



*“Creating an Academic Chapter
Environment”*

A Scholarship Programming Resource Manual for Fraternities and Sororities of
Texas State University.

Interfraternity Council
Multicultural Greek Council
National Pan-Hellenic Council
Panhellenic Council

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FOREWARD

A vast majority of the following programs listed in this manual are based on the ideas and programs from the fraternities and sororities listed above. While many of the programs were found in various scholarship manuals and handbooks, citing was not listed for each individual program. While no material was copied word-for-word from fraternity/sorority publications, it is understood many of these programs were created by the individual fraternities and sororities. Once again, we personally want to thank the sources cited above for their dedication to the academic achievement of fraternity/sorority members.

The purpose of this manual is to provide a comprehensive listing of different scholarship programs fraternities and sororities can implement. With each entry, a detailed description is given in support of utilizing the program. This manual is not to be read like a book, but rather browsed through as a reference manual. At the end of this publication, chapters will find additional forms to assist in implementing the programs found within the manual.

INTRODUCTION

Before implementing a new scholarship program, your chapter must determine what constitutes its current scholarship program and where the chapter wants to go with their new program. Using the entire chapter's input; answer the four following questions on a separate piece of paper.

1. In regards to academic performance, what is your chapter's biggest strength?
2. In regards to academic performance, what is your chapter's biggest weakness?
3. What does your chapter want to do to succeed scholastically?
4. Why are your members attending college?

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THE PROGRAMMING IDEAS

The Basics

Scholarship programs vary from chapter to chapter and campus to campus. However, there are essential elements every fraternity and sorority chapter needs to have in order to emphasize academics. By having the following necessities, a scholarship program can be structured and executed. The following ideas are just basic elements, which will help begin to form a strong base for a chapter scholarship program.

Be a Good Role Model

The actions of those whom we admire or respect are among the determinants in influencing how attitudes are formed. As upperclassmen, members should be encouraging academics instead of saying “Don’t worry about it,” or “I don’t study, but you should”. Don’t be a hypocrite. Do as you say: say as you do. If you don’t study, why should others? The entire executive board, including the scholarship chair, has the responsibility of being role models and setting the standard for the chapter.

Choose a Good Scholarship Chair

The scholarship chair is one of the most important positions in the chapter. He/She has the task of motivating the members to do well in academics and strive for scholarship, along with other duties, that vary from chapter to chapter. When the executive board or the chapter elects/nominates the scholarship chair, they must keep in mind certain strengths of the candidate. Is he/she organized? Is he/she respected? Will people listen to him/her? Is he/she creative? Does he/she have new ideas? Can he/she motivate people? Does he/she have a respectable GPA? Will he/she be able to help members in need? These are some of the questions that must be considered before selecting a scholarship chair. When the right member is chosen, he/she has to decide what he/she wants to do with the position. If the chapter has success, then the scholarship chair will not get credit; but, if the chapter fails in academics, then the scholarship chair is blamed. Can you handle the job? If not, find someone who can.

Meet with the incoming Chapter President

Often times, chapter presidents formulate their own policies and decide what is and is not deemed important and what areas they want to emphasize. This is why the scholarship chair and the chapter president need to be in agreement on the importance of chapter scholarships. These two individuals should meet regularly and work together to implement academic programs benefiting the needs and wants of your chapter.

Have and Enforce Quiet Hours

A necessity for all chapter houses is quiet hours. These hours should remain stable every day, so members get accustomed to them. They should also be posted all over the chapter house so members, as well as guests, are aware of them. A model quiet hour schedule is to have two hours set aside each night, except for Friday and Saturday, for academia and studying. During these quiet hours, the common areas of the house should be silent with no music or televisions audible in the hallways. With enforced quiet hours, members will get in that extra study time and make it a habit every night. During finals week the chapter house should have a 22 hour a day quiet period to place emphasis on academia and studying. (The given numbers are just suggestions—do what works for your chapter!)

Minimum GPA to Hold Positions

Do you want the leaders of your chapter to be at the bottom in academics? These are not the type of leaders who truly help chapters. With this in mind, it is a good idea to have a minimum GPA in order to hold an executive board or committee position. These minimum GPA's should be challenging (around a 2.5 is the average among many chapters). Most chapters already have minimum GPA requirements, but have you ever thought of increasing them for chapter officers? Some chapters require officers to have a 3.0 GPA. Think about it! Set an example!

Obtain and Use a Faculty Advisor

One of the most important, yet underrated members of the scholarship committee, is the faculty advisor. A faculty advisor is a member of the campus, such as professors or department chairs; however, sometimes the most useful faculty advisors are secretaries or other administrative staff members (i.e. campus police, maintenance managers, alumni relations directors). If your chapter does not have a faculty advisor, then the chapter members need to create a non-restrictive list of potential candidates. At this point, a selected committee (possibly the scholarship committee) should meet with the potential candidates and discuss the role of the advisor. A consistent form should be developed to evaluate the selection of this individual. The advisor should play an important role in the academic atmosphere of the chapter and be beneficial to providing unknown resources to help your chapter excel. For a list of possible faculty advisor roles, please see the Appendix.

Arrange Social Schedule around Academics

Although one of the most highly recognized components of fraternities and sororities is the social life of its members, scholarship should be the organization's main priority. With this in mind, when the social schedule is being planned in the beginning of the semester (or earlier), important academic dates should be taken into account. Social activities should be reduced (preferably ceased) during the first week of school, midterms and final examinations. It is essential members get the most out of their education. Contrary to popular belief, it is possible to have a balanced academic and social schedule. It is your job to bring light to these areas.

Scholarship/Study Room

One of the most important parts of an organized scholarship program is to have a scholarship room. This should be a room in the chapter house designated for the sole purpose of scholarship. In here, test files, professor files, class information, books, notes, flyers and other academic materials will be kept. This room should have a 24 hour quiet policy, since it is not a social hall. Study tables (if your chapter uses them) can be held here. If the chapter house is not big enough for a scholarship room, the scholarship chair needs to reserve a room on campus for the entire semester and set aside a safe place within the chapter house for the above stated academic materials.

Use Resources from Headquarters

Your fraternity/sorority international headquarters has many resources designated to help your chapter's scholarship program. If you have no information from your headquarters, call and request it. You will be amazed at what you will receive. Also, if you have any questions about how your scholarship program is going or where it should be going, contact the proper staff member at your fraternity's/sorority's headquarters. They will be more than happy to help you. If you don't know how to do the following, ask your chapter president or Greek Affairs professional about who you should contact. We are here to help!

Use Scholarship in the Recruitment Process

It is not usually a good idea to recruit someone if they have a history of poor grades. With this in mind, the scholarship chair or other officer should meet with each potential new member (if possible) and discuss his/her academic career. Another useful tool is to check on high school grades. Maybe you can ask for a transcript of the potential new member's grades before he/she joins. If you know a graduate member or friend who teaches high school; this person could then give you a recommendation on the potential new member. It is always good to know what you are getting into.

Have Academic Standards and Probation Procedures

When members start thinking their grades are their business and do not hurt the chapter, they are not abiding by the oath of membership they once promised to uphold. With this in mind, every chapter should have academic standards for all members, not solely new members. An easy way to motivate members to excel in the classroom is to have probation procedures or membership suspension. When instilling an academic standards program set the initiation GPA (usually 2.5-3.0) as the median GPA. If any member (new or initiate) fails to obtain the minimum GPA he/she is placed on probation for the following semester. If the member fails to obtain the minimum GPA during the semester of probation, the result will be a suspension of membership. This program is just a guideline; however, each chapter can determine its own penalties. Just as fraternities and sororities are judicial organizations, it is important to note some chapters use academic boards or executive members as "judges" who can listen to appeals for suspensions or probations due to academics, and decide on a fair punishment for violation of the policy.

Explain Academic Regulations

As you have probably discovered, many of your fellow chapter members are not aware of university or sorority/fraternity academic policies. At the beginning of the semester, take a few minutes to describe the academic regulations and procedures for failure to meet minimal requirements.

