



## **2023 Buchanan Cup - Application Rubric**

This year's Buchanan Cup application, available for submission in mySigEp, consists of nine sections (eight for unhoused chapters). This document outlines the ideal practices in each area of operation for chapters that will be recognized with the 2023 Buchanan Cup at the Grand Chapter Conclave this summer. The application review committee, made up of a diverse and experienced group of dedicated SigEp volunteers, will use these ideal practices to judge each application.

### **Supplemental Documentation**

- Chapter's supplemental documentation provides great insight to the chapter's performance and supports answers supplied to application questions.
- Chapter's open response questions were inspiring and encouraging, leading the review team to believe that the chapter has a firm understanding of the ideal SigEp experience and strives to deliver that experience in all aspects of chapter operations.

### **Letters of Recommendation**

- Chapter's recommendations provide evidence that their supporters believe they are one of the top chapters on campus and in the nation.

### **Recruitment**

- Chapter is consistently in the top quartile of manpower on their campus, recruiting a high quality, and quantity, of men each year. Chapter consistently tracks potential new members recruitment progress and reports new members on mySigEp.
- Chapter has written recruitment standards that have been communicated to the entire chapter and membership applications or interviews are utilized to identify the top quality candidates on campus.
- Chapter pitches the benefits of the Balanced Man Program, continuous development and self-improvement. Their pitch is primarily on the premise that "this fraternity will be different."
- The chapter prioritizes the Balanced Man Scholarship, plans effectively the semester before and recruits the majority of members through the BMS and annually holds a BMS banquet to recognize winners.

## **Academics**

- Chapter's GPA is consistently above the all-campus average and implements an academic support plan that utilizes campus resources to assist members who are struggling academically. Incentives and recognition are given for academic achievement.
- Chapter actively holds brothers accountable through formal and informal measures (including updated bylaws, membership agreements and the standards board), proactively supports members and holds them accountable to academic standards.

## **Member Experience**

- The chapter has dedicated programming and development opportunities for all members in the chapter from the Sigma to Brother Mentor challenge. The chapter actively utilizes the standards board to hold all brothers accountable to continuous development through the Sigma to Brother Mentor challenges.
- Chapter's Balanced Man Program is recognized by the campus as an outstanding or accredited development program. They utilize top campus officials, community members and alumni to lead consistent programming.
- Chapter's development committee and standards board holds members accountable to utilizing the app on a weekly basis to track progress through weekly checks and membership lapsing.
- Chapter is an accredited SigEp Learning Community and details numerous opportunities that create a learning environment, leverage university partnership and/or seek collaborative learning opportunities beyond the classroom. The chapter has an appointed VP of SLC that oversees a committee, has multiple engaged faculty fellows or resident scholars and is a valued partner on their campus.

## **Chapter Leadership**

- Chapter has aligned its programming efforts to that of the mission of the host institution and is seen as a positive example in the community. Chapter has a faculty fellow and regularly engages faculty in chapter programming, helping them win the majority of their campus awards.
- Chapter has a structured transition retreat facilitated by the undergraduates and the chapter volunteers. The retreat agenda covers all aspects of chapter operations and ensures an effective passing of pertinent operational and historical information. Chapter also sends all officers to Carlson and uses this program to assist in their transition process.

## **Volunteers & Alumni Engagement**

- Chapter's alumni and volunteers (including non-SigEp members, women, and university staff) are actively engaged in undergraduate operations, mentoring and coaching the executive board, and holding men accountable to achieving goals. Chapter's volunteer team is actively utilizing mySigEp to track roster updates, communicate with alumni and report out chapter success.
- Chapter has a developed plan to cultivate a stronger relationship with current volunteers, consistently communicate with all alumni using tools like your chapter site and social media and regularly look to welcome volunteer and alumni involvement in the chapter experience.

## **Fiscal Health and Member Safety**

- Chapter has frequent interaction with the AVC to review budgets, comply with tax policies and hold brothers accountable for non-payment. A significant portion of the chapter's operating budget is allocated to recruitment and member development.
- Chapter has not had any risk management violations or sanctions by the university and/or SigEp.
- Chapter has a defined policies and procedures focused on collections and holding members accountable for financial obligations and enforces that policy.
- Chapter actively holds brothers accountable through formal and informal measures (including updated bylaws, membership agreements and the standards board), proactively searches for risk management education opportunities, and ritual studies are incorporated into the member development program.

## **Chapter Facility**

- Chapter has a documented substance-free facility policy, sets membership expectations in their recruitment process and shows how clear accountability in the chapter is enforced.
- Chapter represents the ideal living and learning environment, creating a positive substance-free culture in the facility, and has promptly held brothers accountable for any substance-free violations with the support of volunteers
- Chapter facility is a conducive environment for brothers to develop meaningful relationships and learn together without the need for alcohol. AVC uses a professional property management program or maintains oversight to ensure regular maintenance and proper budgeting and cash flow.