Phi Beta Sigma Fraternity, Inc.

Chapter Operating Standards

Self Assessment Tool

Prior to submitting, the chapter will confirm that all information in the report is presented accurately and true. Any falsification of this report will result in chapter suspension. Each Regional Director will review and approve his chapters' report and forward to Corporate Headquarters for processing. Any chapter that does not submit a report to the Regional Director during the required period will be suspended.

OUTSTANDING CHAPTER AWARDS COMPETITION

Outstanding Collegiate Chapter - Regional

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
3. Annual Chapter Report submitted by required deadline.
4. Degree of participation in Sigma National Programs
5. 21 Awards to be given in this area (includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Outstanding Alumni Chapter - Regional

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter
2. Final score of Chapter Awards and Recognition Audit Report with Regional Director's recommendation.
3. Annual Chapter Report submitted by required deadline and procedures.

4. Degree of participation in Sigma National Programs

5. 21 Awards to be given in this area (includes award for each of the 7 regions and recognition at each of the 3 Chapter Levels)

Sigma Model Collegiate Chapter “Most Outstanding Chapter in Fraternity Award”

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter

2. Highest score of Chapter Awards and recognition Audit Report with Regional Director’s recommendation.

3. Annual Chapter Report submitted by required deadline and procedures.

4. Degree of participation in Sigma National Programs

5. National display (presentation, neat, logical, relevant and attractive)

6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.

7. Maximum of 3 awards to be given in this area (includes award for each of the three chapter levels)

Sigma Model Alumni Chapter “Most Outstanding Chapter in Fraternity Award”

This chapter will be judged on the following criteria:

1. Must be recognized as the Outstanding Regional Chapter

2. Highest score of Chapter Awards and recognition Audit Report with Regional Director’s recommendation.

3. Annual Chapter Report submitted by required deadline and procedures.

4. Degree of participation in Sigma National Programs

5. National display (presentation neat, logical, relevant and attractive)

6. Formal Interview with Chapter Leadership by Standard & Awards Committee. Committee will follow established interview protocol with scoring.

7. Maximum of 3 awards to be given in this area (includes award for each of the three chapter levels)

Chapters are evaluated and compete for awards based on chapter size. The following sizes should be used for your rating level:

Level I - chapters with active membership of 40 or more

Level II - chapters with active membership of 16 to 39

Level III - chapters with active membership of 5 to 15

2025

* CSAF Year

* Chapter Rating Level

LEVEL II

CSAF Scholarship and Academic Criteria

* Chapter host learning opportunities, special presentation at least quarterly at during chapter's general meeting

No (0 Points)

* The cumulative GPA of each chapter the alumni chapter sponsors is above a 3.0 GPA

Yes (25 Points)

* 75% of chapter members have earned an undergraduate degree (bachelor's degree/4-year degree)

Yes (25 Points)

* 25% of chapter members have earned a graduate degree or above

Yes (25 Points)

Program Implementation and Reporting

CSAF Education Program Criteria

* Chapter has implemented the 2 Sigma Wellness programs mandated under Education during the past year. (Scholarships & Adopt-A-School)

No (0 Points)

(2 required exercises must be completed under the Adopt-A-School initiative)

(Alumni: Provide $1000 in Scholarships)

(Collegiate: Provide $300 in Scholarships)

Bonus points

(Cannot be obtained unless the two mandated initiatives are completed)

Alumni providing $3000 or more

Select a value

CSAF Social Action Program Criteria

Partnerships:

March of Dimes

* Conduct a Building Stronger Father's Initiative Program

No (0 Points)

* Participate in Infant Prematurity Awareness Initiative

No (0 Points)

* Participate in the March for Babies

No (0 Points)

Sickle Cell Disease Association of America

* Conduct a Blood Drive

Yes (10 Points)

* Conduct a "Be the Match" Campaign

No (0 Points)

* Create or participate in a local SCDAA event (ex. Walk/Run)

No (0 Points)

American Cancer Society

* Participate in a “Relay for Life"

No (0 Points)

* Participate in “Real Men Wear Pink" Campaign

No (0 Points)

* Conduct an educational event around Men’s Cancer

No (0 Points)

American Lebanese Syrian Associated Charities (ALSAC) / St. Jude

* Participate in an Awareness Campaign for Children’s Cancer

No (0 Points)

* Conduct an event for patient advocacy (ex. toy drive, volunteer at hospital)

No (0 Points)

NAACP / When We All Vote

* Participate in or host a program that supports a NAACP Initiative

Yes (10 Points)

