

COLLEGIATE

CHAPTER AWARDS SUBMISSION GUIDE



ALPHA OMICRON PI

TABLE OF CONTENTS

WELCOME	3
Submission Requirements	3
Eligibility	4
Timeline	4
Steps to Success	4
GETTING STARTED	5
Creating and Utilizing Your SmarterSelect Account	5
Save, Resume and Submit	6
Utilizing the Executive Team	6
COLLEGIATE AWARDS APPLICATION QUESTIONS	7
Inspiring Ambition in Community Relations Award	7
Inspiring Ambition in Membership Experience Award	9
Inspiring Ambition in Membership Integrity Award	10
Inspiring Ambition in Membership Recruitment Award	11
Inspiring Ambition in Programming & Enrichment Award	12
Inspiring Ambition in Operations Award	14
Inspiring Ambition: Executive Team Award	15
Outstanding Collegiate Chapter Advisory Board Award	16
McCausland Cup	17
Chapter Progress Award	18
Chapter Excellence Award	19
JWH Cup	19



WELCOME

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

Please contact the Awards Committee at 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 doing 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, and be sure that you do not delete the cloud recordings until after July 1, 2024. 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 has remained in good standing with its college/university 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 members of your Executive Team 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 Executive Team 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. While it is suggested that Chapter Advisors and other members of the CCAB review the applications prior to submission, chapter officers are responsible for the creation and submission of each award application.

The chapter should have one officer designated to create a SmarterSelect Account and upload award submissions on behalf of the chapter. For Medium and Large chapters, this could be the Awards Coordinator, or VPO, in Small and X-Small chapters, this could be the VPO or CP. Each VP should oversee the creation of the awards submission videos in collaboration with her team, using the questions and guidelines in this Awards Guide. Once video content is created, the officer designated to submit the awards should collect video links and submit the awards on behalf of the chapter.

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, the Beta Alpha Chapter Vice President of Operations (VPO) might have an account email that is betaalphavpo@gmail.com.

If your chapter previously created an account with an awards email, you could 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. If you are a double-letter chapter, please use your first letter as your First Name and use your second letter as your Last Name. If you are a single-letter chapter, please use your single letter for your First Name and "Chapter" for your Last Name.

Beta Alpha Chapter will look like this:

First Name: Beta

Last Name: Alpha

Alpha Chapter will look like this:

First Name: Alpha

Last Name: Chapter

PASSWORD

When you create your password, make sure to use something that any Executive Team members can 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 Executive Team, and the information will not have to be altered or re-created.

ACCESS

Whomever has access to the account information may change any and 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 Chapter President and the Executive Team review all applications prior to submitting them. Once the officers confirm the validity and honesty of the application, the Chapter President should consider reviewing the submission one final time for accuracy before submitting the completed application.

UTILIZING THE EXECUTIVE TEAM

It is in the chapter's best interest that the awards process is a collective effort of the Executive Team. Each application might need information from different Vice Presidents and their respective teams, 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.

COLLEGIATE AWARDS APPLICATION QUESTIONS

Inspiring Ambition in Community Relations Award

AWARD CRITERIA

The Inspiring Ambition in Community Relations Award is presented to the chapter or chapters that have supported AOII's mission and vision by setting strategy and overseeing the functional areas of communications, philanthropy, community engagement, campus and Panhellenic relations, and social events.

Recipients of this award have implemented intentional strategic planning, collaboration, and the development and maintenance of positive relations with external entities across campus and the community.

[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 has remained in good standing with its college/university 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

- VP of Community Relations
- Director of Philanthropy
- Director of Panhellenic Relations
- Director of Event Planning

AWARD QUESTIONS

1. Please provide your website address, and your social media account handles that you utilize to communicate with members, alumnae, and potential members.
2. How does your chapter inspire ambition in community relations by promoting yourselves, members, and events of the chapter?
 - a. Briefly highlight how your chapter incorporated new ideas into your social media plan this year.
 - b. Briefly highlight how your chapter promoted any event that was planned during the calendar year, either in-person or virtually.

