

Alpha Sigma Alpha Alumnae Chapter Awards

Guidelines & Checklist

The alumnae chapter excellence awards recognize alumnae chapters that demonstrate the lifetime dedication to the Sorority through chapter management and programming. There are three levels of recognition: Palm, Star, and Crown. Alumnae chapters qualifying for the Crown Recognition will be considered for the Crown of Excellence Award which is given to one alumnae chapter annually. Alpha Sigma Alpha also recognizes chapters with outstanding membership growth, alumnae Panhellenic engagement, community service and giving, collegiate chapter relations and programs. Chapters must achieve Crown Recognition to be eligible for these area-specific awards.

Tracking/Application

Headquarters staff tracks the submission of reports throughout the year.

The annual report, with support from the program, contribution and directory reports is used to determine the awards.

Chapter in good standing

An alumnae chapter is in good standing if the chapter meets the requirements as outlined in the Bylaws of Alpha Sigma Alpha:

ARTICLE XVII: ALUMNAE CHAPTERS & ASSOCIATIONS

SECTION 1. Alumnae chapters may be established where at least five (5) fully initiated members in good standing reside. Such alumnae groups shall petition the national council through national headquarters for the right to organize and receive a charter.

SECTION 2. Each alumnae chapter shall have a president, vice president, secretary and treasurer who shall be elected according to its local bylaws, in conformity with the national bylaws, and formally installed before June 1 of each year. Additional officers and committee chairmen may be elected and/or appointed according to the chapter's needs and desires.

SECTION 3. Each alumnae chapter shall hold at least four (4) chapter meetings and/or events per year.

SECTION 4. Each alumnae chapter shall determine its local dues to be greater than \$1 annually per member. The chapter will be assigned a Federal Tax ID number under the national organization's group exemption.

SECTION 5. A woman who is not a member of Alpha Sigma Alpha or of any other NPC sorority may be initiated into alumnae membership following the procedures established by the national council.

SECTION 6. Each alumnae chapter shall maintain a membership of a minimum of five (5) members in good standing.

SECTION 7. Each alumnae chapter shall submit to national headquarters the Alumnae Chapter Directory Report and the Alumnae Chapter Annual Report each year.

SECTION 8. Alumnae associations may be established as informal alumnae groups following the procedures established by national council. Alumnae associations must have a member contact person and must update/confirm that person with headquarters staff annually.

SECTION 9. Alumnae associations may be developed independently of an alumnae chapter, or as an informal meeting group of members within the chapter.

Annual Recognition

Palm Recognition

- ◆ The chapter is in good standing according to the bylaws and completes the following:
- ◆ Timely submission of all reports (5 total)
 - Program Report

Alpha Sigma Alpha Alumnae Chapter Awards

Guidelines & Checklist

Annual Alumnae Chapter Directory Report*

Annual Report*

Officer Change Report

Alumnae Chapter Contribution Report

*Required for a chapter in good standing

- ◆ Annual unrestricted contribution to the Alpha Sigma Alpha Foundation of \$50 or more, noted on the Alpha Sigma Alpha Foundation Contribution Report
Note: Alpha Sigma Alpha Foundation contributions must be made in the fiscal year of the award to apply toward alumnae chapter excellence awards.
Note: The donation must be made from the chapter's bank account; not an individual member's account.
- ◆ Sends a delegate to the national convention & leadership conference.

Star Recognition

- ◆ The chapter fulfills the requirements for Palm Recognition and an additional ten achievements (see below for achievement options)

Crown Recognition

- ◆ The chapter fulfills the requirements for Palm Recognition and an additional fifteen achievements (see below for achievement options)
- ◆ Chapters that fulfill Crown Recognition are also eligible for special awards for specific areas of chapter operations. These awards are scored based on information in the annual report. See below for more information.

Crown of Excellence

Crown Recognition chapters are eligible for consideration for the Crown of Excellence Award.

Additional Awards

Outstanding membership growth

- ◆ This award recognizes a chapter's support of alumnae initiation, alumnae member recruitment and a chapter who has seen significant growth in chapter size or chapter make-up because of recruitment.

