



SIGMA ALPHA EPSILON
TRUE GENTLEMEN

FRATERNITY AWARDS COMPETITION TIPS & FREQUENTLY ASKED QUESTIONS

Tips and Best Practices

- **Start Early and Submit Early** - The questions on the awards application(s) are meant to be thought-provoking and should be answered with a meaningful explanation. Awards such as Zeal and Chapter Achievement have MANY parts and require time and focus to complete.
- **Reach out to recommenders early** (if applicable) - Determine if any of the award(s) you are applying for require letters of recommendation and, if so, from whom. You should recruit and solidify those who will write your letters of recommendation before you begin your application(s). This will give those recommenders time to write and provide a solid testimony.
- **Divide the work** - The Fraternity Awards Competition applications should not be completed by only one person in the chapter. Rather, work with your Executive Council and other interested brothers to develop the answers for your submission, collect supplemental materials, and provide additional thoughts, ideas, and perspectives. Don't forget about consulting with your advisor, as they may have valuable input as well.
- **Use a Shared Drive** - Using a common source for your awards application(s) that multiple people can access will allow for higher productivity and more effective delegation. This will also allow multiple people to work on awards at one time.
- **Proofread, Proofread, Proofread** - There should be multiple people reviewing the materials and the answers you wrote in your application(s) before the chapter submits it. Doing this means there's a better chance that errors will be corrected and the application(s) will be as strong as possible. This could be another great opportunity to include your Chapter Adviser for their review and feedback.
- **Be Intentional with Supplemental Materials** - Some questions ask for "supplemental materials" to be uploaded. These materials should add value, description, and/or bring life to the narrative you submit on your application. Take the question prompts and descriptions into consideration when deciding what to submit as supplemental materials.

Frequently Asked Questions

- **Do I have to fill out the entire application and all of the sections?**
 - Yes. For the various chapter awards, there are smaller sections to fill out in order to complete the application. For Zeal and Chapter Achievement, every single chapter award application needs to be completed (except Emerging Chapter of the Year and Most Improved, which are not included in the application). This is because Zeal finalists and Chapter Achievement winners should be high-functioning in all areas of chapter operations.
- **How do nominations work?**

- Nominations from a Province Archon and/or Fraternity Service Center Staff Member are required for the John O. Moseley Award for Fraternity Zeal, Chapter Achievement Awards, Most Improved Chapter, and Emerging Chapter of the Year. These are collected by the Fraternity Service Center before the award applications open, and chapters are notified of their nominations. Nominations for the 2024-2025 Fraternity Awards Competition are due March 30, 2025, at 11:55 PM Pacific Time. The link for nominations can be found on the [SAE Website](#) under “Nominations.”
- **Which awards require letters of recommendation?**
 - The only award application that **requires** letters of recommendation is the John O. Moseley Award for Fraternity Zeal. Once you fully submit the Zeal application, your selected recommenders will receive an email that has them upload their letter of recommendation to the awards application system directly. Letters of recommendation cannot be uploaded before the application is submitted.
- **When are award applications due?**
 - Applications are due April 30, 2025, at 11:55 PM Pacific Time. No extensions will be given, and exceptions cannot be made.
- **How are winners selected?**
 - Award applications are reviewed by volunteer alumni evaluators and are assessed using a point system. Award recipients are those who receive the highest ranking amongst applicants, according to the volunteer evaluators.

Application Questions

A preview of the questions for all awards applications can be found [HERE](#).