

Individual Recognition  
Instructions

**Individual Recognition Application**  
**2008-2009**

**Guidelines**

1. All full-time undergraduate/graduate students (12/9 hours each semester) who hold active membership in a fraternity or sorority chapter shall be eligible for nomination.
2. All fraternities and sororities are encouraged to nominate an outstanding individual male and/or female whom their chapter feels best represents the entire Washburn Greek community. In addition, the Panhellenic Council, InterFraternity Council, and Greek Council may nominate one male and/or female.
3. The nominated individual must submit an application letter, which answers the corresponding recognition questions. This letter must be typed, double spaced, Times New Roman, 12-point font, and be **no longer than three (3) pages** in length. (*Except for the Alumni of the Year Award*)
4. The application packet must be accompanied by a letter of recommendation by a chapter advisor or any faculty or staff member, which will give the selection committee a better insight into the individual's contributions and qualifications. (The Director and Assistant Director of the Office of Student Activities & Greek Life are not available for making recommendations.)
5. **All application materials must be stapled.** This includes the application form, application letter, and recommendation letter and returned to the Office of Student Activities & Greek Life by **March 13, 2009 at 5 PM.**
6. Selection committee will judge applications using the following criteria:
  - Academic achievement
  - Current and on-going campus involvement
  - Impact of volunteer contributions to Washburn and the Greek community)
  - Leadership positions held (current and past)

## New Member of the Year Application Form

An individual is considered a new member of their chapter, if they have been or will be initiated between the Fall 2008 and Spring 2009 Academic year.

Name of Nominee: \_\_\_\_\_

Nominee's Campus Address: \_\_\_\_\_

Nominee's Campus Phone: \_\_\_\_\_

Nominee's Major: \_\_\_\_\_

Nominee's Cumulative GPA: \_\_\_\_\_

Last semester GPA: \_\_\_\_\_

Nominee's class:     Freshman     Sophomore     Junior     Senior     Graduate Student

Number of Hours Completed: \_\_\_\_\_

Year Initiated into the Fraternity or Sorority: \_\_\_\_\_

Nominee's Employment (If Applicable): \_\_\_\_\_

Nominee's Employer: \_\_\_\_\_

Number of Hours Worked Per Week: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Local Phone: \_\_\_\_\_

On a separate sheet of paper, please answer the following essay questions (2-3 pages, Times New Roman, 12 pt font, double-spaced):

- 1) List all campus organizations in which you are a member. List dates of membership and any offices held. (Include Greek chapter/colony, athletics, clubs, etc.)
- 2) Describe your involvement within the fraternity or sorority.
- 3) How have you benefited from joining a fraternity or sorority and the Greek community?
- 4) What are your personal and academic goals while you are a student at Washburn?

## Greek Woman/Man of the Year Application Form

Name of Nominee: \_\_\_\_\_

Nominee's Campus Address: \_\_\_\_\_

Nominee's Campus Phone: \_\_\_\_\_

Nominee's Major: \_\_\_\_\_

Nominee's Cumulative GPA: \_\_\_\_\_

Last semester GPA: \_\_\_\_\_

Nominee's class:    Freshman    Sophomore    Junior    Senior    Graduate Student

Number of Hours Completed: \_\_\_\_\_

Nominee's Employment (If Applicable): \_\_\_\_\_

Nominee's Employer: \_\_\_\_\_

Number of Hours Worked Per Week: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Local Phone: \_\_\_\_\_

On a separate sheet of paper, please answer the following essay questions (2-3 pages, Times New Roman, 12 pt font, double-spaced):

- 1) List all campus organizations in which you are a member. List dates of membership and any offices held. (Include Greek chapter/colony, athletics, clubs, etc.)
- 2) List dates and title of any positions held within your fraternity or sorority.
- 3) Describe any community service or other volunteer activities you've been a part of other than those listed above, including dates of service.
- 4) What are your personal and academic goals while you are a student at Washburn?
- 5) How have your contributions this year impacted your chapter?
- 6) Explain your contributions and interaction across the entire Greek community.
- 7) How have you benefited from joining a fraternity or sorority and the Greek community?
- 8) How has your involvement in the Washburn Greek community allowed you to further develop your personal goals and ambitions?

