**2021 Buchanan Cup Application**

Every two years at Conclave, SigEp recognizes its highest performing chapters with the Buchanan Outstanding Chapter Award. Named in honor of past Grand President Edwin Buchanan, the Buchanan Cup, as we commonly refer to it, represents superior and sustained achievement in our Fraternity. The Buchanan Cup, or "Buc Cup," recognizes the best-of-the-best Sigma Phi Epsilon chapters. Chapters are measured in relation to the accomplishments of their peers on campuses across the country. Only the chapters that excel in every area of operations and further the Grand Chapter's strategic plan qualify for this high honor.

**This year’s application review period covers January 1, 2019, through December 31, 2020. All supplemental attachments, letters of recommendations and responses must be submitted on mySigEp by March 24, 2021 at 11:59 p.m. Any applications submitted after this time will not be considered.**

This year’s new Buchanan Cup application in mySigEp will allow you to:

* More easily collaborate with your executive board to complete the application, allowing you to save answers as you go
* Provide context or color commentary about relevant pre-populated measures
* Review responses with chapter volunteers before submitting
* Request letters of recommendation to be uploaded from key volunteers and stakeholders
* Receive feedback from reviewers on how to continue improving your chapter after submitting

This year’s application primarily consists of open-ended questions about your chapter’s experience. Do your best to answer these questions honestly and succinctly, as each question has a 3,000 character limit. Pre-populated statistics from the chapter’s dashboards in mySigEp will also be assessed during the review process. These statistics are based on self-reported results, actions taken in mySigEp (such as reporting a new member or updating someone’s status to “expelled”) and Headquarters staff-based assessments. At the beginning of each section, you’ll be prompted to review the relevant dashboard and have an opportunity to provide context or color commentary on the data displayed in the dashboard. If you feel the data is not a good representation of your chapter, use that opportunity to explain why.

**Feel free to download this document to prepare your responses. However, the final responses and supplemental documentation must be submitted directly in mySigEp by the March 24, 2021 at 11:59 p.m. deadline. This document will not be accepted as your submission.**

**Supplemental Documentation Required:**

* Chapter bylaws
* Membership agreement
* Photo of chapter’s ritual equipment setup to perform a Rite of Passage
* Chapter’s budget for last two years (combined into one document)
* Chapter’s latest tax filing
* AVC’s latest tax filing
* Chapter’s calendar of events
* 3-5 photos of chapter events with brothers (to be displayed during awards ceremony)

**Optional Letters of Recommendation to Submit:**

Letters of recommendation may be requested and uploaded from the following individuals:

* Chapter Counselor
* AVC President
* Balanced Man Steward
* District Governor
* Faculty Fellow or Faculty Advisor
* Fraternity and Sorority Life Advisor

These letters of recommendation may be uploaded by the chapter in the Supplemental Documents section of the Buchanan Cup application. If the author prefers, he/she may also upload the document directly using the form linked on this webpage: <https://sigep.org/buccup>. If they upload the letter through this second method, only the review team will be able to see the contents of the letter.

**General Information** - Review the “Chapter Profile” link on mySigEp.

1. What are the chapter’s three greatest accomplishments over the last two years?
2. How has the chapter navigated through the COVID-19 crisis? How did the chapter’s leadership innovate and adapt their membership experience to continue providing value (in regard to recruitment, retention, member development, finances, etc.)?
3. Did your chapter apply for a Buchanan Cup last review cycle? If so, what were the main points of feedback from the Buchanan Cup review committee? If the chapter did not apply for the Buchanan Cup, what led the chapter to apply this year?
4. What does your chapter do to make it stand out from other chapters on campus? Why should your chapter be awarded a Buchanan Cup?

**Recruitment** - Review the “Recruitment Dashboard” and “Balanced Man Scholarship Dashboard” links on mySigEp.

1. Please use the space below to provide additional context or color commentary on the statistics located within the dashboards linked above.
2. How does the chapter utilize year-round recruitment to grow the chapter? If campus policies prohibit continuous open bidding, what other strategies does the chapter employ to identify and cultivate high-quality potential new members throughout the year?
3. What is the chapter’s optimal size? What factors did you consider when determining the chapter’s optimal size? What is the chapter doing to reach its optimal size? If the chapter is already at its optimal size, how does the chapter plan to sustain that?
4. How does your chapter seek to recruit members from diverse backgrounds and with diverse perspectives (including ethnicity, race, religion, sexual orientation, socio-economic status, etc.)?
5. How does the chapter utilize the Balanced Man Scholarship to identify and recruit high-quality potential new members on campus? How does the Balanced Man Scholarship set the chapter apart in recruitment? If the chapter does not conduct the Balanced Man Scholarship, why not?
6. Describe the chapter’s recruitment standards when considering potential new members.
7. How does the chapter and recruitment committee make use of a potential new member list? What strategies have you utilized to generate new leads to add to your list?
8. What is your recruitment pitch? In other words, how does your chapter differentiate itself to potential new members when promoting the value of being a member of your chapter?

