



# SIGMA CHI SCHOLARSHIP MANUAL

A Guide for Scholarship Chairmen

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# 1 YOUR ROLE AS SCHOLARSHIP CHAIRMAN

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## WHY ARE YOU THE SCHOLARSHIP CHAIRMAN?

Is it because no one else wanted the job? Is it because of your own high grades? Whatever the reason, the most important element to becoming an effective scholarship chairman is having concern for the overall scholarship of your chapter.

Regardless of your chapter members' past attitudes toward scholarship, it is important that you take a leadership role in making the program an integral and interesting part of the total chapter experience. When a chapter's attitude is such that cutting classes or having low grades is acceptable, it can be difficult to change that outlook. Your job is challenging. Performing it well will take a great amount of work and patience on your part, but if you work hard, you can improve the chapter's academic reputation. Your position is one of the chapter's most important, because getting an education is the primary purpose of attending college. Your role is critical to the scholastic success or failure of your chapter.

The Sigma Chi Standard Operating Procedures manual (SOP) lists the responsibilities of the scholarship chairman. While the particulars may vary from chapter to chapter, in general, the scholarship chairman should assume the following responsibilities:

He should:

- Be active in the chapter for a minimum of one (1) year prior to taking on this role.
- Cultivate a priority for learning and scholastic achievement among the chapter's brothers and pledges.
- Work with the chapter's faculty advisor to develop scholastic programs.
- Solicit information and financial resources from the campus and the General Fraternity, and make those forms of assistance available to the chapter.
- Understand the academic requirements of brothers, pledges and the overall chapter as detailed within the Governing Laws.
- Plan and conduct chapter-wide educational programs, faculty discussions, award ceremonies and campus-wide academic events.
- Assist the Consul in helping brothers, pledges and the overall active meet General Fraternity and University-required academic standards.
- Ensure that a literary exercise is read and discussed at every chapter meeting.
- Assist the recruitment chairman and Magister in emphasizing academic priorities in the chapter recruitment and pledge programs.
- Make a presentation to guests during recruitment explaining the scholastic requirements of Sigma Chi and the university.
- Develop a new member scholastic program with the help of the Magister.
- Meet with each pledge every two weeks during their pledge period to discuss his academic performance.
- Meet with the entire pledge class during their first meeting to explain the academic requirements of the university, chapter and the General Fraternity.

- Maintain the chapter's scholarship records.
- Organize a scholarship committee.
- Aid in the selection, development and training of his successor.
- Prepare a report on his activities during his time in office.
- Hold himself and every member of the chapter accountable to the Sigma Chi Oath of Initiation.

Properly performing the role of the scholarship chairman is about more than simply obtaining a grade list from your university and submitting it to Headquarters, or monitoring the chapter's study hours. The focus of the scholarship chairman should be on the consistent improvement of the chapter's academic environment.

Use this manual as a resource to improve your chapter's scholarship programming.

## 2 LEARNING: ONE OF OUR THREE GREAT AIMS

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The Sigma Chi Fraternity began as a result of a dispute over whether or not the Founders should have supported the candidacy of an unqualified man for Poet in the Erodolphian Literary Society. Sigma Chi's seven Founders were all intellectual men with high ideals. Most of the early Sigma Chi chapter meetings were devoted to conducting literary exercises.

The primary purpose of Sigma Chi is to promote friendship, justice and learning within our membership and in the community at large. It is therefore the obligation of every Sigma Chi chapter to promote and foster academic excellence.

The Executive Committee, recognizing how important learning is to our members, has established Executive Committee Regulations (ECRs) that establish academic standards for pledges and prospective initiates.

**IMPORTANT:** Each scholarship chairman must read this aloud to your active chapter at beginning of your term as officer.

### 2.1 EXECUTIVE COMMITTEE REGULATION 3.07-2

- 2.11 To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.5 on a 4.0 scale or have a GPA at or above the all-men's average at the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, is a freshman who has not yet received college grades, then he must have attained one of the following academic standards: 1) graduated in the top twenty-five (25) percent of his high school (or equivalent) graduating class or 2) must have a minimum high school GPA of 3.0. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards. The recruitment committee should interview all candidates with the help of the scholarship chairman to explain Sigma Chi's academic requirements before extending bids to these students.]