**Alumni of the Year Application Form**  
*(This application is filled out by the nominator)*

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Name of Person Completing Application: \_\_\_\_\_

Contact Information of Person Completing Application: \_\_\_\_\_

On a separate sheet of paper, please answer the following essay questions (2-3 pages, Times New Roman, 12 pt font, double-spaced):

- 1) Please explain why your sorority/fraternity is nominating this alumnus/alumna for the Alumni of the Year Award?
  
- 2) In what ways has this individual impacted your chapter, the Greek community, and or the Washburn community?

Chapter Recognition Application  
Instructions

**Chapter Recognition Application**  
**2008-2009**

**Guidelines**

1. **All chapters/colonies will complete the Chapter Recognition Application.**
2. **All application materials must be bound** together by staple only. This includes the application cover form, application question, and advisor verification and must be returned to the Office of Student Activities & Greek Life by **March 13, 2008 at 5 PM**. No late applications will be accepted.
3. The application must answer the corresponding recognition questions in the following format: typed on white paper, double spaced, Times New Roman 12-point font, black ink, and each essay be **no longer than three (3) pages** in length for each section.
4. Application packet shall include a cover page with the following information to be included:
  - Name of Fraternity or Sorority
  - Washburn University
  - Academic Year
5. The application packet shall **not** contain any pictures, symbols, or other graphics
6. The application packet must be accompanied by an advisor verification form by a chapter or faculty advisor. (The Director and Assistant Director of the Office of Student Activities & Greek Life are not available for verifications.)

## Advisor Verification

Advisor Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

**I hereby verify that all information given in the Application Form for Presidents Chapter Excellence Award is accurate and current. I verify that the undergraduate chapter president and/or officers completed this application. I am available for contact, if any the need arise.**

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Instructions for Council/Chapter Awards

### **Outstanding Scholarship Development Program Award**

This award is given to the chapter/colony that conducted a new and innovative scholarship development program for its membership, or members of the entire Greek community. One recipient from the entire Greek community will be chosen. *Chapter GPA will be weighed in the scoring of this award.*

*You must complete this checklist to be eligible for this award:*

- \_\_\_ Attach an essay 2-3 PAGES IN LENGTH answering the following questions:  
(Times New Roman, 12 pt font, double-spaced)
  - What goals have you set for your chapter's academic achievement and how have you met those goals?
  - Please describe the program in full detail.
  - Explain why this program is new/innovative and important to the scholarship development of the chapter/colony/Greek community and its members.
  - Briefly describe the success of the program and how it can be improved.
- \_\_\_ Attach verification letter from chapter advisor. **REQUIRED**
- \_\_\_ Attach verification that the program occurred. (This can include, but is not limited to: written verification from the presenter(s), flyers, handouts, etc.)

### **Outstanding Philanthropy and Community Service Program Award**

This award is given to the chapter/colony that conducted an outstanding community service or philanthropy project which benefited the local community or National Foundation. One recipient will be chosen per council. *(Total hours of service will be weighed in the scoring of this award.)*

*You must complete this checklist to be eligible for this award:*

- \_\_\_ Attach an essay 2-3 PAGES IN LENGTH answering the following questions:  
(Times New Roman, 12 pt font, double-spaced)
  - What goals have you set for your chapter's philanthropy and service programs and how have you met those goals?
  - Please describe the program in full detail. (Include the number of hours contributed, the amount of money raised and donated, and all other information pertinent to the success of your project.)
  - Explain how this project benefited your chapter/colony members.
  - Explain how this project benefited the local community.
  - Briefly describe the success of the program and how it can be improved.
- \_\_\_ Dollar amount donated to local charity or Inter/National Foundation.
- \_\_\_ Include an excel spreadsheet of chapter members and number of hours volunteered.  
Use the following example template.
- \_\_\_ Attach verification letter from chapter advisor. **REQUIRED**
- \_\_\_ Attach verification that the program occurred. (This can include, but is not limited to: written verification from the presenter(s), flyers, handouts, etc.)

