Release for Special Events/Recognition

Description of Submission:

Chapters should submit press releases to local media outlets (local community newspaper, campus newspaper, local radio stations, etc.) to increase exposure of the chapter and chapter events. The chapter could submit a press release about upcoming events, events that have already taken place, special recognition or awards received, or anything else newsworthy.

How to Submit: Upload a copy of the press release submitted to the media or a copy of the printed article.

Note: Press Releases should be less than 1024KB in order to be stored.

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Professional Activities, VP-Community Service

Sponsor/Co-Sponsor Campus Event

Description of Submission:

Hosting or co-hosting a campus-wide professional or service event will not only give the chapter better exposure on campus for recruiting purposes, but is also valuable to the campus. The chapter may host an event open to all university students or they may also co-host an event with another student organization or even a university department (such as a career center).

How to Submit: Online Professional Event Submission Form or Online Service Event Submission

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations

Co-Sponsor Inter-Chapter Event

Description of Submission:

Co-sponsoring events with other local chapters is a great way to network with brothers from different chapters. The chapter may co-sponsor an event with a local collegiate chapter, or if there are not any, a local alumni chapter. Events can be professional, service, social, joint initiations, etc. Events should be co-sponsored—meaning each chapter helps in planning for and/or carrying out the event. Events sponsored by one chapter, but attended by many will not qualify.

How to Submit: Online Professional Event Submission Form or Online Service Event Submission or Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations

National Involvement/Fraternity Support

Chapter Donation to Leadership Foundation of at least \$100

Description of Submission:

All members of Delta Sigma Pi are encouraged to support the Delta Sigma Pi Leadership Foundation and its mission and programs through annual contributions. Credit will be given to chapters that donate at least \$100 in a given fiscal year.

How to Submit: “Online Request Verification from Central Office” Form

Due Date: June 15

Responsibility: VP-Chapter Operations, VP-Finance

Alumni/Faculty

Faculty Appreciation Event

Description of Submission:

University faculty play an important part in students lives. Chapter members should thank the hard work of professors and other university staff through a faculty appreciation event for all faculty, not just faculty initiates. Faculty appreciation events also allow the chapter to promote the Fraternity and chapter events to faculty who might not know about the Fraternity. The faculty appreciation event could be anything from giving goodie bags to all faculty members to an extensive luncheon.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Alumni Communication Plan

Description of Submission:

Alumni like to stay connected to their collegiate chapter, and if they do stay connected they might be more willing to attend events or send donations. The Central Office can provide updated contact information for all chapter alumni members. The chapter should use this information to communicate with alumni (if the chapter finds more current contact information, it should be updated with Central Office through the “[Contact Us](#)” section of the website or by sending it to centraloffice@dspnet.org. Once the contact information is available, the chapter should send out chapter newsletters or other correspondence to alumni to keep them informed about the chapter and chapter events. The chapter should develop a plan about how and how often the chapter will send correspondence to alumni members. This plan could include alumni newsletter, phone calls, emails, and other general announcements sent to alumni members of the chapter and other alumni who live near the chapter.

How to Submit: Online Alumni Communication Plan Submission Form

Due Date: June 15

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Recognize Outstanding Alumnus

Description of Submission:

The chapter should recognize alumni members who contribute to the chapter. The chapter could nominate alumni members for silver and golden helmets or, for exceptional service, nominate a brother for a Distinguished Service Certificate. The chapter could also recognize an alumnus with a chapter award such as an annual "alumni of the year" award.

How to Submit: Online Special Event Submission Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Alumni Newsletter

Description of Submission:

The chapter should stay in touch with alumni members by sending a chapter newsletter to all alumni members periodically. The alumni newsletter can either be mailed or emailed to all alumni members and should include information about how the chapter is doing and upcoming events. The chapter might also want to include information about other alumni members to help keep alumni connected to each other.

How to Submit: Upload up to 2 Alumni Newsletters per fiscal year, preferably one for each fall and spring term

Note: Alumni Newsletters should be less than 1024KB in order to be stored.

