Acacia Chapter Reporting:
Award Priority Items

Item Needed	Description	Who Says	Mechanism of Collection
Alumni Board/Association Members List	Alumni Board/Association members' names, positions, and contact info are updated in OmegaFi Vault each semester.	Award Priority	OmegaFi Vault
Chapter has Reserve Fund with funds	Reserve Funds are savings funds in OmegaFi Vault. Best practice is contributing to savings account for rainy day needs regularly.	Award Priority	OmegaFi Vault
Chapter Website	Chapters have ability to access to create a local website through OmegaFi. Important to have up to date website for anyone to be able to access information about chapter at any time. Update your OmegaFi website for awards review.	Award Priority	AHQ Staff Can Pull, OmegaFi Vault
House Corporation Board Members List	House Corporation Board members' names, positions, and contact info are updated in OmegaFi Vault each semester.	Award Priority	OmegaFi Vault
Name/Position of Alumni on Advisory Team	Alumni Advisors names, positions, and contact info are updated in OmegaFi Vault each semester.	Award Priority	OmegaFi Vault
Utilize Chapter Builder	ChapterBuilder is the relationship management system used for recruiting new members. All chapters of Acacia are expected to utilize this system. Explain how your chapter is utilizing Chapter Builder effectively. Explain any issues you are having with using ChapterBuilder effectively.	Award Priority	ChapterBuilder
Set Up Each Chapter with UG Admin and connect phone number to account	Every chapter has a specific officer listed as an Administrator on their ChapterBuilder account. This officer's personal cell phone number is linked to account to allow full functionality.	Award Priority	ChapterBuilder, Coaching Call
Summer Recruitment	Chapters who are able to can participate in summer recruitment processes. Provide your summer recruitment plans.	Award Priority	Chapter Survey & Submit, Coaching Call
Communication with FSAs on campus	List of meetings chapter & officers have with their Fraternity/Sorority Advisor on campus and/or an overview of the relationship you have with FSL Advisor.	Award Priority	Chapter Survey & Submit
Awards/Scholarship system in place to acknowledge academic excellence	Provide written plans for academic excellence awards or scholarships. Looking for who, what, when, where, why, etc.	Award Priority	Chapter Survey & Submit
Active program to recruit academically outstanding students	Describe the part of your recruitment plan which specifically emphasizes the steps to take to find academically outstanding students	Award Priority	Chapter Survey & Submit
Grade Release Forms used to determine scholastic status	Most universities/colleges require grade releases for members to be included on overall grade report. Attach the grade release that new members sign.	Award Priority	Chapter Survey & Submit
Chapter Formal	Provide the Event Planning Guide for chapter's formal.	Award Priority	Chapter Survey & Submit

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Weekly recognition awards	Provide list of weekly awards given at chapter meeting celebrating members	Award Priority	Chapter Survey & Submit
Pass the Gavel	Overview of how chapter does Pass the Gavel, how often, dates of participation	Award Priority	Chapter Survey & Submit
Chapter Involvement with leaders of community and officials	Chapter roster with list of who is involved in community based events or programs.	Award Priority	Chapter Survey & Submit
Active participation in Greek Week and Homecoming	Provide written review of how the chapter participated in both Greek Week and Homecoming.	Award Priority	Chapter Survey & Submit
Ritual used at Chapter Meeting	Provide the dates for when Ritual was used at Chapter Meeting. Describe why Ritual was used at these chapter meetings specifically.	Award Priority	Chapter Survey & Submit
Peer Mentoring Program	Provide description of the Peer Mentoring Program your chapter has.	Award Priority	Chapter Survey & Submit
Roberts Rules of Order Utilized	Roberts Rules of Order printed and utilized at all meetings. Provide overview of how your chapter utilizes Roberts Rules of Order.	Award Priority	Chapter Survey & Submit
Serve or donate to Shriners Hospital for Children	Provide written plans of serving or donating to Shriners Hospital for Children and a review of impact on members.	Award Priority	Chapter Survey & Submit
Observance of Founders Day	Describe the event or program chapter hosted for Acacia Founders Day	Award Priority	Chapter Survey & Submit
Chapter Retreat	Provide retreat agenda and overview of how chapter retreat went.	Award Priority	Chapter Survey & Submit
Chapter Council Retreat	Chapters should be using the Officer Retreat Gold Book. Outline & meeting minutes of retreat are appropriate.	Award Priority	Chapter Survey & Submit
Pledging Ceremony and Initiation held at Masonic Lodge	Track information about when and where Pledging and Initiation are held. If unable to hold at a Masonic Lodge, please describe why.	Award Priority	Chapter Survey & Submit
Cornerstones Program	Complete paperwork demonstrating chapter utilizing Cornerstones Program.	Award Priority	Chapter Survey & Submit
Brotherhood Events	List of brotherhood events held with basic info like how many brothers attended, what activity was, date/time, successfulness, things to note for next time	Award Priority	Chapter Survey & Submit
Chapter Newsletters	Submit all newsletter(s) sent out to alumni and parents.	Award Priority	Chapter Survey & Submit
AcaciaClaus	Provide AcaciaClaus written plans and review of how the program/event went.	Award Priority	Chapter Survey & Submit
Seven Days of Service	Review of service events held for Seven Days of Service with specific numbers of hours served, where, who participated, etc.	Award Priority	Chapter Survey & Submit
Officer Training & Transitions	Chapters should be using the Officer Training & Transitions Gold Book to transition offices with each election cycle. Provide outline of program along with the details like what, when, where, why, etc.	Award Priority	Chapter Survey & Submit

