**2023 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. Only the chapters that excel in every area of operations and further the Grand Chapter's strategic plan qualify for this high honor.

**The 2023 Buchanan Cup will recognize chapter excellence from Jan. 1, 2021, through Dec. 31, 2022. In the application, all supplemental attachments, letters of recommendations and responses must be submitted on** [**mySigEp**](http://mysigep.net) **by March 13, 2023, at 11:59 p.m. ET. Late submissions will not be considered.**

As determined by the National Board of Directors, starting with this Buchanan Cup cycle, chapters will be required to be an **accredited SigEp Learning Community to be eligible to receive a Buc Cup**. New [applications](https://sigep.org/the-sigep-experience/programs/sigep-learning-communities/becoming-a-sigep-learning-community/) to become a SigEp Learning Community must be submitted to learning.communities@sigep.net **by January 27, 2023** to be considered for the Buchanan Cup. Chapters must receive confirmation from the SigEp Learning Community committee that the chapter has been fully accredited **by the Buc Cup deadline of March 13, 2023**.

*Chapters looking to apply to the Buc Cup without SigEp Learning Community accreditation will receive feedback from the review committee on strengths and areas of improvement in their chapter operations, but will not be eligible for the award.*

The Buchanan Cup application must be completed and submitted on [mySigEp](http://mysigep.net). This will allow you to:

* Easily collaborate with your executive board to complete the application.
* Save your answers as you go ensuring you don’t lose your progress.
* Provide context or color commentary about relevant pre-populated metrics, according to your chapter’s data already stored in mySigEp.
* Review responses with chapter volunteers before submitting your application.
* Request letters of recommendation that can be uploaded directly by key volunteers and stakeholders.
* Receive feedback from reviewers on how to continue improving your chapter after Buchanan Cup recipients are announced at Conclave 2023.

The application primarily consists of open-ended questions about your chapter’s experience and operations. Do your best to answer honestly and succinctly, as each question has a 2,000 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 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 an accurate representation of your chapter, use that opportunity to explain why.

**Feel free to download this document to prepare your responses. However, final responses and supplemental documentation must be submitted directly in mySigEp by March 13, 2023, at 11:59 p.m. ET. This document will not be accepted as your submission.**

**Supplemental Documentation Required:**

* Chapter bylaws
* Membership agreement
* Balanced Man Program overview ([template here](https://docs.google.com/document/d/e/2PACX-1vQDqeK-p3g3BYhii5KeDzI9tShYw-cdC1N0WHr5SjVhXZCWNGHJSkmfLm_pjl83iZvQQNzng6xvpS_4/pub))
* Chapter’s SigEp Learning Community accreditation letter/email
* Photo of chapter’s Ritual equipment set up to perform a Rite of Passage
* Chapter’s budget for last two years (combined into one document)
* Chapter’s latest federal tax filing (Form 990)
* AVC’s latest federal tax filing (Form 990)
* A recent monthly financial report for the chapter ([template here](https://sigep.org/wp-content/uploads/Sample-Monthly-Report.xlsx))
* An annual financial review of the chapter's finances ([template here](https://sigep.org/wp-content/uploads/SigEp-Sample-Annual-Financial-Review-v2022-07-05.xlsx))
* Chapter’s calendar of events
* 3-5 photos of chapter events with brothers (to be displayed during awards ceremony; images must be high-resolution and above 1MB)

**Optional Letters of Recommendation:**

Letters of recommendation may be requested and uploaded from the following individuals. Reviewers typically like to see at least 3 letters of recommendation:

* Chapter counselor
* AVC president
* Balanced man steward
* District governor
* Faculty fellow or resident scholar
* Fraternity and sorority life advisor
* Dean of students or vice president of student affairs

These letters of recommendation may be uploaded by the chapter in the Supplemental Documents section of the Buchanan Cup application. If the author prefers, they 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’s leadership innovated and adapted their membership experience to continue providing value (specifically 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. 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 your chapter compare in manpower to other chapters on campus? In the space below, list each men’s fraternity on your campus and their current manpower.
6. 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?
7. Describe the chapter’s recruitment standards when considering potential new members.
8. 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?
9. What is your recruitment pitch to recruit high-quality new members with a positive motivation to join? In other words, how does your chapter differentiate itself to potential new members when promoting the value of being a member of your chapter?
10. How does your chapter market the SigEp experience and the opportunity to join to potential new members?

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

1. 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 returning members? 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, SigEp Learning Community events 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. When did the chapter last receive its SigEp Learning Community accreditation? How has the chapter improved its SigEp Learning Community since its last accreditation?
10. How does the chapter use its dedicated SigEp Learning Community space on campus to facilitate developmental and academic programming?
11. Describe the chapter’s model example of a SigEp Learning Community program. How does the program create a learning environment, foster university partnership and provide opportunities for collaborative learning beyond the classroom?

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

1. 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? How does the chapter hold members who fall below the minimum GPA expectation accountable?
3. What is the chapter’s minimum GPA expectation for new members to join the chapter? For returning members to remain in good standing?

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

1. 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, etc.) has the chapter been recognized with? Please include the name of the award and the approximate date awarded.
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?

**Volunteer and Alumni Engagement** - Review the “Volunteer Statistics Dashboard” link on mySigEp.

1. What does the chapter do to cultivate a strong relationship with alumni and volunteers?
2. How do officers utilize volunteer mentors as coaches to learn and grow as leaders?
3. How are volunteers engaged at chapter, executive board and committee meetings?
4. How are graduating seniors encouraged to continue their involvement as a volunteer with SigEp post-graduation?
5. 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?
6. What plans do the chapter and alumni and volunteer corporation have to expand the volunteer support provided to undergraduate members?

**Fiscal Health and Member Safety**

1. Has the chapter been investigated and/or sanctioned by the university during the review period? If yes, 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 utilize the alumni and volunteer corporation and/or the chapter counselor in the officer transition process to reinforce the member safety policies of the fraternity and the university?
4. What accounting platform does the chapter use (greekbill, LegFi, QuickBooks, etc.)? For a variety of reasons, the Fraternity discourages the use of Venmo and PayPal. Are these in use and if so, how? What is the chapter’s current accounts receivable balance, and what are the chapter’s plans to collect those receivables?
5. What support does the AVC provide the chapter to ensure smooth transition of vice presidents of finance? Does the AVC review the chapter’s finances?
6. 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 percentage 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?