- 2.12 Executive Committee Regulation 3.07-3  
To be eligible for initiation, a pledge must:

- o have attained an accumulated scholastic grade point average of at least 2.5 on a scale of 4.0 or GPA at or above the all-men’s average at the host institution specified in the charter of the initiating chapter;
- o be paid up and current in all financial obligations to the chapter and Fraternity, including any chapter dues as well as chapter and General Fraternity Pledging and Initiation fees; and
- o Pass the General Fraternity official Pledge Examination during a closed book exam with a score of seventy-five (75) percent or better, as determined by the Grand Praetor. A pledge receiving a lower score may take the exam a second time prior to the scheduled initiation only if authorized by his Magister and the Chapter Advisor due to extenuating or aggravated circumstances.  
These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

2.13 Executive Committee Regulation 3.07-4

All chapters must achieve, for each grading term in the academic year, a composite grade point average (for brothers and pledges combined) of a 2.75 on a scale of 4.0 (or the equivalent on another grading scale) or be above the institution’s undergraduate all men’s average, whichever is lower. For those chapters whose host institutions do not employ an equivalent numerical grading system, the chapter must achieve, for each grading term in the academic year, a composite average (for brothers and pledges combined) greater than that mandated for graduation from the host institution in the charter.

### 3 WHAT CAUSES US TO STRUGGLE?

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Academics are weak at many Sigma Chi chapters. Why? Below are some of the common reasons why many chapters struggle with academics:

- **No scholarship chairman:** A scholarship chairman helps to implement plans to promote scholastic achievement in a chapter. He can also be the person who keeps the chapter informed of university resources and schedules seminars with the host institution.
- **Lack of study habits:** For some, college is their first time away from home, and brothers have a plethora of other activities to engage in besides studying. For example, it may be easier to decide to socialize rather than study for a test. With so many distractions, studies are easily forgotten. If a pattern is not established from the beginning of the semester, students find themselves cramming for exams and writing papers at the last minute.
- **No faculty advisor:** A faculty advisor is an employee of the college or local university where the chapter is located. The faculty advisor does not need to be a member of Sigma Chi, but should be affiliated in some way with the local university. The advisor should provide guidance on the educational programming of the chapter.
- **Outside activities:** A typical day in the life of a college student can include many activities such as classes, meetings, work, intramural sports, community service and personal time. With all of these factors to consider, studying can easily fall by the wayside.

- **The misuse or non-use of university resources:** Universities exist for the purpose of educating people and producing graduates who will bring prestige to their university. A university should have a variety of resources available to help students achieve these goals. Many undergraduates are unfamiliar with their university's resources.
- **Lack of motivation:** There are times when brothers simply don't care about their academics. They have no desire to study or to do well because they don't grasp the benefits of doing so.

Chapters that foster a positive academic environment usually have a chapter grade point average that is greater than the university's all-men's average. Those chapters are able to keep their senior brothers active in the chapter, thereby benefiting from those members' leadership and experience.

## 4 CREATING AN ACADEMIC ENVIRONMENT

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In order to create and foster a positive academic environment, a scholarship chairman must accomplish several tasks. However, you should not feel that you must do them alone. Chapter advisors, faculty advisors, active brothers and university staff are all available to help you create a positive academic environment. These tasks are as follows:

- Obtain each individual chapter member's grades from your university's registrar or the Greek advisor. As scholarship chairman, it is important for you to know each brother's scholastic standing so that you can help him individually. If there is a problem with the release, require each brother turn in a certified copy of their grades that they can obtain from the registrar.
- Résumé workshops, time-management seminars and study skills seminars are all educational programs that can be implemented to help undergraduate chapters. They are easy to set up and are often already sponsored by the university, so all you have to do is notify the chapter of their existence.
- Utilize the resources of your university. Universities are committed to the education and development of their students, and every university has an educational center where you can learn about its resources. Time-management seminars, study skills seminars and tutoring information are usually available free of charge. Students often underutilize these resources.
- Seek out and appoint a faculty advisor. The occupancy of this role is essential in fostering a positive academic experience for the chapter's brothers.
- Seek out an alumnus scholarship chairman who can work to raise and provide scholarship funds for the chapter.
- Ask the chapter advisor, the faculty advisor or another alumnus to speak to the chapter about his/her experience in the job market and offer tips to obtain jobs. This can be helpful for résumé information and internships.

If you have little or no academic environment in your chapter, do not attempt to do everything listed above. Select two or three tasks that you think you can actually accomplish to begin your term of office. Focus on improving the academic environment of the chapter, rather than trying to change everything at once.

## 5 FACULTY ADVISOR

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The faculty advisor's goal is to provide guidance on the educational programming of the chapter. The person does not have to be a Sigma Chi, nor does the advisor need to be male. The person should work

at the university and be committed to spending time helping improve the educational programming of the chapter.