Due Date: June 15

Responsibility: VP-Chapter Operations, VP-Alumni Relations

Historical

Year in Review

Description of Submission:

The chapter should keep historical records of the chapter for years to come. It is a good idea to have some sort of year in review to leave for future brothers. The chapter could compile a year in review by creating a yearly scrapbook, DVD, or an "annual report."

How to Submit: Online Verification Request Form

Due Date: June 15

Note: This item should not be approved until close to the end of the school year to insure that the chapter did indeed a review of the entire year.

Responsibility: VP-Chapter Operations, VP-Alumni Relations

FAQs

General

Should we submit CMP information even if it is late?

Absolutely! The goal of the program is successful chapter operations—so late submissions are still valuable for chapter reference and success. Also, for the Accredited Chapter tier, chapters can still receive Accredited Chapter recognition even if some items are late as long as 95% of the all submitted items are approved.

Who is responsible for CMP submissions?

The VPCO has overall responsibility to ensure CMP submissions are made in a quality and timely fashion. Various other officers have responsibility to ensure certain areas of chapter operations are successfully completed. The VPCO should fully understand the CMP submission process and work with all officers to ensure reporting is done in a timely and accurate manner. Responsible/involved officers are listed with each section of CMP responsibility.

Why do I sometimes have trouble submitting a report and get an error message?

There are many reasons why you might be receiving an error when you submit a report. When you receive an error message, please email a copy of the error message to centraloffice@dspnet.org with a brief description of what you were trying to submit when you received the error.

Why did the program change from CEI to CMP?

In August 2006, a CEI Task Force was created by Grand President Mitch Simmons to review and make recommendations on the effectiveness of the CEI program in maintaining minimum standards at chapters. Previous to that time, numerous changes to the CEI program had been recommended and a review of the complete program was deemed necessary.

Although the Board of Directors and the task force thought that the CEI program had most of what was important in chapter operations, they felt that some sections should have more focus. This led to more focus on “other events” outside of the already required professional and service events. The core items needed for a chapter to operate are therefore listed in the Accredited Chapter level while other items that are needed for a well rounded chapter are found in Chapter of Recognition and Chapter of Excellence. Since the purpose of the program changed from efficiency to overall chapter management, the title of the program was changed to the Chapter Management Program.

What’s the difference between CEI and CMP?

One of the biggest differences between CEI and CMP is that CMP has 3 tiers (Accredited Chapter, Chapter of Recognition, and Chapter of Excellence) whereas CEI only had one tier. In the CEI Program, each submission was given a specific point value and the expectation was to receive 100 points. In the CMP, the point values were removed and the goal is now 100% completion and 95% approval of all submissions for the Accredited Chapter Level. In the CEI Program, chapters did not automatically receive recognition—they needed to *apply* for Honor Roll or Honorable Mention. With the CMP, chapters who achieve higher levels automatically receive recognition for those levels.

With the changes from CEI to CMP, how have the chapter awards changed?

The Honor Roll and Honorable Mention Awards are now gone and chapters will be recognized for the level that they achieve. Chapters still need to apply for many awards and will need to achieve Accredited Chapter to apply for some of them. Go to [Awards & Recognition](#) at www.dspnet.org for more information.

Can one event be counted under more than one category? For example, if an alumni member presents a risk management presentation can it count as a professional event presented by an alumni member AND a risk management presentation?

Any professional or service event submitted will automatically count towards the required events for the Accredited Chapter level. On the professional and service event submission forms, you will have to indicate if you think the event qualifies for a higher level submission. Each event can only qualify for up to two higher level submissions. In the example above, the chapter would mark risk management presentation and professional presentation presented by 1 or more alumni members. However, if the chapter also co-hosted this event with another collegiate chapter, the chapter would have to choose between 2 of the 3 qualifying activities.

Why can't I get my document (bylaws, policies and procedures, alumni newsletter, press release) to upload?

The document will not upload if the file size is too large. Bylaws and Policies and Procedures should be limited to 500KB and Alumni Newsletters and Press Releases should be limited to 1024KB or they will not upload. You might have to remove pictures or logos to lessen the file size. You might also PDF the document to lessen the file size. If the file size is lower than the limit and you still have issues uploading your document, please contact cmp@dspnet.org.