3. Describe your chapter's philanthropic and service efforts related to arthritis support and/or the Arthritis Foundation. Include fundraising events and dollars raised, education and service as applicable.
4. Describe your chapter's philanthropic and service efforts related to your chapter's local philanthropy (other than the Arthritis Foundation). Include fundraising events and/or service opportunities.
5. Briefly highlight projects/activities/events (in-person or virtual) that your chapter sponsored and/or supported this year for your COLLEGE CAMPUS.
6. Briefly highlight projects/activities/events (in-person or virtual) that your chapter sponsored and/or supported this year for your COMMUNITY (outside of your campus).
7. Describe what efforts your chapter has made to enhance fraternity/sorority relations on your campus, i.e., partnering/co-sponsoring an event (not Strike Out Arthritis) or educational program with another fraternity/sorority.
8. Describe how the Community Relations team utilizes collaboration to achieve success.

Inspiring Ambition in Membership Experience Award

AWARD CRITERIA

The Inspiring Ambition in Membership Experience Award is presented to the chapter or chapters that have fostered an exceptional lifetime membership experience beginning as a new member, through the collegiate experience, and finally through the transition to alumnae status.

This award is earned by chapters who have displayed effective communication, created engaging programming, implemented innovative initiatives for developing sisterhood, and have consistently collaborated with Executive and Membership Experience Teams.

[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 has remained in good standing with its college/university 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

- VP of Membership Experience
- Director of New Member Experience
- Director of Lifetime Engagement

AWARD QUESTIONS

1. Describe what steps the chapter takes to ensure new members are successfully integrated into chapter life. This should include information about the preparation and execution of the New Member Experience Program, how Infinity Sisters are utilized, and how innovative events and programs are implemented to ensure a strong membership experience beginning during the new member period.
2. What events and programs did the chapter host that cater to sisters throughout the stages of their collegiate membership? This should include information about new member experience programming, lifetime engagement programming and member recognition initiatives.
3. What opportunities are provided by the chapter for sisters that foster sisterhood, inclusion and belonging?
4. Describe how the Membership Experience team utilizes collaboration to achieve success.

Inspiring Ambition in Membership Integrity Award

AWARD CRITERIA

The Inspiring Ambition in Membership Integrity Award is presented to the chapter or chapters that have developed and maintained strong relationships with your chapter and in the world around us, while ensuring the favorable reputation and internal harmony of the chapter.

These chapters have worked to educate members about personal responsibilities and behavioral expectations set by AOII Governing Documents and local Chapter Bylaws through modeling exemplary behavior, effective communication, and education.

[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 has remained in good standing with its college/university 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

- VP of Membership Integrity
- Director of Finance
- Director of Chapter Culture

AWARD QUESTIONS

1. What ambitious activities or event(s) does your chapter utilize to inspire successful retention? Describe your chapter's retention success. Relevant information would include:
 - a. How many members did your chapter suspend in 2023?
 - b. How did you use innovation to actively retain members?
 - c. How does your chapter re-engage members who feel, or act disconnected?
2. Describe the most creative methods your chapter uses to educate members about finances and their personal financial obligations to the Fraternity and the Chapter's Corporation.
3. Describe how your chapter communicates and manages officer budgets.
4. Describe the chapter's year-round education plan in the areas of risk reduction and prevention.
5. Describe how the Membership Integrity team utilizes collaboration to achieve success.

Inspiring Ambition in Membership Recruitment Award

AWARD CRITERIA

The Inspiring Ambition in Membership Recruitment Award is presented to the chapter or chapters that have performed exceptionally in promoting the sorority experience to potential new members and welcoming new members into Alpha Omicron Pi.

Recipients of this award consistently excel in all chapter operations related to membership recruitment including primary recruitment, continuous open bidding (COB), bid day, recruitment practice, membership selection functions, and promotional activities.