* Organize a Voter Registration Campaign

No (0 Points)

Sigma Social Justice & Advocacy

* Participate in Sigma Day on Capitol Hill

No (0 Points)

* Participate or Host an Advocacy Day with your State or Local government elected officials

No (0 Points)

* Participate or Host a Program/Webinar on Community Safety, Voting Rights, or Gun Violence

No (0 Points)

Sigma Wellness

* Participate or Host a Mental Health Program

No (0 Points)

* Participate or Host a Men's Health Program

Yes (10 Points)

* Participate or Host a Fitness, Diet, or Nutrition Program

No (0 Points)

* Conduct two (2) "Living Well Brother 2 Brother" Modules

No (0 Points)

Bonus

* What % of your chapter donates to the PBS Impact Foundation - Social Action Partnership Fund

Less than 25% of your chapter donates to the PBS Impact Foundation - Social Action Partnership Fund (0 Points)

Partner with a Zeta Phi Beta Sorority, Inc. Chapter to do a Social Action Program

Yes (10 Points)

Partner with a D9 organization to do a Social Action Program

Yes (10 Points)

CSAF Bigger and Better Business Program Criteria

Project S.E.E.D. and S.B.I.

* Chapter has implemented the 2 Sigma Wellness programs mandated under Bigger & Better Business during the past year. (Project S.E.E.D. & S.B.I.)

Yes (50 Points)

Bonus points

(Cannot be obtained unless the two mandated initiatives are completed)

Bonus for chapters providing scholarships above the Education mandate.

5 additional points for each additional Bigger & Better Business Program implemented. (Chapter has its own V.I.T.A. program site)

No events (0 Points)

CSAF Sigma Beta Club Program Criteria

* Chapter has an active Sigma Beta Club program or supports/sponsor an active Sigma Beta Club

No (0 Points)

* Chapter has provided scholarships to the National Sigma Beta Club Foundation, Inc. Alumni awards $250 or more towards the National Sigma Beta Club

No (0 Points)

* Chapter has logged over 1,000 hours of community service

No (0 Points)

Membership Growth and Retention

* The Chapter has a written retention policy

No (0 Points)

* The Chapter has 85% retention of all eligible members

No (0 Points)

* The Chapter has paid all required fees

Yes (25 Points)

* The Chapter has grown since last year (25% for level 3, 20% for level 2, 15% for level 1)

No (0 Points)

Bonus Points: Chapter level movement (50 points for each raised level)

Chapter level movement (50 points for each raised level)

No Levels (0 Points)

Chapter Operations

* The Chapter has a written budget along with Business/Financial Plan

Yes (25 Points)

The Chapter has completed a Chapter Assessment with his Regional Director or appointed representative

Yes (25 Points)

* The chapter fas current and written by-laws

Yes (10 Points)

* The chapter conducts weekly meetings (Collegiate)

No (0 Points)

* The chapter conducts formal business meeting with Sigma Business Formal Attire at least quarterly (once every 3 months)

No (0 Points)

* The chapter has an annual retreat prior to the fall

No (0 Points)

* The chapter conducts an officers' retreat after the election of new officers

No (0 Points)

* Chapter has assigned alumni advisor who attends collegiate chapter meetings at least twice per month

Yes (25 Points)

* Chapter assigned alumni advisor who attends collegiate chapter meetings at least twice per month

Yes (15 Points)

* Collegiate members participate in local Alumni Chapter meeting each month

No (0 Points)

* Chapter supports and participates with local NPHC or other Greek/Community Organizations

Yes (25 Points)

* Chapter has a minimum of 10 members or 20% (Whichever number is smaller) of its membership registered and actively participate in most recent Regional Conference.

Yes (25 Points)

* Chapter has a minimum of 10 members or 20% (Whichever number is smaller) of its membership registered and actively participate in most recent Conclave.

Yes (25 Points)

Risk Management

* The Chapter has a written Risk Management Plans

No (0 Points)

* The Chapter reviews the Risk Management Guidelines at the start of fall of each year.

No (0 Points)

* Chapter has paid all liability insurance fees to Corporate Headquarters

Yes (25 Points)

* Advisor is certified and participates in each session of the MIP for all chapters

Yes (25 Points)

* Chapter submits Completed Insurance form to Corporate Headquarters according to procedures 100%

Yes (25 Points)

* Chapter has 100% of its members certified In MIP.

No (0 Points)

Bonus Points: Advisor is listed as a Certified Trainer with HQ (25 points).

No (0 Points)