The New Member Program

Using scholarship with new members is crucial. If new members perform poorly in the classroom, they will not be around long enough to become contributing chapter members. The goal of new member education is to educate new members and make them beneficial chapter members. Every fraternity and sorority has grade requirements for new members. By using scholarship programs, new members are assisted in attaining their academic expectations and are set up for success. The following programs should not only help your new members attain that important initiation GPA, but also should help them work to get straight A's.

Emphasize Scholarship to New Members

The best place to start a scholarship program is with the new members. If you start with new members, they will be conditioned to place importance on academics when they are initiated members. Don't shove scholarship down their throats but make it appealing to them. Show them how important an education is in the world today. Research documents on college graduates and their lives after graduation. Show new members that low grades will usually get them nowhere with visual or real life examples. Show them grades of past members and how one semester can turn their 3.0 to a 2.5 in the blink of an eye. Let them ask questions, and get them answers they find vital to their success. Offer as much assistance as they need and make new members aware they are not in high school anymore. Make them aware of an oath or promise they made to the chapter when they joined—to achieve academic excellence. Whatever you do, get to the new members early and make scholarship interesting and worthwhile.

Dedicate One or More New Member Meetings to Scholarship

A good way to emphasize scholarship to new members, without lecturing to them every week, is to dedicate a new member meeting solely to scholarship. Since scholarship begins the day classes start, this meeting should be one of the first. Have the scholarship chairman, faculty advisor, personnel from the learning assistance department, and any other people pertinent to academics and academic excellence attend the meeting. Maybe have an older member talk to the new members about his/her new member semester and his/her holdover semester. During the meeting, try to have everything revolve around scholarship. Take roll by asking for GPA goals, the classes they are taking, their hardest class, etc. Go around the room and ask each new member questions such as: why they chose that institution, their goals, their problem areas, their majors, their classes, etc. The scholarship chair should pass out such forms as study contracts, course schedules, time management aids, list of tutors, members in the chapter and their majors, etc. The expected outcome of the meeting is to better inform the new members on the importance of scholarship and to motivate them to do the best they can in the area of academics.

Have a New Member Scholarship Chair

The best way to have a direct link to the new members' grades is to have one of the new members serve as new member scholarship chair. The new member will help get grades, class information, etc. when the initiated members cannot readily get the information. Also, the new member scholarship chair can help motivate the new members as an equal, instead of having an "active" telling them what to do and how to do it. The new member scholarship chairman should work closely with the scholarship chairman and serve on the scholarship committee.

Have a New Member on the Scholarship Committee

What better way to instill scholarship in new members and give a leadership opportunity to a new member, than to have one selected new member serve as a member of the chapter scholarship committee? By having a new member in this capacity, suggestions and complaints can be transmitted via a new member brother/sister rather than through the new member educator. Sometimes, by having an equal discuss a problem, a solution can be accomplished more effectively.

Check Grades and Academic Achievement of New Members

One of the worst things that can happen is to find out too late that one of the new members does not have a GPA high enough to be initiated. One way to try to avoid this from happening is to check the new members' grades. Simply asking for the new members to tell you their grades is not a proper way for this to be accomplished. They usually think their grades are higher than they actually are, or just lie. To prevent this from happening, have each new member have his/her professors write the new members' current grades down and initial it. This should be done after the first big exam in the class (usually after 4 weeks or so). With the completed form, the scholarship chairman can get a better feel for how the new members are actually doing. This should also be done around midterm and especially the week before final exams. A sample letter to the professors requesting the grade information can be found in the Appendix.

Assign a "Potential Pal" or "Study Buddy" to Each New Member

At the beginning of new membership, assign each new member an initiated member of the chapter to be their "potential pal." This member will be assigned to help the new member with classes, schedules and academic advice. The "potential pal" should be in the same area of study as the new member.

Have the Big/Little Brother/Sister Program Work Both Ways

The big brother or sister/new member program can aid in scholarship as one of its ingredients. Too often, though, the role of the little brother/sister as a helper is overlooked. Big brothers/sisters don't know everything, and maybe the little brother/sister can answer the question of his/her "mentor." Think of it this way—the big brother (sister)/new member program is a two-way street. You are all brothers/sisters, so don't feel ashamed to ask a younger member for help.

Former Holdovers Speak to Pledges

If you have ever had a holdover (a new member who does not become initiated due to academic problems) speak to you at a new member meeting, you know the effectiveness of this presentation. The most effective presentation I can remember was when a senior member of the chapter came in and showed his report card from his/her freshman year; and, then, discussed how difficult it was to go home and tell his parents about his academic problems. He then also discussed the lengthy process of re-admittance into the university and the loss of the academic scholarships. Along with these problems, he discussed how he was “left out” because he was neither a new member nor an initiated member. He had no identity. Try to find a holdover to come in and speak to the new member class. During and after the presentation, look at the reactions of the new members. This presentation, as you will find, can be one of the most motivating academic presentations for your members.

USING THE MEMBERS

As you very well know, members are the lifeblood of organizations. By effectively using every member, the chapter can succeed as a whole. The same is true with scholarship. The way to get members to work together is to have an organized plan. The following are some ideas that involved the use of the chapter members in attaining academic excellence.

Chapter Book Swap

If the chapter does not have a chapter library, a book swap can be beneficial to members. Towards the end of the semester, have each member write down which books they want to trade. One day, have an organized book swap where members can get together and trade or sell books to each other. This way, members won't have to pay outrageous amounts at the bookstore.

Study Aides

Study aides (also known as “study buddies”) can be very beneficial to your chapter. This is how it works—a member needing academic assistance finds a study aide that will help him/her with homework, studying, etc. on a weekly basis. If the study aide system is mandated as a form of grade-improvement program, then have the member sign a contract stating he/she will meet with his/her study aide at least ____ times per week (one hour per night, five nights per week usually works well). The reason for the contract is so he/she gets in his/her study time to help his/her academic career; it holds the studying individual accountable.

Test Party

A good way to increase a thorough test file system is to have a “test party” where anyone who attends must bring an old test to donate.

Scholarship Week

Sometimes, Greek Council sponsored scholarship weeks do not obtain their intended goals. Individual chapter scholarship weeks can build academic confidence and be a motivating factor to help members succeed. Timing of the scholarship week is essential (try and organize the week for the first half of the semester), as are the programs that will be implemented throughout the week. A sample scholarship week agenda can be found in the Appendix.

Basic Knowledge Test

Do you ever wonder how much information your brothers/sisters are actually learning in the classroom? How about yourself? A fundamental and educational activity your chapter can do is compile a “basic knowledge test” with basic information from various different academic disciplines. Have the scholarship committee grade the tests and post the scores to see who scores the highest as a fun competition.

Each Senior Donates a Book

If your chapter has a chapter library, a good way to expand the collection is for each senior to donate a book in their honor. The book can be a favorite novel or motivational book from a member, a textbook from the member's academic discipline or a reference book. Activities such as this one are a good foundation to begin strong graduate relations.

Tutoring Service by Chapter

Time and energy are key elements in the implementation of this idea. The purpose of this service is so members who are struggling in a class can be helped by another member who is knowledgeable in that area. There are two ways to implement this program: 1. Provide a list of areas members can help; or, 2. Provide a list of classes in which every member received an A or B (Grades are sometimes good determinates of knowledge in that area). The latter is more specific. To be more comprehensive, use both lists! Either way, help will be offered to members who need it. At the next chapter meeting, pass around a sheet of paper with every members' name on it. Have them either write down the classes in which they received an A or B or just have them write the areas in which they can help. Only members who are willing and have time to help others should offer their services in print. (Some members can help indirectly with questions now and then, but can't devote the complete time commitment.) After a list is compiled, set aside two hours per week (or more if all tutors are available) when services can be formally available [pick a night when almost all members will have nothing to do (i.e. Sunday night, 10 pm)]. During this two hour time span, all members who signed-up to be tutors should be available at the chapter house to give as much help as needed with homework, studying, general questions, etc. Other help can be available if both members' (the tutor and the member needing assistance) schedules have an open time. This service should not only be new members getting help from initiated members, but should also have initiates getting help from other initiates. The tutoring service program can be very beneficial, even if it only helps one member.