Accredited

What if my chapter doesn't reach Accredited Chapter?

Failing to achieve Accredited Chapter should cause the chapter to review and evaluate its practices. Better planning, focus, effort, etc. will be needed. National volunteers and staff will monitor chapter progress and give increased attention to those chapters not meeting the Accredited Chapter level. Chapters not reaching the Accredited Chapter level in successive periods may be subject to formal assistance or discipline as per National Policy and Bylaws.

Do I still need to submit an officer report even though the officer information has not changed?

Yes, officer reports are due three times a year (fall, spring, and summer) even if no contact information has changed. The Fall Officer Report needs to be submitted between August 1 and within 14 days after the start of the fall term. The Spring Officer Report needs to be submitted between December 1 and within 14 days after the start of the spring term. The Summer Officer Report needs to be submitted between April 1 and within 14 days after spring commencement. Officer reports should also be submitted anytime officer information changes or needs updated. This helps to insure that we can contact officers when necessary.

Why do we have to submit a fall officer report if it has the same information as the summer officer report?

The chapter is required to submit 3 officer reports a year to insure that Central Office has correct contact information for all officers. The summer officer report should contain summer or home contact information for each officer whereas the fall should contain fall or college contact information for each officer. It is assumed something will change, thus submission is required.

Why is the pledge education program listed as submitted but not approved (highlighted yellow) even though I submitted it before the deadline?

Before final approval, all pledge programs must be thoroughly reviewed and then approved by Central Office staff before credit is received. Since so many pledge programs come in at one time, it can take weeks to get through them all. If a staff member has informed you that the program was approved, but the pledge program still shows as “Not Approved”, contact cmp@dspnet.org.

Why don't I have credit for the Pledging Ceremony?

If you do not have credit for the pledging ceremony packet, make sure that it was submitted completely (a lot of chapters will complete the packet, but won't submit it by clicking the “Submit Packet” button at the bottom of the packet). If it has indeed been submitted, you might not have credit because it was submitted late (the pledging ceremony packet must be submitted within 14 days of the pledging ceremony in order to receive credit) and therefore would be orange or because it has not been processed yet and therefore it would be yellow.

Why don't I have credit for Fraternity Conferences and Leadership Events?

Credit for Fraternity Conferences and Leadership Events are entered by Central Office staff after the event takes place and attendance lists are verified. It sometimes takes several weeks after the event for this credit to show up. If it is past 3 weeks after the event and your chapter still does not have credit, contact cmp@dspnet.org.

Where do I find the Chapter Bylaws template and how do I submit them?

It is suggested that chapters submit their bylaws by October 15, but they are not required to submit their bylaws to the Fraternity until June 15 every year. A template to aid the chapter in completing the bylaws is available on the national website at: <http://www.dspnet.org/site/images/pdfs/chapter/chapterbylawsformat.doc>. Once the bylaws are completed, they should be uploaded [online](#).

Why wasn't our strategic plan approved?

Most strategic plans are not approved because the “Professional Programming” section is incomplete. The chapter is specifically asked to “Enter at least 4 activities by tentative month and location. In the description field, list speaker/business name and general description or purpose of the activity.” If you simply list “professional speaker” for any of the professional descriptions, the plan will not be approved. Unapproved strategic plans may be submitted for credit as long as the original plan is submitted before the deadline.

The final deadline for ordering badges is “before initiation.” Does this mean the chapter can order badges the day before initiation and still receive credit for ordering badges?

The final deadline for ordering badges is the day before initiation, but the chapter should order by the suggested deadline to allow for adequate shipping time. If the chapter waits until the day before initiation to order badges, the chapter will need to spend more for next day delivery and will also risk not receiving the badges in time for initiation.

Recognition

Why do we have to submit an Online Request Verification from the Central Office for certain items?