Please review the Sigma Chi Faculty Advisor Manual as part of the Scholarship Manual. It covers all of the topics pertaining to the role of the faculty advisor.

Below are some of the responsibilities of the faculty advisor:

- Work with the scholarship chairman to develop and execute a scholarship program.
- Serve as a link between the chapter and the institution to assist the chapter with school policies and procedures.
- Lead discussions with chapter members and pledges on a regular basis.

The faculty advisor is one of the best elements of a sustainable academic environment. Because education is the advisor's profession, he or she can provide continuity to the ever-changing chapter membership.

## 6 THE NEW MEMBER PROGRAM

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Scholarship is crucial for new members. If they perform poorly in the classroom, they will not be around long enough to become contributing chapter members. The goal of new member education is to educate and make them beneficial chapter members. Every fraternity and sorority has grade requirements for new members. By using scholarship programs, new members are assisted in understanding and attaining their academic expectations. The following programs will not only help new members meet that important GPA requirement for initiation, but also help them work to get a 4.0 GPA.

A new member program should:

- Emphasize scholarship to new members.
- Dedicate one new member meeting to scholarship.
- Have a new member on the Scholarship Committee.
- Check grades and academic achievements of new members.
- Assign a "study buddy" to each new member.
- Establish a Big/Little Brother program — these work both ways, benefitting the older and younger brothers alike.

## 7 ALUMNI SCHOLARSHIP CHAIRMAN

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**Purpose:** The primary purpose in selecting an alumnus scholarship chairman is to have a Sigma Chi brother help raise money for scholarships to be awarded to members of your chapter. The availability of scholarship funds will serve as a motivator for chapter members to improve their academic performance.

**How to select a chairman:** You should work with your chapter advisor and Grand Praetor to select a brother who would be helpful in this role.

**How to use scholarship funds:** Money raised for your chapter's scholarship fund should be put into a fund administered by the Sigma Chi Foundation. You will be able to access these funds through your chapter advisor and house corporation president. The chapter should never touch the account's principal — instead, use only the interest borne by the account to provide scholarships. Chapter funds are discussed later in this guide.

## 8 MENTORING

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**Purpose:** The purpose of a local chapter mentor program is to provide scholastic support to brothers and pledges that need help in their academic pursuits. Academic performance is a function of commitment, focus and study habits. The role of the mentor is to help establish those fundamentals for each individual.

**How it works:** For each individual performing below minimum academic standards, a single member is selected as his 'mentor.' The mentor is assigned for the semester and given the responsibility to help his "mentee" achieve at least the minimum standard for academic performance.

**How to select mentors:** Mentors should be members who have good study habits and a certain passion for achievement, and are willing to help others.

**Mentor support tools:** Mentors will need to be knowledgeable about the learning support programs available through your host institution. This is an area where a good local faculty advisor is useful. The mentors will also be knowledgeable of criteria for your local scholarship awards, and of the minimum requirements for academic performance as defined by the General Fraternity.

**Mentor training:** You should schedule a brief training program for the mentors. Perhaps schedule an hour or so before/after a chapter meeting. If possible, coordinate the brief training with the faculty advisor and/or chapter advisor. During the training period, you will want to:

- Discuss the mentor's role and responsibilities.
- Talk about the learning support programs available on campus.
- Describe the amount of time that the chapter requires from the mentor each week.
- Establish dates for mentors to get together and discuss their progress.
- Review criteria for local and General Fraternity scholarships.
- Review minimum requirements for academic performance.

Your chapter may also consider an incentive for mentors. If they are successful in improving the academic performance of the chapter, their work will directly and positively impact your chapter. Therefore, you might consider giving them a discount on their dues or house bill. You can also establish a separate scholarship for mentors.

## 9 SCHOLARSHIPS

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Each year, thousands of dollars go unclaimed by students because they either do not apply or do not know about the scholarships that are available to them. As the scholarship chairman, you can provide information to the brothers in your chapter about these different opportunities. Scholarships valued at \$250 or \$500 may not seem like much, but that money adds up over time.

**The Sigma Chi Foundation gives away more than \$100,000 in scholarships each year.** Each scholarship has different requirements, but a standard requirement for undergraduate applications is a GPA above 3.0 and three semesters, or four quarters, of the applicant's undergraduate experience completed. Scholarship awards typically range from \$750 to \$3,000.

Currently, the Foundation offers seven scholarships to undergraduate or graduate brothers.

- Applications are available on April 1 of each year.

