

Beta Theta Pi
185th General Convention
Fraternity Awards Program Frequently Asked Questions

General Convention Awards are now live! Applications and nominations must be submitted before April 15, 2024. In order to answer some frequent questions that may be crossing your mind, please review the questions and answers below. If your question isn't listed below or you have other concerns, please contact the awards team at awards@beta.org.

How do I apply for chapter and individual awards?

To nominate a chapter or individual for an award or to submit an application for an award, please complete our online forms prior to April 15. You can visit the Awards resource page [HERE](#) to find all of the awards, eligibility requirements, and links to the necessary forms. You may also go directly to the [Chapter Awards Form](#) or the [Individual Awards Form](#).

When is the deadline to submit awards?

General Convention Awards are due by Monday, April 15. Chapters and individuals are highly encouraged not to wait until the last minute to submit awards, as many require well-developed answers, attachments, letters of support, etc. Please ensure you understand eligibility and award requirements prior to submission.

Why should our chapter take the time to submit awards?

Year after year, chapters and individuals are highlighted for the excellent work they are doing for their chapter, the General Fraternity and local community. Applying for these awards is an opportunity to be celebrated and recognized for the 2023-2024 academic year. Beyond the recognition for chapter's good work, it's also a great opportunity to show your appreciation for a volunteer who has contributed to your chapter's success, health and well-being.

How does my chapter apply for an award?

Each award will have its own specific link for your award submission. Please read the eligibility and award submission requirements carefully. Failure to meet eligibility and award requirements may result in not receiving the award.

The John Reily Knox Award and Francis H. Sisson Award do not have an application, so how do I apply?

There is no application for these awards. However, chapters are required to apply for certain awards to be considered for a Knox or Sisson Award. You must submit at least one award application for each of the four categories below:

- Service: John Holt Duncan Service Award or Campus Involvement Award*
- Alumni: Outstanding Alumni Relations Award or Stephenson Historical Preservation Award*
- Communications: North Dakota Communication Award*
- Singing: Whitman Choral Cup, Best New Song or Shelby Molter Song Competition Award*

The Knox Award is calculated based on historical chapter performance and information submitted by your chapter. Chapters that don't submit needed data could be disqualified for the award. The SCOE report on MyBeta > chapter homepage shows how your chapter is performing against most Knox Award criteria.

Our chapter doesn't qualify for a Sisson or Knox Award. Should we apply for any of the other awards?

Yes, we encourage all chapters to apply for any award, even if they do not qualify for a Sisson or Knox Award. Although the Knox and Sisson Awards are designed to recognize the Fraternity's most successful chapters, many of the other awards are focused on specific chapter operations or individuals, which you may be incredibly good at! Being familiar with the requirements for these awards and others can provide the chapter a sense of direction and a goal to strive for in the coming year(s).

My chapter plans to participate in the Shelby Molter Song Competition. What is the process for this award submission?

Chapters that plan to submit an original recording for this song should submit a recording to the Awards Team at awards@beta.org. Submissions may be played at the 185th General Convention for everyone to enjoy! This award will be announced and conferred to the award winner at Convention.

If I or my chapter receives an award, when will we receive this award?

Chapters and individual award winners should plan to receive their award in-person at Convention. If you are unable to transport your award home following Convention, you can expect your award to be shipped to you no later than two weeks post-Convention.

What if I or my chapter does not receive an award?

We understand that this can be disappointing. We hope this will not deter you from applying for awards next year! If you would like to receive feedback on your award submission, please contact awards@beta.org.

What questions, letters of recommendation or other documents will I be asked to complete for each award?

It's great to be prepared when submitting your award application or nomination! In the sections below, you'll find the specific questions you'll be asked and the attachments you'll be expected to include.

What questions will I be required to answer for the Outstanding Recruitment Program Award?