Use Scholarship at Chapter Meetings

One of the best ways to liven up boring, repetitive chapter meetings is to add the element of scholarship. There are many ways in which scholarship can be incorporated into a chapter meeting. Check with the chapter president before doing this, so he/she is aware of it. Here is a list of the ways to incorporate scholarship into chapter meetings:

- Sit in scholastic order
- Answer roll call with the number of classes skipped the previous week
- Answer roll call with the number of days/months since he/she last skipped a class
- Answer roll call with their personal semester GPA goal
- Answer roll call with their current GPA
- Have all members stand up and sit down when their cumulative GPA is announced [if done in reverse order (4.0 announced first), the last person standing is the one holding the chapter back, and is, therefore, made a poor example and is encouraged to study harder].
- Answer roll call with their chapter's overall GPA goal
- Answer roll call (at the meeting after grades are released) with each member's idea of what they think to be the overall GPA.

Paper Critique Service

This study aid is very helpful but takes extreme dedication from a few brothers. A few members (hopefully English majors or members with above average writing skills) should volunteer their services to the chapter. Their names should be placed on a bulletin board or somewhere noticeable. When a member has a paper to turn in, he/she can first have one of the "critics" proofread it for spelling, grammar, sentence structure, readability, etc. Due to time constraints on all members, a paper should be given to a critic at least two days before the paper is due, so ample time is given for the reading and revising. When the critic makes notes, it is important the notes he/she writes are clear and understandable. To recruit the critics, the scholarship chair should ask for volunteers at a chapter meeting or simply post a sheet for members to sign-up to be a critic. When a member commits to being a critic, it is important his services will be available as much as possible. Dedication is the key to this concept. Only members who will be willing and able on average to read one fifteen page paper per week should take on this task.

When a list of members who are willing to be critics is completed, the scholarship chairman should announce the list at a chapter meeting and describe how the service will work. After this, the scholarship chair will post the list in the scholarship room. If you really want this service to be effective, have a critic in each academic discipline (i.e. one critic in the college of business, one in English, one in foreign languages, one in the sciences, one in engineering, etc.). The critiquing members should be recognized at the end of the semester, by the chapter, for their service by giving them a pin, mug, shirt, etc. for their hard work. One important factor before implementing this program—this service should not be a paper writing service, where a member would pay another to write a paper for him/her. This would defeat the purpose of learning. This is a paper critique service.

Asset Inventory

At the beginning of the semester, each chapter member should fill out an asset inventory, which is kept by the scholarship chair. The inventory should document the assets of each individual member, so other members can get help, if needed. An example of an asset inventory can be found in the Appendix.

Have a Diverse Scholarship Committee

Too many times, scholarship committees are comprised of the best scholars of the chapter. You may think an outstanding student from each class is a diverse committee; however it is not. Consider the following questions: Do engineers and history majors study in the same ways? Do fifth year seniors and young freshmen need the same scholastic study program? A representative committee should contain members from different academic disciplines, different classes and most importantly, differing levels of academic aptitude (meaning members of both high and low GPA's). By having a diverse scholarship committee, the chapter's scholarship program becomes representative of the members of the chapter. The chapter is more likely to be successful if everyone's voice is heard when formulating a program.

Recording Television Shows

Popular television programs have a tendency to become a habit that become hard to break. When classes "interfere" with these times, members sometimes make the decision to stay at the chapter house and watch the programs. With this in mind, the chapter should invest in its academic program by purchasing a digital video recorder for recording shows. By recording, members can get together after the last class of the night and watch the shows together, thus promoting brotherhood/sisterhood.

USING THE SCHOLARSHIP ROOM

Every chapter needs to have a scholarship room that serves for one purpose—academic affairs. The following ideas are different things your chapter can do with relation to your scholarship room.

Chapter Library

One way to help members is to provide a mini-library in the chapter house. If the facilities are adequate, this could be possible. All it takes is hard work and persistence. To start, get a good collection of at least 100 books. To get a sizable collection, request books from faculty members, alumni, or even purchase old books at your local library or book sales. Now that you have a base, have each member donate one or two books per semester. Also, after each semester, go to the departments and ask if they have any old textbooks they would like to donate. Tell them if they donate a book, you will write down their name as being a donor. Another place to solicit books from is the library. Ask them if they are getting rid of old books. Usually, they can give you a good stack. By asking around everywhere on campus, in one year, you should have a good sized library for reference materials and reading pleasure. Try budgeting a couple hundred dollars per semester into buying reference books such as dictionaries, guides to graduate schools, graduate school exam reviews, etc. If the chapter really wants the library to be complete, purchase self-help DVDs. At first, the library may seem useless, but if you keep at it, in two years you will be glad you started.

Job Listing Board

One of the things fraternities and sororities often neglect is helping seniors find jobs when they graduate. The chapter should assist in this process. By having a separate bulletin board in the chapter house dedicated solely towards job searches, all members have a quick reference guide to potential employers that will be visiting campus. The board should be updated often by a dependable member of the chapter.

Catalogue Collection

A problem many college students have is the changing of requirements for graduation in certain curricula. By keeping a collection of the school's catalogues over the years, members have a quick reference to find out their graduation requirements. A collection of graduate school catalogues as well as study guides for graduate school entrance examinations can also be very valuable.

Class Evaluations

Class evaluations, if kept in order, can be very valuable for reference. The purpose of the evaluation is for members to determine what classes to take due to evaluations made by other members. At the end of each semester, every member fills out a class evaluation form and hands it in to the scholarship chair. The scholarship chair then files them in a file cabinet in order. They can be organized by class, teacher, college, etc. These files are most efficient if they are in the scholarship room or study room, where they are accessible by the members. The key to keeping class evaluations is organization and help by all the brothers. If only half the chapter takes time to fill out the form, it is useless. When designing the class evaluation form, be complete and specific. Have remarks on types of tests, number of tests, number of quizzes, teaching style, grade received, semester the course was taken, name of the teacher, remarks about the classes, and questions such as "would you recommend this class to others?" A big question that will be asked is, "Why can't we just save the file electronically?" While this does save space, there are a few drawbacks: 1.) Unless there is a specific computer designated for only files, somebody might be using the computer when you need to check a file, therefore causing a problem; and, 2.) Computer files can be altered without knowing, whereas with handwritten forms filled out by the members, each one is unique and it is easier to detect if it has been altered. It is suggested, although not mandatory, that the files be on paper and kept in a file cabinet. In conclusion, it is the scholarship chair's job to make sure everybody is honest when filling out the forms. If you have faculty over to the chapter house, it is a good idea to either put the files where the guest will not see them or take out the "bad" files, so they don't take offense to your members' honest opinions. A sample class evaluation form can be found in the Appendix.

Professor Evaluations

This can be done in conjunction with the previous file (the class evaluation) or it can be done more specifically. The latter will be presented. Generally speaking, a professor has the same teaching style in all classes he/she teaches. This form should be able to specifically determine the traits of a teacher. So members have a better idea if this is a professor he/she would like. The form can be either done on a note card or on a regular 8 1/2 x 11 inch paper. If done on a note card, a note card should be kept in the scholarship room for access by all members. If done on paper, it should be put in a file cabinet where it is accessible to the members, preferably in the scholarship room. When making the professor evaluation form, write down as many questions you can think. The more comprehensive, the more useful it will be. As scholarship chairman, you must make sure these forms are filled out honestly and completely by all members. You should also collect these forms at the end of each semester and file them immediately. As mentioned in the class evaluation forms, be careful who sees these. Don't leave them out if you have guests, especially if the comments are about your guest! See the Appendix for an example of a professor evaluation form.