If the chapter would like credit for certain items, the chapter needs to request verification for them (Lost Alumni Report, Membership Status Report, no 60 or 90-day debt, Collegian of the Year Nomination, Chapter Award Applications, and Leadership Foundation Donation) mainly because they are not tied directly to CMP. These can be verified all at once, or one at a time. The purpose of this is to serve as a reminder for chapters that these items

can be submitted for credit and also to ensure that the Central Office staff has indeed received or processed these items.

Why do we have to submit a Membership Status Report?

The Membership Status Report allows the chapter to report May/June graduates to the National Fraternity so the chapter is not charged for these members in the fall. It also allows the chapter the chance to update any permanent address changes.

How many Lost Alumni do we have to find to get credit for the Lost Alumni Report?

The chapter only needs to update contact information for 1 alumnus in order to get credit for the lost alumni report, however, it is very important to update this information so the chapter should always strive to find all lost alumni members.

What is a New Member Orientation?

A New Member Orientation provides newly initiated brothers an overview of ritual (both from initiation and meetings), expectations of brothers, chapter bylaws, chapter policies and procedures, and other general reminders.

Who can verify items?

Most items can be verified by the chapter's District Director, Chapter Advisor, or Regional Vice President. The Annual Financial Review can also be verified by any accountant, alumni, or professor. If the chapter does not have a District Director, the chapter should have items verified by the Regional Vice President, Chapter Advisor, a faculty initiate, or an alumni member approved by the Central Office staff. If the chapter cannot find someone to verify certain items, it should contact its Regional Vice President or the Central Office staff.

What is the difference between an Alumni Event and a Professional Event presented by 1 or more alumni members?

An alumni event is any event (professional, service, social, etc.) where alumni members are invited to attend. A professional event presented by 1 or more alumni members is a professional event where one or more alumni members give a professional presentation. If other alumni members are in attendance at the professional event, the event can *also* count as an alumni event.

Excellence

Does the ritual memorization have to be word for word or does doing a well memorized ceremony count for the ritual memorization piece?

Ritual does not have to be memorized word for word, but it should be memorized enough so that the ceremony flows nicely without breaks or stops. It is at the discretion of the member verifying the ceremony to determine if it is memorized enough for credit.

What if we can't get someone to the pledging ceremony or initiation to verify memorization?

There are numerous people eligible to verify memorization (District Director, Regional Vice President, faculty initiates, etc.). If the chapter has exhausted all options, the chapter should contact the chapter's Regional Vice President or the Central Office staff for assistance.

How will Central Office staff know if a fund was actually established for LEAD travel?

The chapter has to supply specific details about the travel fund including where the money comes from, how much is in the fund and how the money is awarded to members.

How does a chapter conduct a new alumni orientation if there isn't an active alumni base (or chapter) near them?

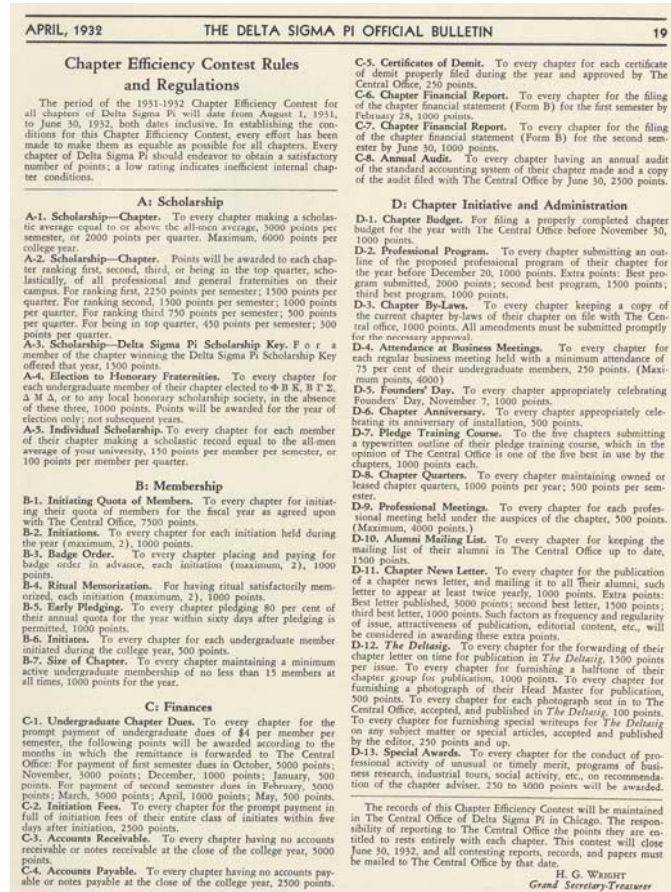
The new alumni orientation can be presented to the graduating seniors in the chapter to show them how to stay involved after they graduate. The National Alumni Development Committee has created a PowerPoint presentation available at www.dspnet.org that can be presented to graduating seniors for credit.