**Member Development** - Review the “BMP App Usage Dashboard” and “Member Retention Dashboard” links on mySigEp.

1. Please use the space below to provide additional context or color commentary on the statistics located within the dashboards linked above. If the chapter does not currently use the BMP App to track brothers’ challenges, describe your system of tracking and accountability.
2. How has the chapter improved the Balanced Man Program over the last two years? How does the chapter’s Balanced Man Program instill the cardinal principles of virtue, diligence and brotherly love in its members?
3. Are there any rights (voting, holding leadership positions, wearing letters, attending chapter meetings, etc.) or responsibilities that are different for new members and upperclassmen? In what ways has the chapter aligned its operations to support single-tiered membership?
4. How does the chapter provide upperclassmen with relevant development opportunities to prepare members for a successful life after college? How are alumni and volunteers supporting Epsilon and Brother Mentor challenges to ensure quality programming?
5. What does the chapter do to motivate brothers who are not participating in their respective challenges? What accountability measures are in place for brothers not participating in the Balanced Man Program?
6. How does the chapter seek to make the Ritual part of the day-to-day lives of its members? How often is each Rite of Passage practiced and performed? What percentage of members are typically present at each Rite of Passage?
7. How does the chapter engage alumni, volunteers, parents, university faculty/staff and/or content experts in Balanced Man Program meetings or other developmental programming?
8. Has the chapter been successful in intramural sports on campus? What other activities do your brothers do to stay active and maintain a sound body?
9. What does your SigEp Learning Community programming consist of? If the chapter is not currently an accredited SigEp Learning Community, what is the plan to achieve the accreditation status?

**Academics** - Review the “Academics Dashboard” link on mySigEp.

1. Please use the space below to provide additional context or color commentary on the statistics located within the dashboards linked above.
2. How does the chapter support the academic success of members?
3. What is the chapter’s minimum GPA expectation for new members to join the chapter? For returning members to remain in good standing?
4. How does the chapter hold members who fall below the minimum GPA expectation accountable?

**Chapter Leadership** - Review the “Program Attendance Dashboard” link on mySigEp.

1. Please use the space below to provide additional context or color commentary on the statistics located within the dashboards linked above.
2. How have your members grown from having attended SigEp’s leadership programs?
3. Does the chapter host an annual executive transition retreat? What is a typical agenda, and who is usually in attendance?
4. How does the chapter cultivate the next generation of leaders in preparation for officer elections each year? Do aspiring officers apply to be on the next executive board through a formal application process? If not, how do aspiring officers express interest in serving?
5. What campus-based awards (options may include student organization of the year, fraternity/greek organization of the year, intramural trophy, member development award, academic award, philanthropy/community service/service-learning award) has the chapter been recognized with?
6. How does the chapter engage with the campus and community? What activities or service-learning events does the chapter host to promote a positive relationship with each?

**Volunteers** - Review the “Volunteer Statistics Dashboard” link on mySigEp.

1. How does the chapter utilize the alumni and volunteer corporation to support chapter operations?
2. How are volunteers engaged at chapter, executive board and committee meetings?
3. How are graduating seniors encouraged to continue their involvement as a volunteer with SigEp post-graduation?
4. How often does the alumni and volunteer corporation meet during the school year? Are meetings open to undergraduate members to attend? What business is discussed at these meetings?

**Fiscal Health and Member Safety**

1. Has the chapter been investigated and/or sanctioned by the university during the review period? If the chapter has been investigated and/or sanctioned by the university during the review period, explain the reason(s), as well as the outcome(s) and all actions taken by the chapter in response.
2. How do you ensure a safe and healthy experience is provided by your chapter? Describe any risk management education or mental health support provided to chapter members.
3. How does the chapter handle chapter dues billing and collections (greekbill, LegFi, Quickbooks, etc.)? What is the chapter’s collection rate?
4. What support does the AVC provide the chapter to ensure smooth transition of vice presidents of finance and review the chapter’s finances?
5. How much does the chapter and AVC have set aside in savings? If none, what is the plan to begin saving?

**Chapter Facility** - If applicable;leave this section blank if the chapter is unhoused.

1. What are the top three needs of the chapter facility? How does the chapter and/or AVC plan to continue making the facility a desirable place to live and work?
2. How has your chapter educated members, potential new members and volunteers about the chapter's substance-free facility policy? How has the chapter’s substance-free programming and buy-in to this policy improved since its initial adoption in 2017?
3. What is the current occupancy % of the chapter facility? What is the live-in requirement to attain maximum occupancy?
4. Is there a dedicated study space in the chapter house? How else does the chapter promote a productive environment to work and live?