Outstanding alumnae Panhellenic engagement

- ◆ This award recognizes a chapter that actively supports their local alumnae Panhellenic, Panhellenic service and giving, and other Panhellenic activities in their area.

Outstanding community service and giving

- ◆ This award recognizes a chapter that demonstrates a commitment to community service and giving. This award is based on the service being completed across the chapter's membership, and on the creative methods of giving to service and giving partners.

Outstanding collegiate chapter relations

- ◆ This award recognizes an alumnae chapter that provides exceptional support to a collegiate chapter or several collegiate chapters. The focus of the award is on event attendance and alumnae/collegiate shared programs or events.

Alpha Sigma Alpha Alumnae Chapter Awards

Guidelines & Checklist

Outstanding programs

- ◆ This award recognizes an alumnae chapter that created and implemented programs that reflect the sorority's mission, values and four aims.

Additional Achievements for Star and Crown Recognition

The scoring of these activities is based on the reports submitted by the alumnae chapter. Below are the achievements chapters may complete as a part of their awards or recognition. This is not an exhaustive list. Chapter may report additional activities on the annual report. Alumnae chapters who achieve Crown Recognition are eligible for any of the area-specific awards, as well as the Crown of Excellence Award.

Alpha Sigma Alpha Foundation/Financial Support

- ◆ Contribute \$50 or more through the Alpha Sigma Alpha Foundation to Special Olympics, National Scholarship Fund or the Emma Coleman Frost Leadership Development Institute or as an unrestricted gift. *Note: The donation must be made from the chapter's bank account; not an individual member's account.*
- ◆ Hold at least one fundraiser benefiting the Foundation.

Service & Giving

- ◆ Support a national service & giving partner by fundraising or participating in local activities.
- ◆ Support a local organization by fundraising or participating in local activities.
- ◆ Plan and implement at least one service & giving event.

Ritual and Programming

- ◆ Celebrate Founders' Day as a chapter.
- ◆ Celebrate Founder's Day with another chapter (collegiate or alumnae).
- ◆ Conduct a Sorority ritual service. Services are found in *The Ritual of Alpha Sigma Alpha*.
- ◆ Sponsor a program to help educate members on a specific topic, i.e. breast cancer awareness, volunteering, how to buy a house, etc. or emphasizing the four aims of Alpha Sigma Alpha.
- ◆ Have one or more members volunteer or facilitate at The Academy.
- ◆ Send more than one member to the national convention & leadership conference.
- ◆ Have a member facilitate at the national convention & leadership conference (even number years), or at the Emma Coleman Frost Leadership Development Institute (odd number years).
- ◆ Plan a chapter event for AΣA Night Out and post to social media.
- ◆ Add chapter events to the alumnae calendar on Alpha Sigma Alpha website.

Recruitment/Membership

- ◆ Increase chapter size by 5% by recruiting new members.
- ◆ All meetings attended by an average of 50% of membership as determined by the Alumnae Chapter Directory Report.
- ◆ Sponsor or host an alumnae initiate.
- ◆ Have one or more members currently serve as a local, regional or national volunteer.
- ◆ Plan an event and invite area alumnae who are not already part of the alumnae chapter.

Panhellenic Involvement

- ◆ Participate in a local alumnae Panhellenic chapter.
- ◆ Have one or more members serve in a leadership position in an alumnae Panhellenic chapter.

Alpha Sigma Alpha Alumnae Chapter Awards

Guidelines & Checklist

- ◆ Send a representative to at least one event or meeting of another chapter (alumnae, collegiate, another sorority).

Collegiate Relations

- ◆ Work with a collegiate chapter; list donations given to assist the chapter and/or collegiate chapter activities that alumnae chapter members participated in.
- ◆ Support a collegiate chapter by helping at a chapter event.
- ◆ Attend multiple collegiate chapter events.
- ◆ Assist in organizing a chapter reunion or anniversary.

Chapter Operations

- ◆ Hold two or more alumnae chapter executive board meetings.
- ◆ Produce and mail or email a minimum of two newsletters to alumnae chapter members.
- ◆ Create and maintain a website for your alumnae chapter (includes social media).
- ◆ Submit at least one article/picture from your alumnae chapter to the *Phoenix* by the specified deadline.
- ◆ Send at least twenty "Missing Sisters" update to national headquarters.
- ◆ Maintain a written history of the alumnae chapter.

