

2024-2025 Eastern Province Achievement and Awards Committee Information and Timeline Packet



Name	Title	Telephone	Email
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1. Committee Membership

- a. Committee Membership form must be submitted electronically via:
www.brothersonly-epkapsi.org/epbop
- b. Committee Membership appointment must be uploaded to the Eastern Province Achievement & Awards portal no later than **Nov 16th, 2024**
- c. There shall be only one (1) voting committee member per chapter.

2. Standards and Criteria

- a. Petitions are attached and will be distributed to Chapter Polemarchs and Undergraduate Chapter Advisors.
- b. Deadline for Petitions: Sunday **February 16th, 2025, 11:59 pm., EST.**
- c. Petitions and nominations **must be transmitted electronically** using the Eastern Province Achievement & Awards portal. (NO EMAIL COPIES WILL BE ACCEPTED)
- d. The Eastern Province Achievement & Awards Portal will be opened to receive petitions on **December 1, 2024**
- e. All individual applicants must be fully financial members on all three levels of the Fraternity i.e. **Local Chapter, Eastern Province, and Grand Chapter** to be nominated for any award.

3. Undergraduate Awards

- a. All petitions for academic awards must include verification from the academic institution containing the official seal or letterhead and must include an original signature from the registrar certifying the academic average, enrollment status, credits earned juxtaposed to credits required to earn the bachelor's degree being pursued, and **ALL** other institutional certifications required for this award. All petitions for academic awards must also include a verification letter from the chapter advisor affirming that the original verification letter from the registrar was reviewed and received by him directly.
- b. Howard L. Tutman, Jr. Undergraduate Service Award (See individual Awards).
- c. Monetary Individual Awards (See James Overton Academic Achievement Award).

4. Achievement and Awards Committee Meetings

- A virtual **Orientation Committee** meeting is tentatively scheduled for Sunday, **January 26, 2025** (7:00 pm.)
- A virtual **Scoring Discussion** committee meeting is tentatively scheduled for Tuesday, **February 18th, 2025** (7:00 pm.)

5. Chapter Size

The size documented in the petition must align with the Eastern Province Record of Membership.

6. Chapter Size

Chapter Size Alumni	Alumni	Undergraduate
Small	10-30	7-20
Medium	31-60	21-30
Large	61+	31+

THE EASTERN PROVINCE ACHIEVEMENTS AND AWARDS STANDARDS AND CRITERIA

I. GENERAL

- The Achievement Year for consideration for awards will be the preceding FRATERNAL YEAR (October 1 2023 through September 30 2024).
- Chapter submissions must be electronically submitted on the EP Achievement & Awards Portal with supporting documentation or evidence where appropriate.
- All awards that are submitted after the designated date and time will not be accepted or considered by the committee.
- The size of the Chapter, its location, and financial status will be included in the criteria.
- The Committee will determine the weights (points) for each criterion.
- The Committee reserves the right not to present an award if no acceptable petitions are received.

II. CATEGORIES OF AWARDS:

a. Undergraduate and Alumni Individual (Noncompetitive) Awards:

- i. The Chapter Brother of the Year Award** will be presented to the brother selected by his Chapter as best typifying the Spirit of Brotherhood in Kappa Alpha Psi. Each Chapter will select one (1) "**BROTHER OF THE YEAR**", whose name must be the Eastern Province Achievement & Awards portal. If a Chapter submits more than one name, both submissions will be null and void. No consideration will be given to either submission.
- ii. The Individual Achievement Award** will be presented to those brothers selected by their Chapter in recognition of outstanding accomplishments and contributions during the award year. Accomplishments and contributions may be in **Fraternity Service, Community Service, or Professional Service**. Chapters wishing to recognize the individual achievement of its members must submit the name(s) of the brother(s). These awards shall be limited to three brothers per Chapter and must be uploaded to the Eastern Province Achievement & Awards portal by the designated due date.

b. Undergraduate and Alumni Individual (Competitive) Awards:

