

Buchanan Cup Timeline & Process (2023)

Timeline

Task	Due Date
Training video(s) and rubric sent to all reviewers to watch prior to receipt of applications	Prior to March 13
Applications due from chapters	March 13
Headquarters staff reviews all applications and creates written feedback document regarding accuracy / honesty of application	March 22
First round of applications sent to review teams	March 23
First round of decisions / recommendations due from review teams	April 10
Second round of applications sent to review teams	April 12
Second round of decisions / recommendations due from review teams	April 26
Third round of applications sent to review teams (if needed)	April 28
Third round of decisions / recommendations due from review teams (if needed)	May 7
Task Force Chairman sends listing of Buchanan Cup recipients to NBD for approval	May 10
Vote from NBD is taken and Buchanan Cup recipients are finalized	June 9 (at NBD meeting)

Process

- I. Headquarters staff will review all applications prior to them being assigned to review teams. Any incomplete applications will be pulled and *not* given to review teams. Staff will inform those chapters that they are not eligible for a Buc Cup due to an incomplete application however feedback will be provided in early August after Conclave. Additionally, staff will provide written feedback on the accuracy and honesty of the application and/or any behavioral concerns or sanctions for each chapter that did submit a complete application; they *will not*, however, provide a recommendation on whether or not the chapter should receive a Buchanan Cup.

- *Note:* if, at some point during the review process, headquarters staff receives additional information about a chapter that was not communicated during the initial review, they will draft a formal memo, to the review teams, iterating the situation.
- II. Each review team will be comprised of 3 individuals and each team will be responsible for 5 - 7 applications in the first round of review (dependent on the number received)
 - III. Each review team member will individually assess the applications then the group will come together to discuss and vote, via conference or video call.
 - IV. First round decisions:
 - If all 3 reviewers vote to approve an application, that chapter is recommended to receive a Buchanan Cup.
 - If 2 reviewers vote to approve an application, that chapter is sent to a second review team for evaluation.
 - If 0-1 reviewers vote to approve an application, that chapter is *not* recommended to receive a Buchanan Cup.
 - V. If, after the first round of review, a chapter is *not* recommended to receive an award (0-1 approval votes) or recommended to receive an award (3 affirmative votes) and the headquarters staff believes they should be re-evaluated, that chapter can be sent to a second round of review. The second review team (or later, if it goes to round 3) will *not* know that the application was selected by staff for additional consideration. The team from round one who either recommended to reject or approve the application will be notified of the additional review *only* if a later round overturns the decision.
 - VI. Second reviews take place, where applicable. Similar to round one, the team should review the application individually prior to coming together to discuss via conference or video call.
 - VII. If, during the second round of review:
 - If all 3 reviewers vote to approve an application, that chapter is recommended to receive a Buchanan Cup.
 - If 2 reviewers vote to approve an application, that chapter is sent to a third review team for evaluation.
 - If 0-1 reviewers vote to approve an application, that chapter is *not* recommended to receive a Buchanan Cup.
 - VIII. If an application was selected by the headquarters staff to be re-evaluated between rounds one and two and if the round one and round two votes are completely opposite (ex: decline in round 1 and approval in round 2), the application will automatically go to a third and final round of review.

- IX. Third reviews take place, where applicable. Just like rounds one and two, teams should review the application individually prior to coming together to discuss via conference or video call.
- If all 3 reviewers vote to approve an application, that chapter is recommended to receive a Buchanan Cup.
 - If 0-2 reviewers vote to approve an application, that chapter is *not* recommended to receive a Buchanan Cup.
- X. The Task Force Chairman will author a recommendation to the National Board of Directors listing the chapters that review teams are recommending to receive a Buchanan Cup during Conclave. This memo will also include the chapters that submitted incomplete applications for feedback only. The NBD will vote on the recommendations and have final authority on the decision.