- Attach a copy of your chapter's pre-, during and post-recruitment plans, including your calendar/timeline.*
- Describe how your chapter builds relationships with potential new members before, during and after your recruitment cycle.*
- Describe how your chapter engages advisors and alumni in your recruitment efforts.*
- Describe how your chapter builds relationships with identities of the campus community who are not represented within the chapter or fraternity system.*
- What efforts have been made to lower barriers of membership for potential new members (within the chapter and in the IFC)?*
- What efforts has the chapter made to network and connect with maybe- and non-joiners?*
- How does your chapter market and create brand awareness on campus?*
- Attach your timeline/plan for use of the Men of Principle Scholarship.*
- Describe how members of the chapter are educated on relationship-based (year-round) recruitment.*
- Attach resources and/or educational materials for recruitment training, education and/or workshops.*
- Describe how you articulate membership obligations to potential new members during recruitment.*

- Describe how you articulate the benefits of membership to potential new members during recruitment.
- Attach any materials you use during recruitment to communicate the benefits of membership to potential new members.
- Please include information from the past year around the following recruitment results:
 1. How many men were you expecting to join?
 2. How many bids were extended?
 3. How many men accepted bids?
 4. How many men were initiated?
 5. How many men are still in the chapter?

What questions will I be required to answer for the Advisory Team of the Year Award?

- Describe how advisors are involved in routine chapter operations.
- Describe the advisors' role in officer training and transitions.
- Describe any training(s) conducted by the advisory team in the last year.
- Describe how the advisors share information with each other and the chapter.
- Describe how the advisory team interacts with General Fraternity Officers and Administrative Office staff.
- Attach any relevant documents, including letters of support, advisor training materials, etc.

What questions will I be required to answer for the H.H. Stephenson Jr. Award for Historical Research & Preservation Award?

- Our chapter currently has a chapter history book or history pamphlet (Yes or No).
- Please identify any steps being taken and an estimated date of completion for creating a chapter history book or history pamphlet.
- (1) A copy of the Chapter's written archival program that includes policies and procedures for archiving. It should address:
 - Chapter Archives – a description of where all artifacts, awards, writings, photos, and other historically significant memorabilia are kept throughout the year.
 - Chapter Log/Inventory – include a list with descriptions of all items currently held within the chapter's archives, denoting any entries/additions that were made in the past academic year. Please also include any items that are currently on display.
- (2) A copy of the chapter's written historical education program that includes the chapter's strategy for educating members about the history of the Beta Theta Pi Fraternity. It should address:
 - Oral Histories – include the names, roll numbers, and transcripts/digital recordings from interviews conducted with any distinguished and/or elder Beta alumni.
 - Presentations on History – include description of any additional educational events and activities scheduled for chapter members and alumni. All events must be chapter sponsored.

What questions will I be required to answer for the John Holt Duncan Community Service Award?

- Please describe a service or philanthropy project that demonstrates the chapter's commitment to your community.
 - Group or Recipient of Service
 - Number of years chapter has worked this project
 - Date of project

- *Number of Members Involved*
- *Total number of hours completed (Hours at project x number of members there)*
- *Related program descriptions, pictures, press releases and thank you notes for this project.*
 - **Question can be repeated up to 4 times**

What questions will I be required to answer for the North Dakota Award for Alumni Communication?

- *Attach samples of print or digital newsletters, social media posts or other documentation that describe your activities. Please include a separate statement or memo that details your communication efforts.*
 - *You may attach up to 10 documents.*

What questions will I be required to answer for the Outstanding New Member Program Award?

- *Attach a copy of your new member education program.*
- *Describe the role that advisors and alumni play in your new member education process.*
- *When was the last time your District Chief reviewed the new member program?*
- *What steps are taken to ensure hazing is not part of the new member education experience?*
- *Which Beta songs do you teach during the new member program?*
- *Describe the activities that help new members build strong friendships among the pledge class.*
- *Describe the activities that help new members build strong friendships with initiated brothers.*
- *Describe how you incorporate philanthropy and service into the new member program.*
- *Do you do an Eye of Wooglin during the new member program?*

What questions will I be required to answer for the Excellence in Risk Management Award?