- i. The Donald G. Murphy Memorial Military Achievement Award** will be presented to one Alumni and one Undergraduate brother in the Eastern Province who has made significant military, fraternal, academic, and community service contributions and recognized accomplishments. The recipient of this award must be a financial member of the Province and in good standing in either the Arms Services or at his institution of higher learning. The recipient's military, fraternal, academic, and community service contributions and accomplishments must be of significance during active duty, reserve/guard, or ROTC duty. The recipient must reside in the Eastern Province during the award year and be recommended by a chapter in the Eastern Province. The Alumni and Undergraduate recipients will be selected by the Achievements and Awards Committee. The award, consisting of an appropriately inscribed plaque and certificate, will be

funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council. The Alumni and Undergraduate recipients of this award will be forwarded to the Military and Veterans Affairs Commission for further evaluation in support of Grand Chapter awards. See cover sheet for details.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-100%

- ii. The William L. Crump History Award** is competitive on both the Undergraduate and Alumni levels. All applicants must be financial on the local Chapter, Province, and Grand Chapter levels to submit. The Eastern Province award recipients will receive a wood-based plaque with appropriate inscription on a metal plate that will be presented to the winner acknowledging first place during the Eastern Province Council. All applicants for the William L. Crump History Award must write a research paper on some historical aspect of the Fraternity, detailing a person, chapter, or movement. If the research paper does not represent an original topic, it should at least demonstrate an authentic and enlightening contribution to the existing history by presenting a fresh perspective. The research paper should include the following: (1) Introduction, (2) Research Topic, (3) Organization i.e. the applicant shall choose a descriptive title for the paper. The paper shall have an introduction followed by the body and a reference page(s). Use smooth transitions between each subsection. ***Subsections are Descriptive Titles, Introductions, Research and Results, Observations, Discussions, Validation, Conclusions, and References (Sources).***

Formatting requirements should result in a paper with approximately **2,500-3,000 words**. **Note: *The quality of the contents is most important, not the length.***

Font Size: 12-point

Font Type: Times New Roman or New Century Schoolbook

Line Spacing: Double-spaced Paper

Margins: 1-inch margins on all four sides and justified text Tables and **Figures:** Number all tables, figures, photos, and similar items. Use these numbers to explicitly refer to such items.

The resultant research paper shall be uploaded to the Eastern Province Achievement & Awards portal for evaluation. The Eastern Province Achievement and Awards Committee will review and select the Undergraduate and Alumni research papers.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-100%

c. Undergraduate Individual (Competitive) Awards:

- i. The James Overton Academic Achievement Award** will be presented to those Undergraduate Chapter brothers who have a grade point average of 3.0 or higher on a 4.0 system. Each Undergraduate Chapter Advisor must have the educational institution's registrar certify the academic average. Each Undergraduate Chapter brother's name, earned credits, grade point average, and cumulative grade point average must be submitted to the Eastern Province Achievement & Awards portal by the designated due date.

The advisor must confirm receipt and review of a sealed and/or signed Undergraduate Academic Average on the official transcript received from the College or University registrar.

JAMES OVERTON ACADEMIC ACHIEVEMENT AWARD

A. Eligibility

- 1. Brothers nominated must be certified by the registrar of their respective institutions as to proper enrollment and pursuing an undergraduate degree** for the Fall semester or quarter of the award school year.
- Brothers' grade point **average must be 3.00 or above** on a 4.0 scale.
- Brothers nominated must be in good standing with the local Chapter, Province, and Grand Chapter as well as their institutions. In addition, the Chapter must be in good standing.
- A **\$1,500 check** will be awarded to the **applicant with the highest grade point average** who has also completed at least two full academic semesters (or 1/4 of the requirement for a Bachelor's Degree).
- The petition submitted to the portal **must have the university's official seal and/or signature.**

B. Process

- The application for this award must be uploaded to the Eastern Province Achievement & Awards portal for review and decision.
- The Committee shall select the three top candidates with cumulative grade point averages above 3.00 for the three plaque awards. All other qualified applicants will receive a certificate.

C. Application Package

- All partitions must be uploaded using the official Eastern Province Achievement & Awards Committee Portal.