[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 has remained in good standing with its college/university 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

- VP of Membership Recruitment
- Director of Recruitment
- Director of Continuous Recruitment

AWARD QUESTIONS

1. Describe the chapter's pre-recruitment workshops and training. Include specific examples of workshops/retreats hosted and what knowledge members gain from the experience.
2. How does the VP MR and her recruitment team strategically pair recruiters and PNMs during recruitment events?
3. How does the VP MR and her recruitment team educate and train the chapter on COB? What does the chapter do to build relationships with PNMs throughout the entire year?
4. Explain how the chapter is administering a post-recruitment evaluation and utilizing the results to allow the chapter to inspire ambition in this area.
5. Explain in detail how the chapter collaborates with the Panhellenic community to promote the sorority experience. How is the chapter inspiring ambition in this area?
6. Describe how the Membership Recruitment team utilizes collaboration to achieve success.

Please note - RFM data will also be provided to judges to assist in the selection of award winners.

Inspiring Ambition in Programming & Enrichment Award

AWARD CRITERIA

The Inspiring Ambition in Programming & Enrichment Award is presented to the chapter or chapters that have successfully implemented a holistic approach to all facets of membership enrichment through intentional programming to build resilience, confidence and ambition.

Recipients of this award organically foster a culture of diversity, equity and inclusion through ongoing education and enrichment in the areas of personal development, personal well-being and AOII principles and values. The chapters excel in their efforts to effectively communicate, create ongoing intellectual curiosity, establish innovative initiatives, engage facilitation, and collaborate with our Executive and Programming and Enrichment Teams.

[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 has remained in good standing with its college/university 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

- VP of Programming & Enrichment
- Director of Ritual Education
- Director of Diversity, Equity & Inclusion
- Director of Academics

AWARD QUESTIONS

1. What initiatives has the chapter taken to educate its members about diversity, equity and inclusion as they relate directly to the Alpha Omicron Pi membership experience? Explain all programs and training.
2. What health and well-being programs has your chapter implemented and in what ways is your chapter promoting and supporting the wellness of your members?
3. What academic success programs has your chapter implemented and in what ways is your chapter promoting and supporting your members to meet their academic goals?
4. Please explain in detail how the chapter is successfully incorporating innovation into Ritual activities, including but not limited to ways Ritual is incorporated into chapter activities, recruitment, and recognizing members who exemplify Ritual in their daily lives.

5. Describe how the Programming & Enrichment team has utilized the strategy to create a comprehensive member educational program. This may include how Ritual Education, DEI, academics, and health and wellbeing have been married together, how programs and chapter needs are assessed, how programming is designed to support chapter initiatives, etc.
6. Describe how the Programming & Enrichment team utilizes collaboration to achieve success.

Inspiring Ambition in Operations Award

AWARD CRITERIA

The Inspiring Ambition in Operations Award is presented to the chapter or chapters that have achieved success in all areas related to chapter operations and management to ensure that policies and processes of Alpha Omicron Pi are being adhered to by chapter leadership and members.

The selected recipients of this award perform exceptionally in the area of chapter operations including internal chapter communication, maintaining chapter property, chapter meetings, hosting visitors, and officer onboarding.

[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 has remained in good standing with its college/university 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

- VP of Operations
- Director of Administration
- Director of Chapter Property

AWARD QUESTIONS

1. Explain the frequency of chapter meetings, executive team meetings, officer team meetings, and work group meetings. What preparation is put into each type of meetings, how is information about these meetings shared with members and what processes are put in place to organize each meeting?
2. Describe the chapter's process for elections. How does the chapter market the officer experience? What types of mentor relationships are offered to emerging leaders?
3. Describe how the chapter is executing officer onboarding and promoting leadership development among the chapter officers.
4. How is the chapter communicating with its members? Explain the communication methods used and how each of those methods contributes to the success of the chapter.
5. If applicable, describe how the chapter is communicating and fostering a positive experience and sense of belonging regarding the chapter facility. What innovative practices are used when preparing for and hosting a guest?
6. Describe how the Operations team utilizes collaboration to achieve success.