### **Example Template (in Microsoft Excel)**

	<b>Member Name</b>	<b>Volunteer Organization</b>	<b>Number of Hours/ semester</b>
<b>1</b>	Jane/John Doe	YWCA	15/Fall
<b>2</b>	Jane/John Doe	Relay for life, CASA, Washburn Rural	40/Fall 35/Spring

## Leadership & Wellness Award

This award is given to the chapter/colony that supports the value of leadership through the participation of campus and Greek community activities. One recipient from the entire Greek community will be chosen.

*You must complete this checklist to receive points for this section*

\_\_\_ Attach an essay 2-3 PAGES IN LENGTH answering the following questions:  
(Times New Roman, 12 pt font, double-spaced)

- What goals have you set for your chapter's leadership and wellness development and how have you met those goals?
- How does your chapter/colony encourage members to become involved in other organizations, while still balancing school and extracurricular activities?
- What university sponsored events does your chapter/colony participate (i.e. Homecoming, Intramurals, etc.).
- How has your chapter/colony supported inter-Greek relations?
- How has this involvement benefited your chapter/colony as a whole?
- Highlight Inter/National recognition your chapter/colony or chapter/colony members have received.

\_\_\_ Attach a membership roster with the following information for EVERY member of your chapter. Use the example template given.

\_\_\_ Attach verification letter from chapter advisor. **REQUIRED**

\_\_\_ Attach verification that the program occurred. (This can include, but is not limited to: written verification from the presenter(s), flyers, handouts, etc.)

**Example Template (in Microsoft Excel)**

	<b>Member Name</b>	<b>Campus Involvement</b>	<b>Leadership positions</b>
1	Jane/John Doe	Washburn Student Government Association	WSGA Senator
2	Jane/John Doe	Blue Key, Mortar Board	
3	Jane/John Doe	Chemistry Club, Campus Technology Committee	Chem Club Treasurer

\*\*\*Note: You will be judged on the following areas for this category

- Your chapter/colony's involvement in Greek Sponsored events (i.e. Gamma Chi Lambda, Speakers, etc.).
- Your chapter/colony's participation in its respective council (i.e. Attendance at council meetings).
- Your chapter/colony's participation in organizations outside of the Greek community.
- Your chapter/colony's participation in leadership roles outside of the chapter/colony.

## **Membership Development & Recruitment Award**

This award is given to the chapter/colony that conducted an outstanding Membership Education Program which promoted the positive values of being a member of a Greek organization. One recipient from the entire Greek community will be chosen. *Chapter/colony recruitment will be weighed in the scoring of this award.*

*You must complete this checklist to receive points for this section*

- \_\_\_ Choose your chapter/colony's top program which supports new membership development and increases retention and participation among its members.
- \_\_\_ Choose your chapter/colony's top program which supports active membership development and increases retention and participation among its members.
- \_\_\_ Attach an essay 2-3 PAGES IN LENGTH answering the following questions for each program: (Times New Roman, 12 pt font, double-spaced)
  - What goals have you set for your chapter's membership development and recruitment and how have you met those goals?
  - How does this program increase retention and maintain active participation among the chapter/colony membership?
  - How does this program assist members as they develop and grow in their college career?
  - How your chapter/colony incorporates fraternal ritual and values into this leadership development program?
- \_\_\_ Attach verification letter from chapter advisor. **REQUIRED**
- \_\_\_ Attach verification that the program occurred. (This can include, but is not limited to: written verification from the presenter(s), flyers, handouts, etc.)