Chart Sample GPA of One Bad Semester

To shock the underclassmen (and even some upperclassmen), make a chart showing how a student receiving solid grades every semester could ruin his/her academic standing and cumulative GPA with one bad semester. Hopefully this tool will motivate members not to slack off for that one semester. Look in the Appendix for an example of this chart.

Chart the Chapter's Last Four Years' GPA's

One of the best ways to show where your chapter is going is to chart the progress of the new members, new initiates and initiated members over the last four years. The scholarship chair should have the grades from these years on file. Post this chart on the scholarship board for everyone to see.

Post Important Dates

Sometimes members forget certain dates. This is why it is a good idea to just have all the important dates posted on a piece of paper in the scholarship room. Dates that can be found on this list are: registration dates, last drop dates, tuition payment dates, finals schedule, first day of class, last day of class, days off, vacation dates, etc.

Potential GPA Chart

One of the best ways to show what the chapter's GPA potential can be is to ask each member for the highest semester GPA they have ever attained. Then, figure out the chapter GPA for the members' highest GPA's ever. Plot this on a chart and then plot the chapter's current GPA. This will show you how high the chapter's GPA could be if everyone tried their hardest. Post this graph in the scholarship room.

Keep an Organized Set of Test Files

Test files can be one of the most valuable scholarship aids. They can help prepare for a test and even help on homework. The main key to maintaining test files is to keep them organized. The files should be updated at least once per month to make sure they are in order. The most efficient way to keep test files is to put old tests in file folders and keep them in file cabinets in the scholarship room. Every member should either turn in their original tests or a copy of their tests after each semester.

Scholarship Bulletin Board

An essential part of a good scholarship program is to have a designated place for only academic posting. The bulletin board is most efficient in the scholarship room, where those seeking academic information could use it. On the bulletin board have such things as class additions/deletions, free tutors, library hours, major lists, quiet hours, scholarship information, etc. The board should have one purpose—inform the chapter on campus academic affairs. Party flyers, bar coupons, housing info, etc. have no place being on this board. An organized system of posting is beneficial to the scholastic enhancement of the brotherhood/sisterhood.

Post National News Articles for Current Events

An area that can be easily neglected by chapter members is current events. Time management and the influx of activities members face in higher education sometimes makes college students distance themselves from world news. An easy way to help chapter members stay up to date on current news is to post important news and magazine articles. This is a simple idea that can get uninvolved chapter members to contribute. Try having members who neglect their house duties or are late on dues payments to submit articles for the current events bulletin board; not only is it work but also educational. Also, as a talking point in chapter, read off one current news item to the chapter.

Post a Rank/Major List

Having lists of what areas members are studying is good to know. It provides a quick reference for help and advisement, as well as keeps members updated on the changing of majors. A good way to promote good scholarship is to break down the list into major and rank the members in order by their cumulative GPA. It is an eye-opener for "slackers" when they see all other members in their major with GPA's above 3.0, and they have below a 2.0. The only problem with this is some of these members would not like their GPA's posted for public viewing. Get their permission in writing before posting their grades. A simpler way to do this is to have the members listed alphabetically under each major. The most effective way of doing it is to rank by GPA and major, but any of the other ways can be used. After posting the list in the scholarship room, take it to a Recruitment retreat meeting and identify the majors where you should recruit to balance your chapter. This list should be updated after every semester. A short example of each type of list is found in the Appendix.

Post Test Dates on Calendar

A good way to help members and be helped by members is to let the chapter know when everybody has tests or big assignments due. By looking at a calendar and seeing one of the other members has a test the next day, maybe he/she can help them prepare. This also builds communication within the chapter. To do this, simply purchase a large desk calendar and have each member turn in a list of their tests and assignments, so the scholarship chair can post them. This might also encourage individuals to be more considerate to others.

Brag Board

A good way to recognize members who do well is to have a list of their semester accomplishments. The scholarship chair should design and post the list in the scholarship room. The roommates of members who excel should post their roommate's accomplishments on the brag board. To provide incentive, award a prize for the member with the most "brags" for the semester. A sample brag board can be found in the Appendix.

Post a Stoplight List of Classes

An interesting tool to help members decide on classes to take is to post a "stoplight list for classes." Basically, this is a poster listing all the classes members have taken in their academic career. Next to each class, either a green, yellow or red sticker is placed. A green sticker signifies that the class is worth taking; a yellow sticker signifies caution, while a red sticker informs members to stay away from the class. Here's a helpful hint—when faculty members visit, take the poster down, so they are not offended if they see their class was given a red light.

Final Exam Booklet

Final exams require more preparation than most fraternity/sorority members believe. A good way to help members get ready for finals is to compile a final exam booklet. This manual or pamphlet should contain information pertinent to final exams and university information. Some ideas for information to include are: studying tips, university final exam schedule, library hours, places to study on campus, quiet hours in the chapter house, study groups on campus or by members, special meal times, book return locations and times, etc. When compiling this information, be sure to verify all information before printing.

MOTIVATION

Motivation of chapter members is a difficult and sometimes controversial topic. What needs to be remembered is everybody has something that motivates them. Hopefully, some of these ideas can help motivate your members to excel academically.

Curtail Activities for Low GPA's

One way to place more emphasis on academics is to curtail activities of new members (and initiated members if possible). By doing this, it makes them aware they need to spend more time on scholarship. Curtailing activities can be anything from not staying at parties past midnight to not going to the bars, etc. It should be mentioned, though, that once their grades are back to a satisfactory level, this "curtailing" should cease. The purpose of it is not for punishment, but rather for their own good.

Chapter Fireside

Special motivational meetings provide inspiration for some members. Before finals (or anytime during the semester), have a chapter fireside meeting where the scholarship chair motivates everyone to do well on finals. This would be a good time for members to announce when they will be busy or can offer extra assistance. Don't go into finals blind—be prepared! A fireside meeting will set the serious tone for what is to come.

Give Preferences to High Scholarship

To make scholarship a real motivational tool, give preferences or priorities based upon scholarship alone. Maybe the room pick order for the chapter house should go by GPA. Outstanding scholars might also get first crack at limited favors. Maybe members getting good grades can choose their own house chores or members above a certain GPA don't have to wash dishes at their assigned time. Be creative!

Require Study Hours for Low GPA's

A good incentive for members to get off mandatory study hours is to have mandated study hours for each member who receives a certain GPA. This program needs to be enforced by the chapter's executive board. The study hours should be held in the scholarship room, under the supervision of a proctor. Mandated study hours are not a punishment, but rather a tool to help members raise their GPA's where they should be. The following is an example of the breakdown of hours that could be used if this system is implemented. If the member receives a 2.8 He/She needs to log in 4 study hours per week

| <i>GPA</i> | <i>Required Study Hours</i> |
|-----------------------------|------------------------------------|
| <i>2.6</i> | 6 Hours |
| <i>2.4</i> | 8 Hours |
| <i>2.2</i> | 10 Hours |
| <i>2.0</i> | 12 Hours |
| <i>1.8</i> | 14 Hours |
| <i>1.8 and below</i> | 15 Hours |

Scholarship Motto

One way to keep members adhering to scholastic excellence is to make scholarship a part of the brotherhood/sisterhood that binds them together. By developing a scholarship motto, it gives significance to academics and a uniform feeling of necessity to achieve scholastic greatness. The chapter should vote on a motto they wish to take on as an official motto. It can be secretive or non-secretive. To get really in-depth, develop a coat of arms or crest to incorporate the value of scholarship as it pertains to the chapter. Maybe have the motto in Greek (a good source for Greek vocabulary is a Greek-English dictionary). Maybe have a hand signal that only initiated members know. The motto can be anything from a slogan, to an acronym, to one word. Make sure the entire chapter is in agreement with the selection, so that it can be formally adopted. Not many chapters have an official scholarship motto, so maybe this is something you should look into.

