

# FarmHouse Chapter Programming Awards

- Chapter work and activities from January 1 to December 31.
- Deadline for entry February 15.
- No more than one page per category, beyond the attachments allowed as noted below.

## **INSTRUCTIONS:**

A. Each of the 12 entries should provide details of the programs adopted and completed during the past 14 months in that area. The use of bullet points detailing work done is recommended for better presentation.

B. Entry should be typed, single-spaced and no more than one of paper, one-sided, in addition to the attachments allowed and noted below. Font should not be smaller than 10-point, with margins at least ½ inch.

C. Please list 3-5 chapter goals for each area and break down what activities and programs the chapter developed to reach those goals. Goals need to be SMART (Specific, Measurable, Achievable, Relevant and Time Restricted). Make sure to provide enough information to fully understand the chapter program or event including clear numbers, percentages and quantifiable descriptors in order to provide better perspective and context. New programs and activities should be identified and so labeled.

D. Organization, grammar, spelling, punctuation and neatness will be considered by the evaluation team in rewarding points in each category.

E. It is suggested that responsibility for the preparation of this entry be divided among the appropriate officers and/or committees responsible for the different phases within the category. While chapters are encouraged to share ideas and tweak good ideas that other chapters have accomplished, any form of plagiarism from previous work will result in an application being disqualified from award consideration.

F. Entries are to be prepared for the following 12 categories:

Category 1: New Member Recruitment \*

Category 2: New Member Education \*

Category 3: Total Membership Education

Category 4: Alumni Relations \*

Category 5: Financial Management \*

Category 6: Campus Involvement \*

Category 7: Community Service \*

Category 8: Risk Management \*

Category 9: Intellectual Development

Category 10: Spiritual Development

Category 11: Social/Moral Development

Category 12: Physical Development

\* Indicates attachments are encouraged. See next page for further explanation of entries.

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## **Category 1: New Member Recruitment**

Additional 1-page, 1-sided, year-round Recruitment Calendar/Schedule is encouraged to help support entry.

## **Category 2: New Member Education**

Additional 1-3 page syllabus outlining new member education schedule and 1-page big brother program outline is encouraged to be submitted to support entry.

## **Category 3: Total Membership Education**

## **Category 4: Alumni Relations**

Copies of two newsletters/communication pieces printed during the year should be included.

\*\* Doubles as Outstanding Newsletter application submission.

## **Category 5: Financial Management**

Most recent balance sheet/income statement, current budget, previous semester budget, delinquent accounts policy and 1-page audit summary are encouraged to be submitted to help support entry.

## **Category 6: Campus Involvement**

Additional complete list of each chapter/new member and activities involved with on campus is encouraged to be submitted to help support entry.

## **Category 7: Community Service**

Additional complete list of each chapter/new member and community service hrs./involvement is encouraged to be submitted to help support entry.

## **Category 8: Risk Management**

Additional description/duties of risk management committee/officer, copy of chapter's crisis management plan and chapter's policy/procedures for violations are encouraged to be submitted to help support entry.

## **Category 9: Intellectual Development & Scholastic Achievement**

## **Category 10: Spiritual Development**

## **Category 11: Social & Moral Development**

## **Category 12: Physical Development**