HISTORY OF THE CHAPTER MANAGEMENT PROGRAM

On August 29, 1931, a contest named the Chapter Efficiency Contest was proposed by Brother H. G. Wright to the Grand Council. This contest was created as a way for the National Fraternity to evaluate collegiate chapters by having chapters report activities. It also ensured quality recordkeeping and correspondence with the National Fraternity and yielded an annual business report of chapter activity. After a long discussion, this contest was "adopted and put into immediate effect". This contest would be revised over the years to assist the Fraternity in improving the quality and scope of chapter operations and would later be transformed into the current Chapter Management Program.

The purpose of the original Chapter Efficiency Contest (CEC) was to provide a "means by which one chapter may compare its effectiveness and efficiency with another chapter. It outlines all the major activities of the chapter and establishes a value for each. It stimulates friendly competition between the chapters. And it also gives the Fraternity an excellent basis of sizing up the conditions within our respective chapters." The contest was divided into four 25,000 point divisions (Scholarship, Finances, Membership, and Chapter Initiative and Administration) for a grand total of 100,000 points.

This Chapter Efficiency Contest proved so successful the first year that it was put in place on a permanent basis. From the start, changes were made to the rules and regulations governing the contest, "planned with the object in mind of improving the contest as much as possible." For example, sometime between 1932 and 1949, a Professional Activities category was added and the point division changed from 25,000 points each to 20,000 points each. The next major change, however, would not occur until over 30 years later.



First published rules of the Chapter Efficiency Contest from the April 1932 *Official Bulletin*

In March 1965, Grand President Hefner directed that an advance study of the Chapter Efficiency Contest be done to determine any desirable and feasible changes. M. John Marko presented this report at the August 1965 Grand Council meeting stating that "The title Chapter Efficiency Contest no longer seems appropriate. While the spirit of competition between chapters should be minimized, it would be most advantageous that a stronger emphasis be directed toward a need to intensify efforts in the area of measuring, evaluating and controlling results. This could be advanced by changing the title to Chapter Performance Index. Shifting this activity's point of concentration from a contest to an evaluation procedure should stimulate greater interest and stronger initiative to perform. Also, the term 'contest' tends to introduce the idea that a chapter has a choice of participating or not participating. The suggested title change would emphasize 'must' instead of 'may' participate." At that meeting, the name of the Chapter Efficiency Contest was changed to the Chapter Efficiency Index (CEI). Although this does not seem like such a major change, it changed the way brothers viewed Chapter Efficiency. Additional changes over the next few

years included the addition of service activities and revising the title of the category “chapter initiative and administration” to two separate categories: “chapter management” and “general activities”.

After another 30 years, a CEI Revision Task Force was created in the 1990s. The Task Force at the time focused on better adapting the CEI to widespread availability of computers and the developing internet. It also sought to reorganize the existing program that recognized chapter efforts in performing activities that were either core or supplemental to chapter operations.

The program created was comprised of 6 divisions with a maximum number of points possible for each division. The total number of adjusted points that a chapter could earn was still 100,000. Each of the six divisions (strategic plan and officer transition, strategic planning operations, financial management, chapter records, initiation planning and reporting, and chapter recognition and general activities) was broken down further by individual criteria for a total of 48 different criteria under which a chapter could submit items. Chapters achieving 100,000 points during an academic year were recognized as Honor Roll chapters.