Challenges/Competitions

One of the best ways to motivate members to excel academically is to have them compete against each other. Competition can be beneficial, because it makes brothers/sisters aware of how their scholarship builds brotherhood/sisterhood. If a team has a weak member, he will be weakening brotherhood/sisterhood and be motivated to do better. When there is a chapter-wide competition, prizes should be awarded as incentive. These prizes can be anything from engraved mugs, curtailing house jobs, rings, jewelry, money, etc. The following is a list of the possible competitions the chapter can sponsor.

- Initiate vs. New Member
- Big Brother/Sister-Little Brother/Sister vs. others
- Freshman Class vs. Senior Class
- Upper class vs. Lower class
- Engineering majors vs. Business majors
- Roommates vs. Other Roommates
- A Floor in Chapter House vs. Another Floor in Chapter House
- On Campus Members vs. Off Campus Members
- Individual members within the same major

Individual Goal Setting

The best way to know if you are on pace to do well is to set goals. When one goal is achieved, you know you are on the right track. Some members may not be able to achieve a 4.0 GPA, but if they can each reach their individual goal of 3.0 (or whatever else it might be), they will help the Chapter's overall GPA. With this in mind, it is a good idea to find out each member's individual goal. The time to do this is at the beginning of the semester, before any test or assignment. The easiest way to accomplish this is to pass a blank note card to each member. Then, they will write their personal GPA goal for the semester, their all-house GPA goal for the semester and any personal goals (such as certain score on a graduate test [LSAT, GRE, MCAT], induction to an honor society, etc.). After this is done, the scholarship chair will collect the note cards and file them. At the end of the semester, review the goals with their actual performance. To make it an incentive to meet the goals, offer prizes for those achieving their goal (dinner, pin, certificate, mug, etc.). If you do offer incentives, make sure the goals are challenging (i.e. a goal of 1.5 GPA is not challenging). Even if you don't offer incentives, it is good to do this for their personal reference. This challenges members to be personally accountable for their academic performance; and, in turn all are accountable for the chapter.

Chapter Goal Setting

An area often overlooked by fraternities and sororities is chapter goal setting. Too many times, members worry about themselves and set goals to benefit themselves. One of the main aspects Greek associations can improve upon is group work, and in turn, striving for a common goal. Academic excellence is a perfect mission to get the whole chapter involved. Set a goal and reach for it together!

Play the Market

"Play the Market" is a reward system that is similar to the stock market. At the beginning of the semester, explain to the chapter how the system will work. Basically, take a GPA goal for the chapter (we'll use 3.0 as an example). At the end of the semester, the individual grades of the members are reviewed by the scholarship chair. All those members receiving a GPA above 3.0 get money from the chapter treasury amount based on how many points their GPA was over 3.0. Respectively, all members receiving under a 3.0 will pay the chapter treasury an amount based on how many points their GPA was under 3.0. The amount, which can be flexible to set at the beginning, must thereafter be fixed and remain stable all semester. This "game" is very risky, but the chapter benefits either way. If the chapter receives above a 3.0, it can be looked at as "paying for good grades." Below is a list of the money breakdown (the actual dollar amount can be higher or lower, depending on the size of the chapter treasury).

If the Member receives a 4.0 He/She receives: \$20

- 3.8 \$16
- 3.6 \$12
- 3.4 \$8
- 3.2 \$4
- 3.0 He/She neither receives nor pays
- 2.8 He/She pays \$4
- 2.6 \$8
- 2.4 \$12
- 2.2 \$16
- 2.0 and below \$20

Breakfast Club

Sometimes, getting up for that 8:00 am class is difficult. A good way to motivate members to go to class on time is to form a "breakfast club." All members with the same morning class or class at the same time can all wake-up each other and have breakfast together, while preparing for class. This is also an excellent time for peer tutoring.

Issue a Formal Challenge to another Fraternity or Sorority

Is athletic competition the only thing that motivates your chapter members? Try challenging another fraternity or sorority to an academic challenge. Whether it be an all-house GPA challenge or another specified challenge, competition with other organizations can sometimes motivate all members to excel.

AWARDS

Incentives sometimes motivate members to work harder. One way to motivate is to have awards and rewards. The following are some possible reward systems your chapter can use.

Scholarship Banquet

The purpose of a scholarship banquet is to recognize all members (both initiates and new members) who have excelled academically. Formal dress to nice casual should work and all members should be in attendance. Prominent members of the faculty, such as the Dean, President, department chairs and professors should be invited. For best results, invite the faculty at least three weeks ahead of time, with a personally delivered invitation (see the Appendix of this page for a sample invitation). Follow up the week before the dinner with another personal visit, or even a phone call. Having faculty in attendance shows your fraternity/sorority places emphasis on scholarship and promotes it. Members from the international/national headquarters (such as regional advisors, graduate boards, etc.) should be invited also. Before dinner, scholastic achievement awards should be given out. Any type of academic-related awards can be distributed (see the "Awards" section in the Appendix for suggestions.) Another idea for this is putting the grade point of each member on their place card. The members with high achievement will feel proud, while those who have subpar grades feel incentive to do better the next semester. This dinner can be held at the chapter house or at a nice restaurant in town. It is a good idea to have the banquet at the chapter house, so the invited guests can tour the house and see what Greek Life is all about. Not only will this activity be beneficial for your scholarship program, but it is a good public relations tool. After the dinner, follow up with a thank you letter to your invited guests for attending.

Awarding Scholarships

A good way to recognize members on their hard work is to offer scholarships. If the chapter has strong support from alumni, they can start an endowed scholarship (this requires at least \$5,000 to start); or, the chapter can give a book scholarship (to cover the cost of textbooks) to the member who has best exemplified the values of scholarship. Another way to do this is to have every member donate \$5 and at the end of the semester, a member representing some aspect of scholarship (most improved, highest, etc.) is awarded the money. Monetary scholarships are good ways to motivate members to do well.

Scholar of the Month

Some members may receive a 3.8 consistently, but that member receiving a 4.0 regularly overshadows the other's performance. A good way to recognize the 3.8 (and any other member) is to have a "scholar of the month." By having this, members who excel frequently have the opportunity to receive an award. The executive board or the scholarship chair can decide on the monthly recipient. The winner should receive a prize of some sort or his/her name on a plaque. This system keeps members motivated during the semester, rather than at the end.

Scholar of the Week

Along with the idea of having a scholar of the month, try taking it a step further and awarding a scholar of the week. The criteria can vary, such as: the member with the most A's, the member with the most study hours, a member who scored the highest grade on a test, etc. A rotating award (such as a mug) would be ideal for this situation.

Individualized Special Awards

One of the best motivators is to give out individual awards for members excelling in the area of academics. A few ideas for awards are: engraved mugs, pins, jewelry, a plaque, certificates, free dinner in town, trophies, scholarships, money, etc. Anything that provides incentive should be used. Give out these awards by semester or yearly (it is preferred by semester) at a special chapter meeting, an alumni dinner, a scholarship dinner, etc. See the Appendix for some of the awards your chapter can give.

Chapter Awards

As opposed to giving out individual awards, it is cheaper in the long run to just have a permanent plaque or trophy at the chapter house that recognizes members over the years. Having a permanent chapter award can also be done in conjunction with the individual awards. For a list of the possible awards, see the Appendix.

GPA Dinner

Also referred to as a “steak and bean’s dinner” or a “scholarship dinner,” the GPA dinner has members dining from a menu related to their GPA. There are two ways to do this: 1.) A set menu for GPA increments (discussed later); or 2.) A set GPA two course meal (all above 3.0 eat steak, all below 3.0 eat beans). Either way you do this, it is supposed to encourage high scholarship. For the set menu for each GPA increment, a possible menu could be:

- 4.0 Shrimp and Steak
- 3.8 Steak and Chicken
- 3.6 Shrimp and Chicken
- 3.4 Steak
- 3.2 Shrimp
- 3.0 Chicken
- 2.8 Hamburger
- 2.6 Hot Dog
- 2.4 Salad
- 2.2 Baked Potato
- 2.0 Baked Beans
- under 2.0 Lima Beans

Incentives on Housing Bills

A good way to motivate members (especially those with financial difficulties) is to provide monetary incentives on housing bills. Those who academically excel receive a deduction on their rent or housing dues. Along with this idea, for members staying in the chapter house during the summer, try meeting with the housing corporation and formulate a plan that gives the member free rent if he/she receives an “A” in the summer class. As you will find, monetary incentives are very influential. By giving reduced housing rates, the chapter does not lose money, but the member still receives financial assistance.