Inspiring Ambition: Executive Team Award

AWARD CRITERIA

The Inspiring Ambition: Executive Team Award is presented to the chapter or chapters that have an outstanding Executive Team. An outstanding Executive Team is innovative, builds great working relationships, establishes strong communication and much more.

[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 has remained in good standing with its college/university 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

- Executive Team

AWARD QUESTIONS

1. How has your Executive Team been innovative in fostering a positive working relationship with your Collegiate Chapter Advisory Board (CCAB)?
2. How has your Executive Team been innovative in developing impactful relationships with each other?
3. How has your Executive Team been innovative in fostering good communication with the chapter overall?
4. Give examples of how each Vice President (VP) leads her team and how you have measured success.
5. Explain how your chapter has embraced the concept of work groups and give examples of their achievements and functioning.
6. Briefly discuss ways in which the Executive Team collaborates to set and accomplish your Inspire Goals.
7. Elaborate on one of your Inspire Goals and how improvement was made over the course of the year.

Outstanding Collegiate Chapter Advisory Board Award

AWARD CRITERIA

The Outstanding Collegiate Chapter Advisory Board Award is presented to the chapter or chapters that have an outstanding Collegiate Chapter Advisory Board (CCAB). An outstanding CCAB is made up of dedicated advisors who selflessly support a collegiate chapter through encouraging and supporting officers to remain innovative, to prioritize establishing great working relationships, and to establish exceptional communication across all facets of chapter operations.

[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 has remained in good standing with its college/university 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

- Collegiate Chapter Advisory Board

AWARD QUESTIONS

1. How has your Collegiate Chapter Advisory Board (CCAB) been innovative in fostering a positive working relationship with chapter officers?
2. How has your Collegiate Chapter Advisory Board (CCAB) been innovative in developing impactful relationships with each other?
3. Briefly describe the activities and/or events in which the Collegiate Chapter Advisory Board (CCAB) interacts with the chapter.
4. Briefly discuss ways in which the Collegiate Chapter Advisory Board (CCAB) members help the chapter set and accomplish their Inspire Goals.

McCausland Cup

AWARD CRITERIA

The McCausland Cup is presented to the chapter or chapters with the highest chapter GPA for the year. It is selected based on data only. This award was named in honor of Lillian MacQuillian McCausland, eighth National President.

[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 has remained in good standing with its college/university 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

- VP of Programming & Enrichment
- Director of Academics

AWARD QUESTIONS

1. What is your most recently known Chapter GPA?
2. What is your campus All-Women's Average GPA?
3. What is your campus All-Panhellenic Average GPA?
4. What is your chapter's rank among NPC chapters on your campus? (Indicate #/out of #)
5. Indicate the number of members earning a 3.0 or better and what % of your total membership that represents. (e.g., 180 – 90%)
6. Indicate the number of members earning a 3.5 or better and what % of your total membership that represents. (e.g., 160 – 80%)
7. Indicate the number of members earning a 4.0 or better and what % of your total membership that represents. (e.g., 20 – 10%)

Chapter Progress Award

AWARD CRITERIA

The Chapter Progress Award is presented to the chapter or chapters that have displayed significant growth and progress in the areas of chapter operations, member support and development in the past calendar year.

[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 has remained in good standing with its college/university 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

- Executive Team

AWARD QUESTIONS

1. Please provide, in detail, examples of the progress the chapter has made in all areas of chapter life including chapter operations, recruitment, retention, risk reduction, programming and education.
2. Provide specific example(s) of the progress the chapter has made in creating a sense of belonging in Alpha Omicron Pi for your chapter members. This should include ways the chapter has encouraged affinity for Alpha Omicron Pi in its members and how the chapter has worked to create a more inclusive experience for all members.

Chapter Excellence Award

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

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

JWH Cup

Convention Award

Named in honor of AOII Founder Jessie Wallace Hugan, the JWH Cup is awarded to AOII's most outstanding chapter of the biennium. No additional submission is required for the JWH Cup as the recipient will be selected from the Chapter Excellence Award winners.