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Philanthropy Dollars Raised	List of number of dollars raised and for what cause. Describe what the event(s) were that helped raise this money. Would be best if all fundraising ran through CrowdChange.	Award Priority	Chapter Survey & Submit, University Community Report
Participation in UIFI, AFLV, PRIME	List of members who attended which program and when.	Award Priority	Email from Outside Entity, Involvement Survey
PhiredUp Certification Numbers	Will pull the number of members per chapter and for entire organization who have completed the PhiredUp Certification online program.	Award Priority	Email from Outside Entity
Participation in AFF Scholarship Programs	List of scholarship winners	Award Priority	AHQ Staff Can Pull
CrowdChange Usage	CrowdChange is preferred platform used to collect funds while fundraising or during philanthropic events.	Award Priority	AHQ Staff Can Pull
Chapter has/utilizes Facebook/Twitter/IG	List of names of social media accounts	Award Priority	AHQ Staff Can Pull
Triad Submissions	Submitted updates to Communications Team for publishing in Triad	Award Priority	AHQ Staff Can Pull
Advisor Town Hall Attendance	Attendance lists of who attended Advisor Town Hall	Award Priority	AHQ Staff Can Pull
Part of Slack Coaching Community-Recruitment	Recruitment Chair listed in the Slack Coaching Community and participates regularly	Award Priority	AHQ Staff Can Pull
Community Statistics Report	University/College FSL Report typically indicating service hours, GPAs, philanthropy dollars raised, and even leadership #s, housing costs etc. Submit what your institution provides.	Award Priority	University Community Report
Chapter size greater than campus average	Chapter roster with number of members reported for each term of all FSL chapters— particularly looking for IFC Chapters	Award Priority	University Community Report
Service Hours	Chapter roster with their service hours from the past academic year and places they served.	Award Priority	Involvement Survey, University Community Report
Dining Operations	Manual and overview for dining operations	Award Priority	House Corporation Submission
Chapter facility has cleaning and maintenance program	Describe cleaning and maintenance processes and responsibilities for your chapter facility.	Award Priority	House Corporation Submission
House Corporation Board Meeting Minutes	House Corporation Boards are to be meeting regularly and capturing Meeting Minutes regarding their discussions and votes.	Award Priority	House Corporation Submission
Chapter Members in IFC positions	Chapter roster with list of who holds what position on IFC	Award Priority	Involvement Survey
Student Government Participation	Chapter roster with list of who is on/part of student government and their role	Award Priority	Involvement Survey
List of Members in Club or Varsity Sports	Chapter roster with list of who participates in what club/varsity sports	Award Priority	Involvement Survey

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Intramural Participation	Chapter roster with list of who participates in what intramurals	Award Priority	Involvement Survey
Member in Campus Org List	Chapter roster with list of who is in another campus organization and what organization	Award Priority	Involvement Survey
Leadership in Campus Org List	Chapter roster with list of who is in a leader in another campus organization and what role is	Award Priority	Involvement Survey
Advisory Board meets semesterly	Meeting Minutes from semesterly Advisory Board Meeting	Award Priority	Advisory Board Submission
Alumni Mentoring Program	Part of Cornerstones PDP	Award Priority	Advisory Board Submission
Alumni Events	List and describe all alumni events held each semester. Provide overview of event, how many people attended, where, etc.	Award Priority	Advisory Board Submission
Officer Goals	Officers should be setting goals for themselves each semester. Provide list of goals from each officer for each term.	Award Priority, If sanctions	Chapter Survey & Submit, Coaching Call
Committees— functioning?? committee reports?	Provide a list of your chapter's committees, their function, how many members, and overview of their effectiveness	Award Priority, If sanctions	Chapter Survey & Submit
Participate in Chapter Coaching	Chapter Coach will provide overview of chapter's participation in program based on number of coaching calls and connections	Award Priority, If sanctions	AHQ Staff Can Pull
Educational Program Attendance	Any member, undergraduate or alumni, is recorded for having come to specific educational programs.	Award Priority, If sanctions	AHQ Staff Can Pull
Educational Program Registration	Every educational program has a registration component. Registrant will provide information about themselves, payment type, etc.	Award Priority, If sanctions	AHQ Staff Can Pull
Chapter Advisor attendance at chapter meeting monthly	Provide dates and times Chapter Advisor attended chapter meeting. Chapter Meeting Minutes will show attendance records.	Award Priority, If sanctions	Advisory Board Submission
EC Meeting Minutes	Executive Board should be meeting weekly and take meeting minutes. Submit Executive Board Meeting Minutes for semester.	If sanctions	OmegaFi Vault
Chapter Meeting Minutes	The Secretary is charged with creating meeting minutes for each chapter meeting. Meeting Minutes provide insight into discussions, votes, general chapter business. Submit Chapter Meeting Minutes for semester	If sanctions	OmegaFi Vault