Display Awards and Trophies

One of the biggest Recruitment tools a chapter can do is so simple but yet overlooked. During Recruitment/Intake, chapters want to make a good impression on potential members. An easy way to do this is to display academic awards and trophies. There is nothing more impressive than walking into a chapter house and seeing a trophy case full of plaques and trophies. Likewise, there is nothing more pathetic than walking into a chapter house and seeing an empty trophy case. There is a reason why you win awards. Be proud of what you have accomplished and display your hardware.

60 SECOND IDEAS

One of the most often heard complaints at scholarship chair roundtable meetings is, "I don't have enough time to devote to an effective scholarship program." With this in mind, the following "60 second ideas" are designed to be time effective, while very worthwhile. As the title suggests, these ideas take minimal effort, usually only a minute.

Skip Can

Funding scholarship programs is difficult when there is no money. With a skip can, members put in a quarter, dollar, etc. every time they skip a class. Scholarship programs and awards can be taken directly from the can. This idea promotes honesty. The skip can should be passed around at chapter meetings.

Door Knob Signs

Have you ever been bothered while studying? A good way to avoid this is to create door knob signs. You can have a red one for "Do Not Disturb," a yellow one for "I'm Studying, Come Back Later," and a green one for "Come on in." This would be useful during finals.

Display Study Pamphlets

The learning assistance program at your college/university has different kinds of pamphlets or documentation on studying techniques, note taking techniques, etc. Obtain these materials and display them on the scholarship bulletin board or on a table in the scholarship room. You will be surprised how many members use these materials.

Post Test Review Sessions and Free Tutors

Some members do not get the opportunity to see flyers on campus announcing when review sessions are and when they can get free tutoring. These informational flyers are usually mailed to all fraternities/sororities. Upon arrival, these should be posted immediately in the scholarship room, so that members are aware of them.

Make Announcements and Post Events

At each chapter meeting, the scholarship chair should announce events happening on campus in the community. These events can be cultural, educational and career-related. After announcing the events at the chapter meeting, post them on a bulletin board in the chapter house. These events give added education to motivated members who want to get out and learn things they would normally not learn in a classroom.

Scholarship Tip of the Week

To help brothers think of ways to help themselves in the area of academics, try posting a "scholarship tip of the week." These tips can be placed in the scholarship room, doors or more visible places (i.e. in the rest room, on mirrors, in the kitchen, or even on e-mail). The tips can range from how to study better, how to get more sleep, how to prepare for a test, etc. To get ideas, ask members to submit their advice, look in scholarship manuals, ask the learning assistance program, look at books on studying, or even make up your own slogans. Here are a few ideas on tips which could help get the ball rolling:

- "Studies show that getting at least 7 hours sleep the night before a test can improve test scores"
- "Don't cram for a test in one night—spread it out over a week"
- "Procrastination=Failure"
- "When in doubt, ask questions"
- "You're not paying \$10,000 to stay in bed—Go to class!!!"

Post Motivational Quotes

Much like the “scholarship tip of the week,” posting motivational quotes inspires some people. Try posting famous slogans, quotes, sayings, etc. which might give members motivation to study, place more emphasis on academics, cheer them up, etc. Put them on doors, mirrors, walls, desks, e-mail, etc. A good source for quotes is a quotations dictionary (usually found in your local or campus bookstore). Don’t be afraid to utilize quotes from your ritual as well. This will not only create a bond to the brotherhood/sisterhood but also motivate members.

Vocab Word of the Day

The constant learning of new information is vital. A good way to promote this is by having a “vocabulary word of the day (or week).” This is basically a new word chosen randomly out of a dictionary every day by the scholarship chair. Then, he/she will write the word on a piece of paper and post it in the bathroom, on doors, in the scholarship room, or anywhere else. It might not increase a member’s GPA, but it is good to learn new things everyday.

Post Members’ Schedules on Their Doors

Gather the members’ daily schedules and post them on their respective doors. With these schedules, other members will know where to find each other during certain times of the day. Also, this can be helpful for members who have early morning classes. In addition, by having a schedule on their door, other members can make sure they wake-up on time for class or that they get to their scheduled places.

Good Luck Notes

Simple good luck notes can be powerful enough to raise confidence in the member on test days. Not to mention, writing notes is an easy way to build brotherhood/sisterhood.

ON CAMPUS IDEAS

Since scholarship is all about using the university campus, these ideas help design programs that use campus resources. Sometimes, chapters feel they are an island with their own problems that only they can solve. If used, the university campus can be one of the most useful tools.

Meet the University Officials

A good way to build campus relations is to have the chapter president, the scholarship chair, the Recruitment chair, the faculty advisor, and the graduate advisor meet with university officials (such as the President, Provost, Dean, Admissions Director, etc.). In this meeting, they can discuss the problems or concerns the university is having in the areas of academics, and how the chapter and the Greek system can help with these problems. The faculty will see your chapter (and the Greek system as a whole) are concerned with the well-being of its members and the university itself. This meeting could change opinions the university administration has of Greeks.

Use Resources from the Councils

The purpose of the Greek Council’s scholarship chair is not to add up grades and send them to your chapter, but it is to assist you in your job as scholarship chair of your chapter. He/She, as well, has many ideas you could use or where to find help if you need it. The Council Scholarship Chair is at your beck and call, so utilize their services. Make sure your chapter scholarship chair attends Greek Council scholarship meetings to ask questions, find out what is happening on campus, and find out what other chapters are doing.

Tour Other Chapter Houses

Do you ever wonder what other chapters do to make their scholarship program so strong? Call the scholarship chair and arrange for a meeting with him/her at his/her chapter. Ask him/her to see his/her scholarship room and see what system their chapter uses. Maybe he/she has something that you could try out in your chapter. In a time of a need for increasing inter-Greek relations, this would be a good way to show it.

Recognize Members in Campus Activities

One of the areas of scholarship, which is often overlooked, is participation in campus activities and honor societies. Some members' GPA's slip two-tenths of a point due to involvement in activities; but, in the long run, it is an experience that will help them in the future. Grades alone will not get you a job these days! The chapter needs to recognize these members. If it is a new member, maybe pay his/her initiation fee if he/she is inducted into a campus honorary society. If it is an initiated member, maybe buy him/her a ring, a mug, or give him/her a book scholarship. Whatever you do, you need to recognize those members who spread the name of your fraternity/sorority on campus.

Library Night

A good way to encourage studying and use of the library is to have an organized, one night per week "library night." During this time, all interested members can go to the library together and study, do research, read, etc. Maybe every Wednesday night is "library night." If possible, a room should be reserved in the library.

Guest Speaker

While most chapters perceive that scholarship solely entails GPA's and classwork—it is more. Scholarship involves the total mental growth of its members. With this in mind, an inexpensive activity the chapter can promote is the inviting of guest speakers to address the members. The best time to do this is at or before a chapter meeting when all members should be in attendance. The guest speaker can address such areas as risk management or current events. For the risk management speakers, you could have a date rape seminar, a cultural awareness seminar, alcohol awareness, etc. For the current events presentation, have professors come over and discuss current issues of which your members may not be aware. A political science professor can talk about the upcoming election. The Dean can come over and talk about issues on campus. The possibilities are unlimited for the intellectual growth of your members. A good way to promote this within the chapter would be to do this with another fraternity/sorority. This way, attendance would be greater. The following list should hopefully give you some ideas.

- Professors from the following departments:
- History (current events)
- English (the use of literature in society)
- Political Science (elections, new policies, etc.)
- Foreign Language (the importance of learning one)
- Education (new educational technology)
- Business (the current economic status, the benefits of self-employment, etc.)
- Engineering (new technology and its impact on the job market)
- Fine Arts (the cultural events in the area and how you can get involved)
- Sciences [Physics, Biology and Chemistry] (new findings in technology, medicine, etc.)

