

# CHAPTER OF EXCELLENCE AWARD (COE)

## LEVELS OF EXCELLENCE

### BLUE LEVEL

Must complete all nine (9) numbered items in **Required** category, plus an additional three (3) items, one from each of the other three categories (**Development**, **Reporting**, **Service**).

### GOLD LEVEL

Must complete all nine (9) numbered items in **Required** category, plus an additional six (6) items, two from each of the other categories (**Development**, **Reporting**, **Service**).

### DIAMOND LEVEL

Must complete all nine (9) numbered items in the **Required** category, plus an additional nine (9) items, three from each of the other categories (**Development**, **Reporting**, **Service**).

CATEGORY	ACTIVITIES CONDUCTED	DATE DUE
	Each numbered item represents one of four categories: <b>Required</b> , <b>Development</b> , <b>Reporting</b> , <b>Service</b>	
REQ	<b>1. SUBMIT REQUIRED PAPERWORK</b> <ul style="list-style-type: none"> <li>Charter Reaffirmation</li> <li>Active Membership Dues (AMD) of \$17 total per semester per active member</li> </ul>	NOVEMBER 15; APRIL 15
REQ	<b>2. COMPLETE ANNUAL SERVICE PROJECTS &amp; SUBMIT REPORTS</b> <ul style="list-style-type: none"> <li>Conducted a service project in conjunction with National Service Week AND</li> <li>Spring Youth Service Day</li> </ul>	NOVEMBER 15; MAY 1
REQ	<b>3. SUBMIT PLEDGE &amp; INITIATE ROSTERS &amp; FEES</b> <ul style="list-style-type: none"> <li>Submit pledge rosters and fee of \$31 per pledge (\$25 pledge fee, \$6 insurance fee)</li> <li>Submit initiate roster and fee of \$35 per initiate</li> </ul>	SUBMITTED WITHIN 10 BUSINESS DAYS OF RESPECTIVE CEREMONIES
REQ	<b>4. CONDUCT OFFICER TRANSITION</b> <ul style="list-style-type: none"> <li>Held an orientation/training session for all chapter officers and advisors</li> </ul>	AFTER EACH ELECTION, JULY 31
REQ	<b>5. ALUMNI</b> <ul style="list-style-type: none"> <li>Hosted a chapter alumni event OR</li> <li>Published an alumni newsletter</li> </ul>	JULY 31
REQ	<b>6. ATTEND OR HOST CONFERENCES</b> Hosted or attended (by at least one active voting delegate): <ul style="list-style-type: none"> <li>Annual sectional conference AND</li> <li>Regional conference or National Convention</li> </ul>	CONTACT REGIONAL/ SECTIONAL CHAIRS FOR DATES
REQ	<b>7. CONDUCT CAPS &amp; SUBMIT FORMS</b> <ul style="list-style-type: none"> <li>Conduct a Chapter Assessment and Planning Session</li> <li>Submit all relevant forms in the Officer Portal</li> </ul>	JULY 31
REQ	<b>8. SUBMIT ANNUAL CHAPTER EVALUATION &amp; H. ROE BARTLE AWARD</b> <ul style="list-style-type: none"> <li>Complete evaluation and award application forms in the Officer Portal</li> </ul>	NOVEMBER 15
REQ	<b>9. ANNUAL FINANCIAL REVIEW</b> <ul style="list-style-type: none"> <li>Verified review of chapter's previous year's financial records (may be done with Charter Reaffirmation)</li> <li>Fill out 990-N, if applicable (see guide above)</li> </ul>	JULY 31
DEV	<b>10. ATTEND OR HOST LEADERSHIP DEVELOPMENT ACTIVITIES</b> <ul style="list-style-type: none"> <li>Attend or host at least two leadership development events or activities, at least one of which must be fraternity affiliated (such as APO Leads course)</li> </ul>	JULY 31

