

The Buchanan Cup Application

The Buchanan Outstanding Chapter Award, named in honor of two-time Grand President and Grand Treasurer Edwin Buchanan, is indicative of the highest level of undergraduate achievement in our Fraternity. The “Buc Cup” shall be awarded to those chapters deemed truly exceptional in all areas of chapter operations over a two-year period. Academic achievement is based upon the calendar year, while all other areas of operation will be based upon the academic year.

Application — A hard copy application must be completed in the format outlined below and fit in a three-ring binder no wider than one inch. You must also submit an electronic version (word document or PDF) of the application online or on a CD.

Due Date — The completed hard copy application must be postmarked by Friday, April 3, 2009, to be considered. Please submit your electronic application to buchanancup@sigepp.net by Friday, April 3, 2009.

Selection — Selection is based on the chapter’s performance toward the fulfillment of Sigma Phi Epsilon’s Strategic Plan. The Strategic Plan focuses on five core areas: Being the Best, Volunteers, Strong Staff, Growth, and Housing. The application must be complete, including all requested materials, reports on chapter operations, and reports from volunteers and university administrators who are familiar with the chapter. The final selection is made by the Buchanan Cup Selection Committee.

Application Format:

- 1) The application must be typed in 12-point font (Times New Roman suggested). Handwritten applications will not be reviewed.
- 2) The application must have page numbers and contain a table of contents.
- 3) The application should be in a three-ring-binder.
- 4) Applications will not be returned to chapters.

The application is broken down into five core areas:

- 1) Manpower
- 2) Academics
- 3) Member Development
- 4) Finances
- 5) Volunteers

Manpower:

- 1) What was the chapter’s manpower according to the Periodic Membership Report in:
 - a. 2008 _____

- b. 2009 _____
- 2) What was the chapter's manpower ranking amongst fraternities on campus?
 - a. Fall, 2007 _____ of _____
 - b. Winter, 2008 _____ of _____ (Quarter School Only)
 - c. Spring, 2008 _____ of _____
 - d. Fall, 2008 _____ of _____
 - e. Winter, 2009 _____ of _____ (Quarter School Only)
 - f. Spring, 2009 _____ of _____
 - 3) How many new members were recruited and registered with the national Fraternity by the chapter?
 - a. Fall, 2007 _____
 - b. Winter, 2008 _____ (Quarter School Only)
 - c. Spring, 2008 _____
 - d. Fall, 2008 _____
 - e. Winter, 2009 _____ (Quarter School Only)
 - f. Spring, 2009 _____
 - 4) Please submit the chapter's year-round recruitment plan as Appendix A.
 - 5) Please submit the chapter's membership agreement as Appendix B.

Academics:

- 1) What was the chapter's grade point average compared to the all-campus average?
 - a. Spring, 2007 Chapter: _____ All-campus: _____
 - b. Fall, 2007 Chapter: _____ All-campus: _____
 - c. Winter, 2008 Chapter: _____ All-campus: _____ (Quarter School Only)
 - d. Spring, 2008 Chapter: _____ All-campus: _____
 - e. Fall, 2008 Chapter: _____ All-campus: _____
 - f. Winter, 2009 Chapter: _____ All-campus: _____ (Quarter School Only)
- 2) What was the chapter's GPA ranking amongst fraternities on campus?
 - a. Spring, 2007 _____ of _____
 - b. Fall, 2007 _____ of _____
 - c. Winter, 2008 _____ of _____ (Quarter School Only)
 - d. Spring, 2008 _____ of _____
 - e. Fall, 2008 _____ of _____
 - f. Winter, 2009 _____ of _____ (Quarter School Only)
- 3) Please submit the chapter's academic plan as Appendix C.

Member Development:

- 1) What was the chapter's retention rate in 2008?
 (This information can be found on Excelsior under the chapter stats tab. Should you feel this information is incorrect, please contact Donna Jarvis – donna.jarvis@sigep.net)
 - a. 2008 Chapter: _____

- 2) Please submit the chapter's four-year member development program including calendars as Appendix D.
- 3) List any university or SigEp sanctions the chapter has received since Fall, 2007 (include the date and reason for sanction).

Signature of Greek Advisor: _____

- 4) Did the chapter submit a non-hazing form to the national Fraternity?

(This information can be found in the Chapter Plan at <http://www.sigep.org/chapterplan/default.asp>.)

a. Fall, 2007 Yes: _____ No: _____

b. Fall, 2008 Yes: _____ No: _____

- 5) Please list any service learning or philanthropic programs hosted by the chapter since Fall, 2007 (include the date and amount of hours or dollars donated)

Event	Date	Hours or Dollars

- 6) Please list the dates when Ritual—initiation or rite of passage—was performed (for Balanced Man chapters include which rite of passage).

Ritual Performed	Date Performed

- 7) Please list the Leadership Continuum programs and the number of participants from the chapter since Fall, 2007 (EDGE, Carlson Leadership Academy, Ruck Leadership Institute, and Tragos Quest to Greece)

Program	Program Date

Finances:

- 1) Is the chapter current on all payments to the national Fraternity?