Tour the Library

Formally touring the library is an underrated event. Until you have personally walked through the entire library and have had a library staff member explain ALL the functions of the library, there may be things of-which you are not aware. Maybe the library has test files, which students do not realize exist. Maybe the library has an inter-library loan system where you can get a book not there within three days. Arrange for a formal tour sometime and bring all the new members. Announce to the Chapter a fact they may not know about the library, so they would be curious to see what else they don't know about it. All members should be encouraged to go to the library.

Sponsor a Quiz Bowl

What better way to show your commitment to academics than by sponsoring a quiz bowl type competition. Your chapter can create the questions and game format, and do the organizing. Try inviting students from different campus organizations and honor societies to compete. Co-sponsor the tournament with another organization, and you will also be building campus relations. By the way, if your members attend, they will broaden their knowledge of current events and important historical affairs.

Faculty Car Wash

It never hurts to get “brownie points” with faculty members. A good way to make your self known to the faculty is to sponsor a faculty car wash. Maybe have the faculty make a donation for the car wash and then donate it to a philanthropic cause or to the campus library or university endowment fund. “It’s all about P.R.”

Library Orientation Quiz

Sometimes, library tours are not sufficient. Have the scholarship committee formulate a library orientation quiz, which forces members to search around the library and get familiarized with research methods. Do you think your members would take the time to complete the quiz? Add a \$50 incentive for the first member to turn in the quiz with 100% of the questions correct. If you do this, make sure at least one of the questions is “challenging.” See the Appendix for an example of a library orientation quiz.

USING PARENTS AND PARENTS CLUB

Parents of members can be very useful tools in helping chapters succeed academically. The use of an organized group of parents, or a Parents Club, can be even more effective. If your chapter does not have a Parents Club, talk to your chapter president about starting one. Usually, Parents Clubs only meet twice per year (during Family Weekends in the fall and spring semesters). At these meetings, parents can make donations, organize fund raisers, and donate academic supplies. For a Parents Club to be effective, the parents need to be informed of the scholastic standing of the chapter and its goals. If it is one area that parents are willing to help their children, it is academics. Take advantage of this great opportunity!

Parents Day Activities

Parents Day (or Parents Weekend) is a great time to talk about scholarship. Try having a meeting with all the parents, and then discuss how the chapter is doing academically. Graphs, charts and a tour of the chapter house (including the scholarship room) should all be included in the day. By providing activities academically oriented, parents are made aware of how much the chapter emphasizes scholarship.

Keep in Contact with Parents

Parents want to know how their children are doing, even at the college level. The chapter scholarship committee should be in charge of correspondence with parents through a newsletter or a simple, informative letter. Maybe send a flyer out to parents naming the “Scholar of the Month” or “Outstanding Academians.” Whenever chapter members get initiated into a campus honorary, the chapter should send home a letter of congratulations to the parents. By doing these simple things, parental relations are strengthened. With a strong support from members’ parents, scholarship programs or events could possibly be funded by parents.

Scholarship Sponsoring Program

A good way to get alumni and parents to support scholarship is to have a scholarship sponsoring program. Each alumnae or parent receives a donation form. They donate so much money for each hundredth of a point a specified member receives over the All Men’s Average (i.e. An Alumni sponsors a certain member \$.50 per hundredth of a point. The All Men’s Average is 2.6, the member gets a 3.6, and therefore he receives \$50 from the donor). See the Appendix for a sample donation form. Ask Parents to Make Donations

Has the chapter ever written a formal letter requesting a monetary donation from parents? Surprisingly, parents could be very willing to donate to the chapter, if it is used solely for academics. If you do not want to ask for money, try asking for useful scholastic supplies, such as: a set of encyclopedias, reference books, computer software, tables, chairs, etc. As the old saying goes, “It never hurts to ask!”

Magazine and Journal Subscriptions

A good way to get parents involved is for each parent to donate a year's subscription to a current events magazine or a widely used academic journal. If parents are not willing to do this, have the chapter or the alumni fund this project.

Send Letters to Parents

A good way to recognize members for their hard work is to send a letter home to the parents of each member receiving above a certain GPA (i.e. 3.0 and above). The scholarship chair or the chapter president should write the letter. The correspondence should include the following: the semester, the GPA, how proud the chapter is of the member's accomplishment, how proud the parents should be of this accomplishment, the overall chapter GPA, the member's chapter involvement, the member's extra-curricular activities, etc. Sometimes parents are not aware of how much work the members do, so it is good to congratulate them and keep in touch.

Arrange for Care Packages During Finals

Care packages are something members always look forward to receiving. Have the scholarship committee organize a program to gather items for care packages and then ask the parents to donate money to purchase one for their son/daughter.

Send Local Newspapers a Listing of Members' Accomplishments

When members first pledge themselves to membership, have them write down their hometown newspaper's address. Then, whenever the member reaches some major accomplishment (i.e. Greek Affairs award, Dean's List, chapter award), the chapter can send the newspaper a press release. This is a good way to make parents feel proud of their sons/daughters.

USING ALUMNI

One of the areas most neglected by undergraduate chapter members is graduate alumni relations. The day of graduation is usually the time chapter members start thinking about how alumni should be treated. This cycle of negligence seems to always continue. Stop it now, and jump-start your alumni relations program with academics. There are many different ideas that can help alumni feel involved. Take a look at some of these, and try to build your alumni support, while also helping your chapter succeed academically.

Get the Alumni Involved

One of the least thought of resources is the alumni. They have been where your members are now. They can tell you how important it is to keep up your GPA. They can tell you how to prepare yourself for work in the "real world." If you just ask for help, they will take it as a compliment and, most likely, help in anyway they can. Keep them updated in the graduate newsletter, and personally contact those members that could be helpful to your scholarship program. You never know, maybe they will donate \$200 every semester to have a book scholarship named after them. Maybe they will donate office supplies for your scholarship room. Try this once and see how beneficial it really is!

Use the Chapter Newsletter

A good way to increase graduate relations and emphasize scholarship is to devote part of your chapter newsletter to scholarship. However large your newsletter is (anywhere from 1 page summaries to 20 page annuals) you can always fit in something about your scholarship program. The scholarship chair should meet with the newsletter editor (or the person who writes and puts together the newsletter) to discuss what can go into the newsletter and how much space with which there is to work. Anything from listing members on the Dean's List for the semester to printing the GPA's of all members can be done. To really attract attention, make graphs and charts comparing your chapter with other fraternities/sororities at the university or other chapters nationwide. Make a chart showing your chapter's progress since it was chartered. Outline your scholarship program. Maybe put an "All-Time Academic Team," which recognizes the best students the chapter has ever had (add a name each year, semester, etc.). Distributing copies to graduates, fraternity/sorority headquarters, the university and parents will show how much emphasis your

chapter places on academics. Since scholarship is why we exist, it is good to show how the chapter is doing. Look at past newsletters for ideas or even ask to look at other chapters' newsletters.

Have an Alumni as an Academic Advisor

Successful chapters usually have an academic advisor. This position can be either filled by a faculty/staff member at the university or a graduate brother/sister. The advisor's sole purpose is to assist in the area of scholarship. He/She will assist in the implementing of programs, give his/her opinions on ideas, help with faculty relations and be a mentor. The advisor should attend chapter meetings (if possible) and keep in contact with the scholarship chair weekly.

All-Time Academic Team

A good way to keep up alumni relations is to formulate the "All-Time Academic Team," which can be comprised of all chapter members ever to receive a perfect grade point average. A plaque should hang in the chapter house with the names and pictures of the members deemed worthy enough to be members of the elite team. Hopefully, an idea such as this one will also motivate undergraduate members to succeed in the classroom.

