

# ALUMNAE

CHAPTER AWARDS SUBMISSION GUIDE



ALPHA OMICRON PI

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# WELCOME

This alumnae chapter awards guide includes everything you need to know about Alumnae Chapter awards and is your guide to the awards process. We look forward to learning about your accomplishments and recognizing outstanding alumnae chapter achievements!

Please contact the Awards Committee at [AwardsSubmitted@alphaomicronpi.org](mailto:AwardsSubmitted@alphaomicronpi.org) if you have any questions about the awards process.

## SUBMISSION REQUIREMENTS

- Chapters are encouraged to submit applications for all award categories.
- Each chapter may submit only one application per category award.
- Video submissions are required unless otherwise noted.

## VIDEO SUBMISSION INFORMATION

- Videos may NOT be sourced out to professionals and must be recorded through Zoom or a similar platform.
- Videos should be no longer than 10 minutes per award and cover the requested question prompts listed in this guide and on SmarterSelect.
- Officers featured in videos may screen share and/or use a slide presentation. If you do so, you are encouraged to utilize the AOII brand.
- Be sure to test your links prior to submitting your application.
- Be sure to grant access to 'anyone with link' when sharing your video link. If judges cannot access your video because of password protection, it will be disqualified.

## SHARING YOUR VIDEO LINK

- **FOR ZOOM:** Please ensure that the recording is set to be shared publicly, that there is no expiration date, and that the password protection is turned off.
- **FOR GOOGLE:** Please upload the video file to your Google Drive and use the "Get Link" feature, ensuring that anyone can view the link.
- **FOR DROPBOX:** Please upload the video file to Dropbox and use the "Copy Link" share feature.

## ELIGIBILITY

All chapters are eligible for recognition if the following criteria have been met:

- The chapter has remained in good standing with Alpha Omicron Pi throughout the 2023 calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

## DEADLINE

**This awards submissions deadline is March 1, 2024 at 11:59 PM CDT.**

## STEPS TO SUCCESS

- Carefully read the criteria and requirements for the various awards. These requirements must be strictly followed.
- Work with the officers in your Alumnae Chapter to gather information needed for each award category. Because each category may need information from multiple officers, use delegation and teamwork throughout the application process. It may be helpful to assign an officer to take the lead on each award application so she can confirm that the application is filled out completely and correctly before submission.
- Create a single awards login for the SmarterSelect system. It is easier to keep track of the statuses of each application and will allow multiple officers to access the applications.
- Work early, work often! Don't wait until the last minute to work on these award applications. Take advantage of the time allotted to answer the questions fully.

# GETTING STARTED

The Awards Committee is looking for applications that are creative, innovative and comprehensive. Award applications should be complete, answering each question in its entirety and honestly to the best of your chapter's ability.

## CREATING AND UTILIZING YOUR SMARTERSELECT ACCOUNT

Every chapter must set up one SmarterSelect account to use for the chapter awards process. Each chapter must create only one account for the submission of your chapter's award applications.

## SMARTERSELECT USERNAME/EMAIL ADDRESS

Chapters should use an email address that is associated with an officer role. For instance, chapter leadership can have access to and use to log into the SmarterSelect system that houses all the applications. Email addresses should not be connected to a personal email account but rather be linked to the chapter. For example: the Nashville Area Chapter might have an account email that is nashvilleAOllalumnae@gmail.com

If your chapter previously created an account with an awards email, you can continue to use the same account for chapter awards.

## FIRST AND LAST NAME FIELDS

You should use your chapter name for the First Name and Last Name fields of the account.

Nashville Area Alumnae Chapter will look like this:

First Name: Nashville

Last Name: Alumnae

## PASSWORD

When you create your password, make sure to use something that all officer team members have access to and can remember so that everyone can work on their designated applications.

## TRANSITION

Save the account information so that it can be passed along to the next officer team, and the information will not be altered or re-created.

## ACCESS

Whoever has access to the account information may change all information at any point prior to submission. Therefore, it is imperative that all members with access to the account understand the responsibility of having access.

## **SAVE, RESUME & SUBMIT**

All award applications can be saved and resumed at any point prior to the submission deadline. Be sure to hit SAVE when exiting the application and not SUBMIT. Applications cannot be retrieved and/or altered after they are submitted. **Submitting the application is FINAL.**

It is suggested that the Alumnae Chapter President review all applications prior to submitting them. Once the officers confirm the validity and honesty of the application, the Alumnae Chapter President should consider reviewing the submission one final time for accuracy before submitting the completed application.

## **UTILIZING YOUR OFFICERS**

It is in the chapter's best interest that the awards process is a collective effort of the other officers. Each application might need information from different officers, so make sure that each officer knows what she is responsible for in terms of documenting appropriate information.

In the following pages, you will find the criteria and requirements for each award as well as the exact questions that will be asked in the award application. It is recommended that each officer be given the sections corresponding to her role and responsibilities and be directed to this awards packet on the Alpha Omicron Pi website.

# ALUMNAE CHAPTER AWARDS APPLICATION QUESTIONS

## *Inspiring Ambition Alumnae: Collegiate Chapter Engagement Award*

### **AWARD CRITERIA**

The Inspiring Ambition Alumnae: Collegiate Chapter Engagement Award is presented to the chapter or chapters that have excelled in their overall collaboration and correspondence with nearby or adopted collegiate chapters, effectively communicating ways to offer individual support and collegiate chapter events to the alumnae chapter and ensuring a seamless transition to alumnae status by organizing an Alumnae Status ceremony for graduating seniors. Recipients of this award prioritize visiting their nearby/adopted collegiate chapter, ensuring personalized support for our collegians.