(This information can be pulled from the Chapter Plan.)

a. Yes

- b. No If no, what is the chapter's current balance?
\$_____.
- 2) Please submit both the undergraduate chapter and Alumni and Volunteer Corporation Budgets for 2008 and 2009 as Appendix E.
- 3) Do the chapter and AVC have their financial statements audited?
 - a. If yes, please include proof as Appendix F.
 - b. No
- 4) Did the undergraduate chapter and AVC file federal income taxes?
 - a. 2007 _____
(If yes, please include a copy of Form 990 for both the chapter and AVC as Appendix G.)
 - b. 2008 _____
(If yes, please include a copy of Form 990 for both the chapter and AVC as Appendix G.)
- 5) If the chapter is housed, complete this section:
 - a. What is the chapter's occupancy compared to the facility's capacity?
 - i. Fall, 2007 Occupancy: _____ Capacity: _____
 - ii. Winter, 2008 Occupancy: _____ Capacity: _____ (Quarter School Only)
 - iii. Spring, 2008 Occupancy: _____ Capacity: _____
 - iv. Fall, 2008 Occupancy: _____ Capacity: _____
 - v. Winter, 2009 Occupancy: _____ Capacity: _____ (Quarter School Only)
 - vi. Spring, 2009 Occupancy: _____ Capacity: _____
 - b. What percentage of the facility is dedicated to academic space?
 - i. _____ sq/ft or _____ %
 - c. Please include the "house rules" or facility policies as Appendix H.

Volunteers and Alumni:

- 1) Is the Alumni and Volunteer Corporation incorporated with the state in which the chapter resides?
 - a. Yes (If yes, please include a copy of the articles of incorporation as Appendix I.)
 - b. No
- 2) Please list the individuals who fill these positions on the AVC and the amount of time they've served in the position.

a. President: _____	Years in position: _____
b. Treasurer: _____	Years in position: _____
c. Chapter Counselor: _____	Years in position: _____
d. Secretary: _____	Years in position: _____
e. Balanced Man Steward: _____	Years in position: _____
f. Faculty Fellow: _____	Years in position: _____
g. Resident Scholar: _____	Years in position: _____
h. Recruitment Mentor: _____	Years in position: _____
i. Others:	
- 3) How many volunteers have completed the online volunteer certification training? _____
- 4) Does the chapter or AVC recognize volunteers annually?
 - a. If yes, how?

- b. No
- 5) Does the chapter send out a newsletter to alumni?
 - a. Yes, How often: _____ (If yes, please include an example newsletter as Appendix J.)
 - b. No

Letters of Recommendation:

(The chapter's application must include completed letters of recommendation to be eligible.)

- 1) Greek Advisor or equivalent
 - a. Reviews and acknowledges information to be accurate
 - b. No risk management violations at the university level
 - c. Supports chapter and believes it to be worthy of award
- 2. Chapter Counselor
- 3. District Governor (if applicable)

We certify that this application is accurate and complete.

_____	_____
Chapter President	Date
_____	_____
Chapter Counselor	Date
_____	_____
Alumni and Volunteer Corporation President	Date
_____	_____
Greek Advisor	Date

Criteria for Judging the Buc Cup Application:

Step One: Award Minimums (chapters must meet all of these requirements to be eligible)

1. Manpower
 - a. The chapter is larger than 40 men
 - b. The chapter's manpower ranks in the top quartile on campus among fraternities all four semesters
2. Academics
 - a. The chapter has above a 3.0 GPA all four semesters
 - b. The chapter's GPA is above the all-campus average all four semesters
3. Member Development
 - a. The chapter submitted a non-hazing agreement both years
4. Finances
 - a. The chapter is current on all payments to the national Fraternity
5. Volunteers
 - a. The AVC has a President, Treasurer, and a Chapter Counselor
 - b. The AVC is incorporated

Step Two: Other Criteria (chapters must meet at least 80% of these requirements; each sub-point is one requirement)

1. Manpower
 - a. New member recruitment trend is stable or positive
 - b. The chapter's recruitment plan is detailed and complete (The plan must contain information of the chapter's recruitment structure, goals, calendar of events/activities, responsible party, deadline dates, and marketing plan)
 - c. The chapter's membership agreement covers standards and outlines a plan of accountability
2. Academics
 - a. The chapter is ranked in the top quartile among other fraternities on campus
 - b. The chapter's academic standards are above the national requirements (2.4 cumulative GPA) and the chapter has a set accountability plan when members fall below the minimum requirements
3. Member Development
 - a. The chapter's member development plan contains programming for all members regardless of age or year in school
 - b. The chapter has been sanction free at both the university and national Fraternity levels
 - c. The chapter is active in service learning and philanthropic events (The chapter must host at least one major event and actively participate in others)

- d. The chapter performs the Ritual on a consistent basis (Twice a semester for Balanced Man chapters and twice a year for pledging model chapters)
- e. The chapter has attended at least three Leadership Continuum events in the last two years
- f. The chapter's retention rate is above the campus retention rate

4. Finances

- a. The chapter and AVC budgets appear to be in order with at least 85% of accounts receivable collected
- b. The chapter has its budgets audited by the alumni or a third party
- c. The AVC budget is audited by a third party
- d. The chapter and AVC filed taxes
- e. For chapters with a facility:
 - i. The chapter's occupancy is at least 80% of the facility's capacity for all four semesters
 - ii. The chapter facility has at least 25% of its square footage dedicated to academic space
 - iii. The "house rules" cover all the necessary areas (illegal substances, firearms, quiet hours, cleanliness, etc.)

5. Volunteers

- a. The chapter has at least five certified volunteers
- b. The chapter sends out an alumni newsletter at least twice a year
- c. The chapter or AVC recognizes volunteers annually
- d. The chapter received letters of recommendation from the Greek Advisor, Chapter Counselor, and District Governor