Keep in Contact with the Housing Corporation

The scholarship chair should keep in contact with the governing body of house management. The scholarship chair (or any member who deals effectively with the corporation) should make recommendations on study facilities, lighting, ventilation, needs, desires, etc. that influence study habits. This communication will keep the governing body updated and willing to help, where they can.

Career Day

A good way to help graduating seniors, and all members for that matter, is to organize a career day. This should be planned at least one semester ahead of time. Graduates in certain fields can come back and present seminars in their respective fields. Also, you could use the assistance of the career center on campus or local recruiters to help in presenting some topics. Some of the presentations can be: interview skills, resume writing, cover letter writing, connections in business, how to research companies, where the jobs really are, how to make a timeline for finding a job, planning your future, investing for the future, what the job is really like, how to promote yourself, etc. Alumni will be impressed, and more than willing to help. If you use graduate members and campus resources, you are not only promoting good scholarship, but also good alumni relations, campus relations and community relations. This event should take place on a weekend, with ample time for members to attend all presentations they want to. This is another good event to do in coordination with another fraternity or sorority. The key to this activity is planning! Speakers should be asked if they would be interested and then invited well ahead of time (at least 2 months, so they have time to plan). See the Appendix for a sample schedule of the career day.

APPENDIX

POSSIBLE ROLES OF THE FACULTY ADVISOR

- Assist members in class and professor selection
- Assist the scholarship chair in formulating a scholarship program
- Remind members of important academic dates (withdrawal day, final exams, grades due dates, etc.)
- Discuss scholarship room necessities with housing corporation
- Meet with parents during Family Weekend and promote university activities
- Inform members of future plans of the university
- Supervise and help enforce the scholarship program
- Help members find services for their learning difficulties
- Be a member on the scholarship committee
- Be a liaison to the alumni board of advisors
- Help organize and conduct seminars for members (i.e. note taking, test taking, time management, studying, etc.)
- Help with faculty advisor search (if the advisor can no longer remain in that capacity)
- Meet with the Greek advisor and discuss academic successes and problems of the chapter
- Attend chapter meetings
- Meet personally with each member and discuss academic strengths and weaknesses
- Submit articles to the chapter newsletter
- Promote the chapter and entire Greek system to other faculty members
- Attend faculty advisor meetings organized by the Greek system
- Inform members of available scholarships
- Have a specific office hour set aside for only chapter members
- Keep in contact with national/international headquarters

CHECKING GRADES OF NEW MEMBERS

(Printed on official fraternity letterhead)

Dear Professors:

As a New Member of Alpha Beta Gamma Fraternity, my New Member Educator would like an update on my grades since midterms. Please indicate my current standing in your class and initial for the following courses:

Course Title Grade Initials

(To be filled-in by the new member)

(To be filled in by professors)

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Thank you for your assistance.

Sincerely,

John Doe, New Member Alpha Gamma Delta Fraternity

Professor – Please complete this form and return it in the provided envelope. Thank you.

TIME MANAGEMENT SCHEDULER

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--------|---------|-----------|----------|--------|
| 7:00 AM | | | | | |
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| 8:00 AM | | | | | |
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| 11:00 PM | | | | | |
| 11:30 PM | | | | | |
| 12:00 AM | | | | | |

CLASS EVALUATION FORM
CONFIDENTIAL

TEACHER NAME:

COURSE:

SEMESTER TAKEN:

GRADE RECEIVED:

FILE SUBMITTED BY:

OF TESTS:

TYPE OF TESTS:

OF QUIZZES:

TYPE OF QUIZZES:

BOOK?

NOTES?

TYPE OF CLASS (LECTURE, INDIV. INSTRUCTION, ETC.)

NOTES ABOUT CLASS IN GENERAL

NOTES ABOUT TEACHER

WOULD YOU RECOMMEND THIS TEACHER TO OTHERS? WHY OR WHY NOT?

WOULD YOU RECOMMEND THIS CLASS TO OTHERS? WHY OR WHY NOT?

PROFESSOR EVALUATION FORM

CONFIDENTIAL

NAME OF PROFESSOR:

COLLEGE:

COURSES TAUGHT:

COURSES TAKEN:

GRADES RECEIVED:

FILE SUBMITTED BY:

TEACHING STYLE (LECTURE, DISCUSSION, ETC.)

VOICE:

KNOWLEDGE OF SUBJECT:

PERSONALITY:

WILL HE/SHE GIVE EXTRA HELP IF YOU NEED IT?

AVAILABILITY OF OFFICE HOURS/CONFERENCES:

GENERAL COMMENTS:

OVERALL RATING [1 TO 10 (10 BEING HIGHEST)]

WOULD YOU RECOMMEND THIS PROFESSOR TO OTHERS?

RANK/MAJOR LIST

| <u>MAJOR</u> | <u>NAME</u> | <u>CLASS</u> | <u>GPA</u> |
|----------------------------------|-----------------------|--------------|-------------|
| <i>Accounting</i> | <i>Joe Jackson</i> | <i>2015</i> | <i>3.80</i> |
| | <i>Jon Smith</i> | <i>2016</i> | <i>3.25</i> |
| | <i>Jon Doe</i> | <i>2016</i> | <i>2.71</i> |
| <i>Business Computer Systems</i> | <i>Mike Greeves</i> | <i>2017</i> | <i>3.12</i> |
| | <i>Mike Smith</i> | <i>2016</i> | <i>2.98</i> |
| <i>Chemistry</i> | <i>George Johnson</i> | <i>2015</i> | <i>2.01</i> |
| <i>English</i> | <i>Joe Jefferson</i> | <i>2016</i> | <i>3.95</i> |
| | <i>Jake Smith</i> | <i>2016</i> | <i>1.94</i> |

| <u>MAJOR</u> | <u>NAME</u> | <u>CLASS</u> |
|----------------------------------|-----------------------|--------------|
| <i>Accounting</i> | <i>Joe Jackson</i> | <i>2015</i> |
| | <i>Jon Smith</i> | <i>2016</i> |
| | <i>Jon Doe</i> | <i>2016</i> |
| <i>Business Computer Systems</i> | <i>Mike Greeves</i> | <i>2017</i> |
| | <i>Mike Smith</i> | <i>2016</i> |
| <i>Chemistry</i> | <i>George Johnson</i> | <i>2015</i> |
| <i>English</i> | <i>Joe Jefferson</i> | <i>2016</i> |
| | <i>Jake Smith</i> | <i>2016</i> |

| <u>NAME</u> | <u>MAJOR</u> | <u>CLASS</u> |
|-----------------------|----------------------------------|--------------|
| <i>Joe Jackson</i> | <i>Accounting</i> | <i>2015</i> |
| <i>Jon Doe</i> | <i>Accounting</i> | <i>2016</i> |
| <i>Mike Greeves</i> | <i>Business Computer Systems</i> | <i>2017</i> |
| <i>Joe Jefferson</i> | <i>English</i> | <i>2017</i> |
| <i>George Johnson</i> | <i>Chemistry</i> | <i>2015</i> |
| <i>Jake Smith</i> | <i>English</i> | <i>2016</i> |
| <i>Jon Smith</i> | <i>Accounting</i> | <i>2016</i> |
| <i>Mike Smith</i> | <i>Business Computer Systems</i> | <i>2016</i> |

POSSIBLE INDIVIDUAL & CHAPTER AWARDS

The following list is a sample of some of the possible awards the Chapter can give out to its members recognizing them for academic excellence.

- Highest Semester GPA
- Highest Initiate (“Active”) GPA
- Highest New Member GPA
- Most Honor Points
- Highest Class GPA (Frosh, Soph, Junior, or Senior)
- Highest Room GPA (of Brothers living in Chapter House)
- Highest College GPA (1 each from LAS, Engineering, CFA, Education, etc.)
- Highest Graduating GPA
- Any Member with a 4.0
- Any Member with above a 3.0, 3.25, 3.5, etc.
- Any Chairman or Exec. Member with above a 3.0, 3.25, 3.5, etc.
- Most Improved GPA
- Highest Big Brother(Sister)/Little Brother (Sister) GPA