Assistance

- ◆ The director of alumnae and volunteer services at national headquarters can answer questions about alumnae chapter reports and awards asa@alphasigmaalpha.org

Convention Requirements

Although not a part of the awards program, it is important to note the requirements regarding national convention attendance:

- ◆ To be eligible for a voting delegate at national convention, the chapter must be in good standing in the current biennium. (*Note: The voting delegate must also fulfill all delegate requirements*)
- ◆ To receive convention financial assistance, the chapter must receive Palm Recognition or better in both years of the biennium prior to convention.

Alpha Sigma Alpha Alumnae Chapter Awards Guidelines & Checklist

Achievements Checklist: Alumnae Chapter Awards

Alpha Sigma Alpha alumnae chapters may use this checklist to track their completion of the requirements for receiving an alumnae chapter award.

Requirements To Receive An Alumnae Chapter Award	
Achievement	Complete?
Submit program report	
Submit directory report	
Submit officer change report	
Submit annual report	
Submit Foundation contribution report	
Submit a chapter donation of at least \$50 to the Alpha Sigma Alpha Foundation	
Send a voting delegate to the national convention & leadership conference	

Below are the additional achievements chapters may complete as a part of the awards and recognitions process. This is not an exhaustive list. Chapters may report additional activities on the annual report. The checklists directly correlate to the achievements outlined above.

A chapter does not need to complete all listed accomplishments in order to receive crown recognition. The achievements listed below provide ideas inspiration for what an alumnae chapter can accomplish.

Service & Giving	
Achievement	Complete?
Hold at least one fundraiser benefitting the Alpha Sigma Alpha Foundation	
Support a national service & giving partner by fundraising or participating in local activities	
Support a local organization by fundraising or participating in local activities	
Plan and implement at least one service & giving event	

Ritual & Programming	
Achievement	Complete?
Celebrate Founders' Day as a chapter	
Celebrate Founder's Day with another chapter (collegiate or alumnae)	

Alpha Sigma Alpha Alumnae Chapter Awards Guidelines & Checklist

Conduct a Sorority ritual service	
Sponsor a program to help educate members on a specific topic	
Have one or more members volunteer or facilitate at The Academy	
Send more than one member to the national convention & leadership conference (<i>even number years</i>)	
Have a member facilitate at the national convention & leadership conference (<i>even number years</i>)	
Have a member facilitate at the Emma Coleman Frost Leadership Development Institute (<i>odd number years</i>)	
Plan a chapter event for AΣA Night Out and post to social media	
Add chapter events to the alumnae calendar on Alpha Sigma Alpha website	

Recruitment & Membership	
Achievement	Complete?
Increase chapter size by 5% by recruiting new members	
All meetings attended by an average of 50% of membership as determined by the Alumnae Chapter Directory Report	
Sponsor or host an alumnae initiate	
Have one or more members currently serve as a local, regional or national volunteer	
Plan an event and invite area alumnae who are not already part of the alumnae chapter	

Panhellenic Involvement	
Achievement	Complete?
Participate in a local alumnae Panhellenic chapter	
Have one or more members serve in a leadership position in an alumnae Panhellenic chapter	
Send a representative to at least one event or meeting of another chapter (alumnae, collegiate, another sorority)	

Collegiate Relations	
Achievement	Complete?
Support a collegiate chapter financially and/or by participating in their event(s)	
Support a collegiate chapter by helping at a chapter event	
Attend multiple collegiate chapter events	

*Alpha Sigma Alpha Alumnae Chapter Awards
Guidelines & Checklist*

Assist in organizing a chapter reunion or anniversary	
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Chapter Operations	
Achievement	Complete?
Hold two or more alumnae chapter executive board meetings	
Produce and mail or email a minimum of two newsletters to alumnae chapter members	
Create and maintain a website for your alumnae chapter (includes social media)	
Submit at least one article/picture from your alumnae chapter to the <i>Phoenix</i> by the specified deadline	
Send at least twenty "Missing Sisters" update to national headquarters	
Maintain a written history of the alumnae chapter	