D. Areas to be judged

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

E. The Award

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

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

NOMINATION FORM: JAMES OVERTON ACADEMIC ACHIEVEMENT AWARD

STUDENT'S NAME

DATE:

ADDRESS:

PHONE:

ACADEMIC MAJOR:

EXPECTED GRADUATION DATE:

CREDITS EARNED TOWARD GRADUATION:

CREDITS REQUIRED FOR GRADUATION:

CUMULATIVE GRADE POINT AVERAGE:

College Activities and Organization Memberships:

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

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-25%

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

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-25%

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

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-25%

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

ii. **The Howard L. Tutman, Jr. Undergraduate Service Award** will be presented to one Undergraduate brother in the Eastern Province currently in good financial standing, may not be under investigation or affiliated with a chapter under investigation by the fraternity/university/ college, chaired or served on a committee in an exemplary capacity on any level of the fraternity, and/or may hold or have held an elected office/position on any level of the fraternity. The award, consisting of an appropriately inscribed plaque and certificate, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-100%

a. **Alumni Individual (Competitive) Awards:**

i. **The Linwood C. Hardmon Chapter Advisor of the Year Award**

will be awarded to the Chapter Advisor of the Chapter that won the Undergraduate Chapter of the Year Award. This action will align the Eastern Province with IHQ standards with the caveat of small, medium, and large Chapter criteria. No application is needed from an individual for the Chapter Advisor of the Year Award. This award is automatically awarded to the advisor of the Chapter that won COY. The recipient of this award must be a financial member of the Province. The Achievement and Awards Committee will select the awardee. The award, consisting of an appropriately inscribed plaque and certificate, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Province Council.

ii. **Senior Kappa Impact Award**

Individual Impact Awards: Presented to brothers who have demonstrated outstanding support and contributions to Senior Kappas at the Province/Chapter levels as well as in the community. Chapters wishing to recognize the individual achievement of its members must submit the name of the nominee and complete the form to support the below criteria. Selections will be made by the Awards and Achievements Committee based on the criteria below:

Did the nominee's influence directly improve Senior Kappa participation and involvement at the Province and/or Chapter levels? This includes but is not limited to, improving Senior Kappa attendance at Province and/or Chapter meetings, community service, and planning and executing events.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-25%

Did the nominee perform a selfless act that directly contributed to the overall health and welfare of Senior Kappa's at the Province and/or Chapter levels?

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-20%

What events did the nominee and Senior Kappa Committee organize that targeted Senior Kappa's?

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-20%

What sponsored local events did the nominee and Senior Kappa Committee

participate in? **Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-20%**

What did the nominee and Senior Kappa Committee do for the Senior community at large?

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-15%

The awards are to be presented to the first-place chapter in the small, medium, and large category. The award, consisting of an appropriately inscribed plaque, is funded by the Eastern Province, and presented at the Province Council.

Undergraduate Chapter (Competitive) Awards:

The W. Henry Greene Award will be presented to no more than one first, second, and third place Chapter in each of the categories: (small, 7-20 members; medium, 21-30 members; and large, 31 and more members) with the highest cumulative average for the Fall semester or quarter of the award school year. Certificates will be presented to the second and third-place Chapters for this award. The undergraduate Chapter Advisor is requested to compile the data for the Chapter for which he serves as the advisor. The steps to be followed in qualifying the Chapter for this award are:

1. Each Chapter Advisor is responsible for providing the names of each financial/member in good standing to the Achievement & Awards Committee. Greek Life (Student Life/ Student Affairs/Student Development) will secure the GPA of each financial/member in good standing of the Chapter for the current fall semester or quarter of the award year for the Achievement & Awards Committee to compute the cumulative average and to certify it. Because of the confidentiality of academic records, this information can be acquired by securing permission from each Chapter brother for the GPA Release. Use the official portal to prepare the Chapter submission.

W. HENRY GREENE UNDERGRADUATE CHAPTER ACHIEVEMENT AWARD

A. Eligibility

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

B. Process

1. The application for this award must be **approved in a formal meeting of the Chapter** and must be uploaded to the Eastern Province Achievement & Awards portal for review and decision.
 2. The Committee shall select no more than one undergraduate Chapter in each category: small (7-20 members); medium (21-30 members); and, large (31 and more members).
2. In the event of a tie, the following scoring rubric will be used to determine the winner:

In the event of a tie, extra meritorious Chapter and member involvement at the campus, level will be considered.	Point Value: 0-5 - Percentage Value: 0-25%
In the event of a tie, extra meritorious Chapter and member involvement at the community level will be considered.	Point Value: 0-5 - Percentage Value: 0-25%
In the event of a tie, extra meritorious Chapter and member involvement at the Province level will be considered.	Point Value: 0-5 - Percentage Value: 0-25%
In the event of a tie, extra meritorious Chapter and member involvement at the National level will be considered.	Point Value: 0-5 - Percentage Value: 0-25%

C. Application Package

1. The application emanates in the Chapter and is forwarded to the official Eastern Province Achievement & Awards Portal.
2. The completed application form must be supported with documentation.
3. Provide a summary statement (1,500-word count) of Chapter activities and involvement.
4. **A required signature(s) from the Chapter Polemarch** and others must be included in the packages when sent to the official Eastern Province Achievement & Awards Portal.

Areas to be judged

1. The cumulative GRADE POINT AVERAGE of each member of the Chapter must be listed and the Chapter average shall be at least 3.0 on a 4.0 scale.
2. In the event of a tie, extra meritorious Chapter and member involvement at the campus, community, Province, and National levels will be considered.

E. The Award

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

The I. W. E. Taylor Award will be presented to only one first, second, and third-place undergraduate chapter in the small, medium, and large category whose activities for the award year are most representative of the precepts of Kappa Alpha Psi. Selection of the recipients will be by ballot of the members of the Eastern Province Achievements and Awards Committee and criteria contained in the application package.

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

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

AWARD A. Eligibility

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

B. Process

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

C. Application Package

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

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

1. Chapter goals and objectives are developed and are a regular part of the Chapter's management planning;
2. The Chapter's budget is consistent with the goals and objectives;
3. An effective and viable Chapter Guide Right Program is ongoing;
4. An effective and viable Chapter Membership Intake program exists (attach a copy of the most recent program and activities);
5. National and Province programs of Kappa Alpha Psi are supported as an ongoing part of the Chapter's activities;
6. Extra meritorious service to the campus community and the external civic community occurs;
7. There is involvement in campus leadership and academic achievement of members;
8. Chapter members hold appointive offices and/or elective positions within the Province or at the

Grand Chapter level.

9. A relationship with a supporting Alumni Chapter that actively engages in the areas of fraternal business, altruism, and fraternalism.

E. The Award

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

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

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

1. Describe the Chapter's Guide Right Program.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-25%

2. Describe the Chapter's involvement in improving the quality of college/university life at your institution. Describe the perception of Kappa Alpha Psi on your campus (attach letters or newspaper clippings) and the chapter's involvement in clubs, and organizations. Name brothers in campus leadership positions, offices held, and their roles. Attach a list of brothers with majors, grade point averages, credits earned, and expected dates of graduation.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-20%

3. Describe the Chapter's involvement within the community. Identify activities under the following headings.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

- A. Political Action:
- B. Social Action:
- C. Community Service:
- D. Contributions to charitable and non-profit organizations:

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

4. Describe the Chapter's certification process under the guidance of a supporting Alumni Chapter. Describe the involvement with a supporting Alumni Chapter to implement programs that support any objective, program, or initiative of the fraternity. Describe community service or any altruistic activity jointly undertaken by the Chapter and a supporting Alumni Chapter. Describe the Chapter's involvement in hosting a formal meeting with a supporting Alumni Chapter. **(NOTE: The supporting Alumni Chapter must reside in the Eastern Province, Regions I – V).**

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

5. Describe the Chapter's level of involvement with programs or goals announced by the Grand Chapter and Province Council. Name areas of involvement.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

6. Does the Chapter have a well-articulated management plan? State the goals and objectives of the Chapter for the previous year and the results.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-5%

7. Discuss briefly the Chapter's budget: its development, source(s) of funds, distribution of resources, and relationship to the goals stated above.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-5%

8. Do the members of the Chapter hold elective or appointive offices or committee memberships at the Province or National levels? Name brothers and involvement.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

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

Alumni Chapter (Competitive) Awards:

i. The **Reclamation Award** will be presented to only one first, second, and third-place alumni chapter in the small, medium, and large categories who had the:

1. Greatest number reclaimed by total
2. Greatest number reclaimed by percentage of chapter membership

The Eastern Province Reclamation Achievement Award is available to alumni chapters in recognition of their reclamation efforts for the 2023 – 2024 fraternal year (October 1, 2023 –September 30, 2024). The chapters petitioning for this award must have at least ten (10) members who are sustaining at the local, province, and Grand Chapter levels of Kappa Alpha Psi Fraternity, Inc. at the date of submission.

