



2025 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 Buchanan Cup recognizes chapters for their work during the two calendar years leading up to a Grand Chapter Conclave. This means the 2025 Buchanan Cup will evaluate chapters for their activities from Jan. 1, 2023 to Dec. 31, 2024.

Prerequisites

As determined by the National Board of Directors in the fall of 2019, chapters are required to be an **accredited [SigEp Learning Community](#) (SLC) to be eligible to earn a Buc Cup.** Any chapter that earned its most recent accreditation between August 2022 and June 2023 must submit a renewal application by the Jan. 17 deadline. To review your SigEp Learning Community Accreditation status, visit your chapter dashboard on mySigEp.

Chapters must receive confirmation from the SigEp Learning Community committee that the chapter has been fully accredited by the Buc Cup deadline of March 1, 2025 to be eligible for a Buchanan Cup.

Chapters can complete the Buchanan Cup application without SigEp Learning Community accreditation. These chapters 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.

Deadlines

All SLC applications, both for chapters seeking first-time and renewal accreditation, must be submitted on mySigEp by **January 17, 2025**, for the chapter to be considered for a 2025 Buchanan Cup.

In the application, all supplemental attachments, letters of recommendation, and responses must be submitted on [mySigEp](#) by March 1, 2025, at 11:59 p.m. ET. Late submissions will not be considered.

Application Process

The Buchanan Cup application must be completed and submitted on [mySigEp](#). 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 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 does not accurately represent your chapter, use that opportunity to explain why.

2025 Buchanan Cup Application Supplemental Documentation and Data

Chapters can download and use this document to prepare responses. However, final responses and supplemental documentation must be submitted directly in mySigEp by March 1, 2025, at 11:59 p.m. ET. This document will not be accepted as your submission.

Supplemental Documentation Required (Some will be uploaded to mySigEp, others will be attached to the application):

- Chapter bylaws
- Membership Agreement
- Improvements to the chapter's BMP with outcomes
- Photo of chapter's Ritual equipment set up to perform a Rite of Passage
- Chapter's budgets for the last two years (must be uploaded to the finance dashboard on mySigEp)
- Chapter's latest federal tax filing (Form 990), uploaded to mySigEp
- A recent monthly financial report for the chapter ([template here](#))
- An annual financial review of the chapter's finances ([template here](#))
- Chapter's calendar of events. The calendar should include events of all types (BMP, SLC, social, philanthropy, etc.)
- 3-5 photos of chapter events with brothers (to be displayed during the awards ceremony; images must be high-resolution and above 1MB)
- Grade reports for each term during the review period (2023 Spring and Fall, 2024 Spring and Fall)

Letters of Recommendation:

Letters of recommendation should be submitted with your application. Letters should help support answers supplied by the chapter and help clearly show why the chapter should be considered as one of SigEp's best. One letter should be from your Fraternity and Sorority Life advisor. If your campus does not employ a professional in this (or similar position) please upload a statement explaining that for the committee to review.

Reviewers typically like to see at least three letters of recommendation. Valuable recommendations could come from:

- Fraternity and sorority life advisor (Required)
- Chapter counselor

- AVC president
- Balanced man steward
- District governor
- Faculty fellow or resident scholar
- Dean of students or vice president of student affairs

Letters of recommendation should be uploaded by the chapter in the Supplemental Documents section of the Buchanan Cup application.

Dashboard Certification

The first step of the Buchanan Cup application will be the chapter acknowledging the information for the chapter within mySigEp is up-to-date and accurate. Information the chapter will be asked to validate before submitting includes the information displayed on the following mySigEp dashboards:

- Academics
- Balanced Man Scholarship
- Finance, including tax forms and budgets uploaded
- Manpower
- Program Attendance
- Recruitment
- Volunteer Engagement

2025 Buchanan Cup Application Evaluation Questions

Recruitment - Data on the Recruitment and Balanced Man Scholarship dashboards will be used in addition to the chapter's responses to questions in this section.

1. How does the chapter utilize year-round recruitment to grow the chapter? If campus policies prohibit continuous open bidding, what other strategies and tools does the chapter employ to identify and cultivate high-quality potential new members throughout the year?
2. 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.)?
3. How does your chapter compare in manpower to other chapters on campus?