**[To apply for this award, please click here.](#)**

### **AWARD REQUIREMENTS**

- The chapter has remained in good standing with Alpha Omicron Pi throughout the calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

### **SUGGESTED OFFICERS**

- President
- Vice President
- Collegiate Chapter Liaison

### **AWARD QUESTIONS**

1. What are the collegiate chapter(s) your alumnae chapter engages with and/or supports?
2. Highlight how your chapter engages with collegians in one or more of the following areas:
  - Ambition
  - Diversity, Equity & Inclusion
  - Leadership
  - Sense of Belonging
  - Service
3. Describe how your alumnae chapter supports a local collegiate chapter during recruitment and in planning and executing of a Founders' Day celebration.

# *Inspiring Ambition Alumnae: Membership Experience Award*

## **AWARD CRITERIA**

The Inspiring Ambition Alumnae: Membership Experience Award is presented to the chapter or chapters that have excelled in providing an experience to members that is dynamic and reaches alumnae in all phases of life through the prioritization of membership engagement and diversity in events and development opportunities. The recipient of this award conveys value in the membership experience.

**[To apply for this award, please click here.](#)**

## **AWARD REQUIREMENTS**

- The chapter has remained in good standing with Alpha Omicron Pi throughout the calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

## **SUGGESTED OFFICERS**

- President
- Vice President
- Programming Coordinator

## **AWARD QUESTIONS**

1. Please describe how sisterhood is incorporated into the programming activities of the chapter offering members a genuine connection to the Fraternity.
2. Give specific examples of how sisterhood has been reflected in the actions of members toward one another.
3. Describe how your alumnae chapter utilized online platforms like Zoom, WebEx, Teams, etc. to connect with one another and increase sisterhood.



# *Inspiring Ambition Alumnae: Membership Recruitment Award*

## **AWARD CRITERIA**

The Inspiring Ambition Alumnae: Membership Recruitment Award is presented to the chapter or chapters that have performed exceptionally in promoting the Alpha Omicron Pi experience and welcoming new alumnae members into alumnae chapters each year regardless of their phase of life.

**[To apply for this award, please click here.](#)**

## **AWARD REQUIREMENTS**

- The chapter has remained in good standing with Alpha Omicron Pi throughout the calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

## **SUGGESTED OFFICERS**

- President
- Vice President
- Membership Coordinator

## **AWARD QUESTIONS**

1. How many members did your chapter report to the Fraternity during spring of 2022?
2. How many will you report, or do you anticipate reporting, for spring 2023?
3. Describe how your chapter utilized new ways to recruit members this year.
4. Describe why your chapter has grown or strengthened its membership over the year. You may reference growth over the past 4 years, but the current year must be the primary focus.

# *Inspiring Ambition Alumnae: Community & Panhellenic Involvement Award*

## **AWARD CRITERIA**

The Inspiring Ambition Alumnae: Community & Panhellenic Involvement Award is presented to the chapter or chapters that have articulated and promoted the value of service NPC offers our organization in interpreting the sorority system to the community, as well as assisting collegiate Panhellenics through scholarships, philanthropic projects and community participation.

**[To apply for this award, please click here.](#)**

## **AWARD REQUIREMENTS**

- The chapter has remained in good standing with Alpha Omicron Pi throughout the calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

## **SUGGESTED OFFICERS**

- President
- Vice President
- Panhellenic Coordinator
- Philanthropic Coordinator

## **AWARD QUESTIONS**

1. Describe your two most successful and/or creative community service or philanthropy-related projects that your chapter supported or participated in during the past year.
2. How much money did your chapter raise in support of the Arthritis Foundation this past year? How much money did your chapter raise for other charitable causes this past year?
3. Describe your chapter's involvement with your city's local Alumnae Panhellenic or other NPC alumnae chapters, if applicable.
4. Highlight another example of how your chapter demonstrates the Panhellenic spirit in your community.

# *Inspiring Ambition Alumnae: Communications Award*

## **AWARD CRITERIA**

The Inspiring Ambition Alumnae: Communications Award is presented to the chapter or chapters that have successfully promoted their chapter, activities, and members within the Fraternity and to the chapter itself through communication to alumnae about chapter events, fundraisers, community service projects, and recognition of individual alumnae accomplishments. These award recipients have website and social media channels that are used to positively to promote, communicate, and engage with local alumnae.

**[To apply for this award, please click here.](#)**

## **AWARD REQUIREMENTS**

- The chapter has remained in good standing with Alpha Omicron Pi throughout the calendar year.
- The chapter may not be 30 days or more past due on any fees owed to the Fraternity or chapter's corporation.

## **SUGGESTED OFFICERS**

- President
- Vice President

## **AWARD QUESTIONS**

1. What is your website address, and what are your handles for social media accounts that you utilize to communicate with members or potential members?
2. Give examples of how you have showcased your chapter activities and members through various communication vehicles.

## *Alumnae Chapter Excellence Award*

The Alumnae Chapter Excellence Awards are presented to the most outstanding overall alumnae chapters each biennium. Recipients must excel in all areas of operations. The chapter(s) that have the highest cumulative score across all Inspiring Ambition Alumnae Award categories and that display the most significant achievements in chapter management, member support and development will be considered for this award. A chapter MUST fill out all Inspiring Ambition Alumnae Award category applications to be eligible.

**[To apply for this award, please click here.](#)**

## *Mary Ann Rice Caldwell (MARC) Award*

### **Convention Award**

Named in honor of long-time AOII Headquarters Staff member, the MARC Award is awarded to AOII's most outstanding Alumnae Chapter of the biennium. No additional submission is required for the MARC Award as the recipient will be selected from the Alumnae Chapter Excellence Award winners.