Submissions must be electronically submitted using the Eastern Province Achievement and Awards Committee website, www.brothersonly-epkapsi.org/epbop no later than Sunday, **Feb 16, 2025, 11:59 pm., EST.**

The Chapter Reclamation Achievement Award will recognize the Alumni Chapters who have successfully reclaimed the greatest number of sustaining brothers during this time frame. **A reclaimed member is any member who has become active after not complying with Article XXV Section 12 of the Constitution and Statutes on all three levels for at least (4) four years.**

- The award for the most reclaimed members will be based on the percentage of chapter membership.

Criteria: (1) A reclaimed brother is one who has not been in a “sustaining” category for 4 or more years; (2) The reclaimed brother must be in Good Standing with the Grand Chapter, (3) A minimum of three reclaimed

brothers are required to be eligible for the award, and (4) The Eastern Province Reclamation Committee Chairman will validate the roster of reclaimed brothers as confirmed by the membership database.

These awards are to be presented to the first-place Chapters in each of the following categories: Small (10-30 members); Medium (31-60 members); and Large (61 or more members). The award, consisting of an appropriately inscribed plaque, will be funded by the Eastern Province of Kappa Alpha Psi and presented at the Eastern Province Council.

The William Thomas Carter Award will be presented to only one first, second, and third-place Alumni chapter in the small, medium, and large category whose activities for the award year are most representative of the precepts of Kappa Alpha Psi Fraternity, Inc. Selection of the recipients will be by ballot of the members of the Eastern Province Achievements and Awards Committee and criteria contained in the application package.

WILLIAM THOMAS CARTER ALUMNI CHAPTER OF THE YEAR AWARD

A. Eligibility

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

B. Process

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

C. Application Package

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

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

1. Chapter goals and objectives are developed, and are a regular part of the Chapter's management planning;
2. The Chapter's budget is consistent with the goals and objectives;
3. An effective and viable Chapter Guide Right Program is ongoing;
4. National and Province programs of Kappa Alpha Psi Fraternity, Inc. are supported as an ongoing part of the Chapter's activities;
5. There is involvement in community leadership by one or more of the members; Chapter members hold appointive offices and/or elective positions within the Province or at the Grand Chapter level.

E. The Award

1. A wood-based plaque with an appropriate inscription on a metal plate will be presented to the

winner in each of the three categories. Certificates will be presented to the second and third-place winners in each of the three categories.

2. The awards will be presented at the Eastern Province Council.

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

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

1. Describe the Chapter's Guide Right Program.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-45%

2. Describe the Chapter's involvement within the community such as Political Awareness, Social Action, Scholarship Support, Community Service and Charitable Contributions.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-30%

3. Describe the Chapter's level of involvement with programs or goals announced by the Grand Chapter and Province Council. Name areas of involvement.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-10%

4. Discuss briefly the Chapter's budget: its development, source(s) of funds, distribution of resources, and relationship to the goals stated above.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-5%

5. Does the Chapter have a well-articulated management plan? State the goals and objectives of the Chapter for the previous year and the results.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-5%

6. Do the members of the Chapter hold elective or appointive offices or committee memberships at the Province or National levels? Name brothers and involvement.

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-5%

RONALD R. YOUNG WEBSITE OF THE YEAR AWARD

A. Eligibility

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

B. Process

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

C. Application Package

1. Create a two-minute video virtual tour of your website.
2. Your video should include commentary that provides the committee and overview of the key points in section D. below.

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

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

E. The Award

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

(Criteria and Scoring Sheet)

Your site should be pleasing to the eye, with consistent layout from page to page. If you use a "theme" on your site, some attempt should be made to make it "yours". Your colors and graphics should complement each other. Your fonts should be easy to read and site-appropriate. You should not force your viewers to download a font to "see the site as it was intended to be seen". Each inconsistent design element (different layout, formatting, or inconsistent font changes) will cause two points to be deducted. Any horizontal scroll caused by poor planning or design will cause a loss of five points. The site's title is also important for Bookmarking. It should reflect the appropriate chapter or province name and not just "Kappa Alpha Psi" etc.