Note: The chapter will be asked to upload a campus Greek Report for each term. If your campus does not supply this information, chapters will be able to list each men's fraternity on your campus and their current manpower.

4. 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?
5. Describe the chapter's recruitment standards when considering potential new members.
6. How does your chapter market the SigEp experience and the opportunity to join to potential new members?

Retention, Standards & Academics

7. What does the chapter do to keep the chapter experience relevant and engaging to all members and reduce the number of brothers who resign from the chapter?
8. Describe how the chapter uses the standards board.

9. Describe how the chapter keeps academic success at the forefront and consistently looks to improve.

Member Experience -

10. What improvements to the Balanced Man Program have the chapter implemented 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? How are you motivating brothers to continue their challenges? What does accountability look like in the BMP?
11. 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?
12. 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?
13. 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?
14. How does the chapter incorporate public ceremonies, such as the Hoop of Steel, and Burning Heart into the member experience? Please list the last date and names of all public ceremonies your chapter has done.
15. 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?
16. What are examples displaying the chapter's efforts to include students outside of the chapter in SLC programming offered by the chapter?
17. How has the chapter improved its SigEp Learning Community since its last accreditation?
18. Has the chapter had any incidents in the past two years, including investigations that did not result in sanctions? How did the chapter respond, and what lessons were learned as part of this experience?

19. 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.

Chapter & Campus Leadership - Data on the Program Attendance dashboard will be used in addition to the chapter's responses to questions in this section.

20. When was the chapter's last executive transition retreat? What was the agenda, and who was in attendance?
21. 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?
22. 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. If your chapter has not won any campus-based awards, please describe why.
23. Give an example of a program, either put on by the chapter or in partnership with the host institution, that furthers the host institution's mission and aligns with SigEp's values.

Volunteer & Alumni Engagement - Data on the Volunteer Engagement dashboard will be used in addition to the chapter's responses to questions in this section.

24. How does the chapter cultivate a strong relationship with alumni and volunteers?
25. What does the chapter do to keep alumni informed about the chapter and events?
26. How do officers utilize volunteer mentors as coaches to learn and grow as leaders? How are volunteers engaged at chapter, executive board and committee meetings?

27. 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 - Data on the Finance dashboard will be used in addition to the chapter's responses to questions in this section.

28. At any point in the past two years, has the chapter had an invoice be more than 30 days past due? If so, what happened? How has the chapter worked to remedy the debt to the Grand Chapter?
29. What accounting platform does the chapter use (greekbill, LegFi, QuickBooks, etc.)? Does the chapter use Venmo, PayPal, Zelle, etc.? If so, how? What is the chapter's current accounts receivable balance from the chapter membership, and what are the chapter's plans to collect those receivables?
30. What support does the AVC provide the chapter to ensure the smooth transition of vice presidents of finance? Does the AVC review the chapter's finances?
31. How much does the chapter and AVC have set aside in savings? If none, what is the plan to begin saving?
32. What is the chapter's outstanding balance from members for each of the last two calendar years? What steps does the chapter take to keep this balance as low as possible? How does the chapter address members who are behind in their financial obligations?
33. At any point in the last two years, has the chapter missed a required 990 filing? If so, what happened? What steps has the chapter taken to ensure that future filings are made with the IRS by the filing deadline?

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

34. 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?
35. What is the current occupancy percentage of the chapter facility? What is the live-in requirement to attain maximum occupancy?

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

36. What are the chapter’s three greatest accomplishments over the last two years?
37. How has the chapter’s leadership innovated and adapted the membership experience to continue providing value (specifically regarding recruitment, retention, member development, finances, etc.)?
38. Did your chapter apply for a Buchanan Cup last review cycle? If so, how did your chapter adjust operations based on the feedback provided? If the chapter did not apply for the Buchanan Cup, what led the chapter to apply this year?
39. What does your chapter do to make it stand out from other chapters within SigEp? Why should your chapter be awarded a Buchanan Cup?
40. If your chapter is selected to receive the Buchanan Cup at the Balanced Man Celebration during Conclave, a walk-up song will be played as your representative comes to the stage to receive the award. Please list one or more songs (titles and artists) that you'd like to be considered for this moment. The song(s) should be high-energy and appropriate for all audiences. Please note requests cannot be guaranteed and, if you do not have a suggestion, that is okay and a song will be chosen for your chapter.