This CEI “edition”, however, remained complex and required considerable effort both from the chapter and from Central Office staff because chapters had different academic schedules, submitted requests for points using different formats, and chose different combinations of criteria. Overall, the program was an exceptional guide for chapter operations, but minimized productivity by Central Office Staff, National Leaders, and chapters themselves. Therefore, a new task force was created which recommended yet another CEI to the National Board of Directors in February 2001.

The new CEI was to be more easily administered by staff, easily followed by chapters, and include items that were most important to chapter operations. The new CEI became more of a standards program where chapters would be required to submit all items—a requirement- based program instead of merit-based. The task force felt that many of the items collected before were difficult to obtain, collected but not used, or superfluous to a core standards program. (Some of these items included recruiting events, faculty relation activities, fundraising events, submitting meeting minutes, Founders’ Day and Chapter Birthday events, alumni update, and the Membership Status Report). Other items that were removed were items that were already recorded at the Central Office, including paying insurance, making a Leadership Foundation donation, awarding the Scholarship Key, and nominating a Collegian of the Year.

This new version of the CEI was fully web-based as the world wide web was now constantly accessible to students and alumni. It had 11 sections representing basic operational requirements for collegiate chapters during each fiscal year. The sections identified specific requirements in recruitment, membership, finances, professional and service programs, and leadership development. These sections reflected the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member.

The *expectation* of all collegiate chapters was 100 points (for the first time no longer 100,000). Obtaining 100 points demonstrated the chapter met all fundamental business requirements for successful operations by the due dates, and conducted a sufficient number of member development programs reported by the required due dates. Failing to achieve 100 points would cause the chapter to review and evaluate its practices. National volunteers and staff monitored point ratings and gave increased attention to those chapters not meeting the 100 point expectation. Chapters not reaching 100 in successive periods were subject to formal assistance or discipline as per National Policy and Bylaws. Chapters that *did* obtain 100 points (and excelled beyond base expectations) could apply for the Honor Roll award—the recognition was no longer just given to chapters reaching that level.

In August 2006, a new CEI Task Force was created by Grand President Mitch Simmons to review and make recommendations on the effectiveness of the CEI program in maintaining minimum standards at chapters. Previous to that time, numerous changes to the revamped “100 point” CEI program had been recommended and a review of the complete program was deemed necessary.

Before making recommendations, the 2008 task force, chaired by Lisa Brown, surveyed chapters to help gauge collegiate members' thoughts about the current CEI. The task force also evaluated point systems and managing tools used by other fraternities and sororities for ideas for our new program. This extensive research and collaboration resulted in the new "Chapter Management Program".

On July 1, 2009, the Chapter Management Program (CMP) replaced the Chapter Efficiency Index (CEI). The new program is divided into three achievement levels. The first, **Accredited Chapter**, is very similar to the latest version of CEI and it is required for all chapters to complete 100% of this level with at least 95% of its submissions approved. If all requirements for the first level are completed, the chapter may try to achieve the second level, **Chapter of Recognition**, and then the third level, **Chapter of Excellence**. Additional optional requirements in levels two and three are similar to those in the previous honor roll award application and older versions of CEI. The program no longer is based on points, but instead based on completion of items—the chapter's "value" is therefore the percentage of items completed so that chapters can be compared historically.

The Chapter Management Program is easier to access on the web than CEI because everything is in one place. The chapter's management report is color-coded (for Accredited Chapter level only) to help show the "health" of the chapter and point out problem areas for chapters, National Leaders, and Central Office Staff.

Another difference between CEI and CMP is that CEI had specific deadlines for each submission. The CMP instead has suggested deadlines for some items, followed by final deadlines. All items need to be submitted by the final deadline for approval. This allows flexibility for chapters while still submitting certain items in a timely manner.

With the latest version of CEI chapters had to complete and submit an extensive application to receive Honor Roll status. Many worthy chapters failed to take that step. With the CMP, any chapters reaching a level (accredited, recognition, or excellence) will automatically be recognized for their accomplishments.