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-15%**

Navigation is very important. It should be easy for people to get around on your site, without resorting to the use of the browser's back and forward buttons. Your navigation should be consistent from page to page and located in the same place on each page. If you use a Java Script navigation system, you must also have text links on the page. Each instance of inconsistent navigation will cause a two-point deduction.

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-10%**

While we don't expect every site to be 100% accessible, we will check for appropriate graphic Alt tags. For more information on Accessibility, please refer to: Each graphic not properly tagged will cause a deduction of two points.

Take the time to run spell-check on your site. Have someone else read it for grammatical errors. Then, do it again. Each spelling or grammatical error found will cause two points to be deducted.

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-10%**

Links (25 points): Do all of your internal and external links, including graphics, work in both Netscape and Internet Explorer? Each broken link will cause two points to be deducted. Other Kappa links are an important consideration:

Regional Kappa chapter links

Provincial links

National links

Other worthwhile links such Greek sites; scholarship information; Robert's Rules of Order, etc.

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-25%**

Graphics (30 points): Are they yours? If not, did you appropriately credit them? Are they crisp and clear visually? Do they download quickly? Do they complement your site? Are they appropriately tagged?

Stolen Graphics or copyrighted materials not appropriately credited will immediately stop the evaluation. The use of the "Playboy" logo will disqualify the application. Each fuzzy, unoptimized, or untagged graphic will cause a loss of two points. Are your animations appropriate for your site? A "lake applet" used on a graphic of a building just because it's "pretty" isn't an appropriate use. Use of animated gifs, just because you can, will count against you here. Inappropriate animation will reflect negatively upon the overall judge's score. A "Flash" introduction without a "skip introduction option" will reflect negatively upon the overall judge's score. Kappa Colors are Crimson and cream, but since colors are hard to match on various computers, points should not be deducted (this year) for the wide color variations of "Red & white" etc. Points should be added for appropriate color schemes that foster "readability" and reflect an "understanding" of colors. Is the Kappa Crest prominently displayed throughout the site?

Improper display of the Kappa Diamond will reflect negatively upon the overall judge's

score. Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-30%**

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

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-35%**

Does your site's content show individuality, or have you just copied information from another site?

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-5%**

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

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-5%**

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

Scoring Rubric: **Point Value: 0-5 - Percentage Value: 0-10%**

ii. **The Senior Kappa Chapter Award** will be presented to the first-place alumni chapter in the small, medium, and large category that has demonstrated exemplary support to the Eastern Province Senior Kappa/50 Year Brother Committee. Selection of the recipients will be chosen by the members of the Eastern Province Achievement and Awards Committee.

1. Chapters are required to complete and submit their petition to the Eastern Province Achievement & Awards portal for the desired awards. **The application package must be sent electronically**

by the designated date. The Achievement and Awards Committee members shall select the winner.

2. Chapter Award- Presented to the chapters that have demonstrated exemplary support to the Eastern Province Senior Kappa / 50-Year Brother Committee. Chapters wishing to be recognized must complete the form to support the criteria below. Selections will be made by the Awards and Achievements Committee based on the criteria below:
3. Criteria: (1) Has a Senior Kappa Committee Chairman; (2) Conduct events that specifically target Senior Kappa participation and involvement at the Chapter and/or Province levels. Events must be led/organized by the Senior Kappa Committee; (3) Timely submission of at least 3 quarterly reports to their respective Province committee representative
4. These awards are to be presented to the first-place chapter in the small, medium, and large category. The award consists of an appropriately inscribed plaque, funded by the Eastern Province, and presented at the Province Council.

SENIOR KAPPA CHAPTER AWARD

A. Eligibility

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

B. Process

1. The application for this award must be approved in a formal meeting of the Chapter and uploaded to the Eastern Province Achievement & Awards portal to the Eastern Province Achievement & Awards portal for review and decision.
2. The Committee shall select the first-place chapter in the small, medium, and large category. C.

Application Package

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

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

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

Scoring Rubric: Point Value: 0-5 - Percentage Value: 0-100%

E. The Award

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