<b>CATEGORY</b>	<b>ACTIVITIES CONDUCTED</b> Each numbered item represents one of four categories: <b>Required</b> , <b>Development</b> , <b>Reporting</b> , <b>Service</b>	<b>DATE DUE</b>
	<b>11. MANAGE MEMBERSHIP RETENTION</b>	
<b>DEV</b>	<ul style="list-style-type: none"> <li>Perform a survey at start of each semester to determine needs of chapter OR</li> <li>Develop a plan of action to achieve retention and recruitment goals established during CAPS OR</li> <li>Achieve membership retention rate of at least 75 percent for the year</li> </ul>	<b>JULY 31</b>
	<b>12. MANAGE PLEDGE PROGRAM</b>	
<b>DEV</b>	<ul style="list-style-type: none"> <li>Conduct a pledge program in which pledges are educated in fraternity history and functions AND</li> <li>Conduct a pledge-planned project where both actives and pledges participate</li> </ul>	<b>JULY 31</b>
	<b>13. MANAGE INTERCHAPTER RELATIONS (FRIENDSHIP)</b>	
<b>DEV</b>	<ul style="list-style-type: none"> <li>Attend at least one fellowship activity with another chapter, not including sectional, regional or national events</li> </ul>	<b>JULY 31</b>
	<b>14. MANAGE COMMUNITY PUBLICITY</b>	
<b>REP</b>	<ul style="list-style-type: none"> <li>Maintain a chapter website, Facebook, Twitter or Instagram OR</li> <li>Obtain local media coverage about a chapter service project or activity (notified sectional chair about local media coverage)</li> </ul>	<b>JULY 31</b>
	<b>15. MANAGE FRATERNAL PUBLICITY</b>	
<b>REP</b>	<ul style="list-style-type: none"> <li>Submit an article or photo for the Torch &amp; Trefoil OR</li> <li>Submit an article or photo to national, regional or sectional website</li> </ul>	<b>JULY 31</b>
	<b>16. MAINTAIN CHAPTER OFFICER LIST</b>	<b>UPDATED WITHIN 10 DAYS OF TAKING OFFICE</b>
<b>REP</b>	<ul style="list-style-type: none"> <li>Update officers in the Officer Portal after each officer transition</li> </ul>	
	<b>17. SUBMIT LIST OF GRADUATING SENIORS</b>	
<b>REP</b>	<ul style="list-style-type: none"> <li>Submit a list of graduating seniors in the Officer Portal</li> </ul>	<b>JUNE 1</b>
	<b>18. SUBMIT A YOUTH SERVICE GRANT APPLICATION</b>	
<b>SERV</b>	<ul style="list-style-type: none"> <li>Submit a Youth Service Grant application for a pre-college-age-based service project.</li> </ul>	<b>FEBRUARY 1</b>
	<b>19. SUBMIT A LETTER OF RECOMMENDATION FROM CHAPTER ADVISORY CHAIR</b>	
<b>SERV</b>	<ul style="list-style-type: none"> <li>Submit a letter from the chair outlining the chapter's service on campus during the year (submit letter to sectional chair for review)</li> </ul>	<b>JULY 31</b>
	<b>20. ENGAGE ALPHA PHI OMEGA'S NATIONAL PARTNERS</b>	
	Engage in a project or program with one of the following:	
<b>SERV</b>	<ul style="list-style-type: none"> <li>America's Promise</li> <li>Boy Scouts of America</li> <li>Campfire USA</li> <li>Girl Scouts of the United States of America</li> <li>President's Student Service Awards</li> <li>Relay for Life</li> <li>Special Olympics</li> <li>USA FreedomCorps</li> <li>Youth Service America</li> </ul>	<b>JULY 31</b>
	<b>21. FOUR FIELDS OF SERVICE</b>	
	Conduct at least four projects in each of the following fields of service:	
<b>SERV</b>	<ul style="list-style-type: none"> <li>Fraternity</li> <li>College</li> <li>Community</li> <li>Nation</li> </ul>	<b>JULY 31</b>

Chapters must meet all of the deadlines in Requirements 1-9 to qualify for each level. Please submit all documentation to your sectional chair for verification and approval prior to the July 31 deadline. Documents not submitted via the Officer Portal (when applicable) will not be accepted.