- *How many times per year is the chapter educated on Beta's Risk Management Policy? Who conducts that education?*
- *How is risk management education incorporated into the new member program?*
- *Describe additional education/program/speakers that promote the safety and wellness of your members.*
- *In addition to Beta's Risk Management Policy, what tools or checklists do you use when planning a chapter event?*
- *Who reviews, approves and signs contracts?*
- *Does the chapter typically provide transportation to social functions? If yes, what methods do you use?*
- *Does the executive board/chapter conduct an evaluation or post-mortem after major events?*
- *Describe how advisors are involved in planning safe chapter events.*
- *If applicable, describe how your house corporation volunteers/alumni are involved in planning safe chapter events.*
- *What is the biggest risk management challenge your chapter faced in the last year?*
- *Attach any relevant documents, such as outlines for risk management workshops, timeline for planning events or event planning checklist.*

What questions will I be required to answer for the Outstanding Alumni Relations Program Award?

- *Describe your committee's activities to find lost brothers and routinely update contact info for your alumni base. Feel free to include statistics such as progress to reduce the number or percentage of lost brothers, the number of address corrections submitted to the Administrative Office, etc.*

- Describe ways the chapter incorporates alumni into routine chapter operations. Examples could include inviting alumni to Ritual, asking prominent alumni to speak at chapter meetings, etc.
- Describe alumni events hosted in the last year.
- Describe other innovative and effective ways the alumni relations committee is connecting with chapter alumni.
- Upload samples of alumni communication from the last 18 months. This could include copies of printed and e-newsletters, links to social media feeds, etc. You can attach up to 10 documents.
- Upload other documents to support your award application. You can attach up to 5 documents.

What questions will I be required to answer for the Outstanding Campus Involvement Award?

- Upload an excel file that follows this format of column headers: Name, Organization, Position in Organization, Tenure in that position (MM/YY - MM/YY). If you have a letter of recommendation, please attach it here as well.

What questions will I be required to answer for the Most Improved Chapter award?

- Please attach a written statement (not more than 3 pages) that details improvements in your chapter in any of the following areas: chapter operations, recruitment methods, new member education and member development, financial operations, risk management, ritual, alumni relations, academics, campus involvement, or values-based chapter culture. You also may attach letters of recommendation / support from advisors, General Fraternity Officers, or campus professionals. You can attach up to 5 files.

What questions will I be required to answer for the Outstanding Alumni Association Award?

- Are the alumni association officers appointed on MyBeta?
- Has the alumni association hosted at least two functional events in the last 12 months.
- Describe the events hosted by the alumni association in the last year.
- Describe the alumni association's activities to find lost brothers and routinely update contact info for your alumni base. Feel free to include statistics such as progress made to reduce number or percentage of lost brothers, number of address corrections submitted to the Administrative Office, etc.

What questions will I be required to answer for the Charles Henry Hardin Leadership Development Award?

- Awards will be presented to the highest percentage of chapter members and the highest number of members attending leadership programs.

What questions will I be required to answer for the Shelby Molter Song Competition Award?

- Awarded to a chapter that excels during a live performance at the General Convention. Chapters typically perform a traditional Beta song.

What questions will I be required to answer for the Virginia Tech Awards for Excellence in Academic Award?

- Honors scholastic achievement across multiple categories:
 - First, by honoring one chapter within 10 specified regions with the highest differential between the chapter average GPA and the all-campus average GPA.
 - Second, in recognition of the chapter with the year's most improved GPA.

- *Third, with an award for the highest GPA across all Beta chapters. Finally, by honoring chapters that rank first on their campuses in GPA for at least one term in the previous calendar year.*

What questions will I be required to answer for the Whitman Choral Cup Award?

- *Named for the Whitman Chapter and its historical reputation for its choral abilities, this award is presented to the best-recorded performance by a chapter. Chapters typically perform a traditional Beta song. Chapters are only required to submit one song submission.*