- All scholarship information can be found at [sigmachi.org/foundation/scholarshipsawards.html](http://sigmachi.org/foundation/scholarshipsawards.html).
- Brothers in your chapter may be eligible for need- and merit-based scholarships that are offered by the university. Check your university's website or your school's Office of Student Assistance.
- Many websites ([fastweb.com](http://fastweb.com), [scholarships.com](http://scholarships.com), and [absolutelyscholarships.com](http://absolutelyscholarships.com)) offer free scholarship search engines. You can also sign up to receive alert emails about scholarships when they are posted.
- Create a scholarship board in the front room of the house to post all available scholarships. Be sure to keep an original in case all of the notices are taken.

## 10 UNDERGRADUATE SCHOLARSHIPS

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### 10.1 GENERAL SCHOLARSHIP GRANTS:

Applicants must have a cumulative GPA of 3.0 or better on a 4.0 scale, and have completed three semesters (or four quarters) of undergraduate study.

Funds are available for tuition/fee payments only, and checks are made payable directly to the student and the institution the student will be attending in the fall.

The award amount is \$1,000. Recipients are announced and checks are sent each August.

## 11 GRADUATE SCHOLARSHIPS

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### 11.1 MADISON GRADUATE SCHOLARSHIPS:

- Only brothers entering their first year of graduate school are eligible for this one-time scholarship. Applicants must have a cumulative GPA of 3.0 or better on a 4.0 scale.
- Funds are available for tuition/fee payments only, and checks are made payable directly to the student and the institution the student will attend in the fall.
- The award amount is \$1,000. Recipients are announced and checks are sent each August.

### 11.2 DENTON SCHOLARSHIP AWARD:

- Available to qualified graduate brothers who are pursuing a degree in the field of International Affairs with an emphasis in World Trade, Economics or Political Science. Requires a cumulative GPA of 3.0 or better on a 4.0 scale.
- Funds are available for tuition/fee payments only, and checks are made payable directly to the student and the institution the student will be attending in the fall.
- The award amount is \$750. The recipients' names are displayed on a plaque at Sigma Chi International Headquarters. Recipients are announced and checks are sent each August.

### 11.3 HERSCHEDE ENGINEERING AWARD:

- Available to qualified graduate brothers pursuing a degree in the field of Engineering with a cumulative GPA of 3.0 or better on a 4.0 scale.

- Funds are available for tuition/fee payments only, and checks are made payable directly to the student and the institution the student will be attending in the fall.
- The award amount is \$3,000. Recipients are announced and checks are sent each August.

#### 11.4 SIGMA CHI MEDICAL SCHOLARSHIP:

- The Sigma Chi Medical Scholarship is presented to a graduate student(s) pursuing a career in medicine with primary consideration given to applicants in need of financial assistance.
- Over the past 10 years, the scholarship has been made possible by Significant Sig Dr. Daniel Walsh, **SOUTHEAST MISSOURI STATE 1971**, a prior winner of the Sigma Chi Foundation's Buckby Medical Scholarship. The scholarship is given in honor of his parents, Sidney G. and Juanita E. Walsh.
- Today, the scholarship is sustained by past winners of the Buckby Medical Scholarship in particular, and the generosity of our alumni brothers in general. Scholarship recipients are notified each August.

## 12 SCHOLARSHIP PROGRAMMING IDEAS

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The following collection of possible programming ideas for scholarship efforts is intended to provide you with a variety of resources that your chapter can adapt as needed. We encourage you to select ideas that will work for your particular situation, and to create a scholarship program for your own organization.

### 12.1 TUTORIAL ASSISTANCE

- Designate members who have strong scholastic backgrounds.
- Use a bulletin board to list members, majors, and areas they can tutor.
- Recruit outside tutors for any subjects that cannot be adequately covered by brothers.

### 12.2 GRADE REQUIREMENTS

- Establish a minimum requirement for affiliation.
- Make room assignments based on GPA.
- Assign big brothers based on GPA.
- Require a minimum GPA to vote in meetings.
- Allot parking spaces based on GPA.
- Require probationary status for members with GPAs below 2.5.

#### STUDY HOURS

- Establish study/quiet hours from 8 p.m. to 7 a.m. at least four days per week.
- Post specific rules for members to follow. (e.g., no noise in hallways, maximum volume levels for music, etc.)
- Don't schedule any chapter or new member activities during study hours.
- Establish a "closed door" policy — if a study room door is closed, it signifies that the occupant is studying and should not be disturbed.
- Reserve a room in the library or another academic building.

- Change the name of quiet hours to “courtesy” hours.
- Have 24-hour courtesy hours during midterms, and before and during finals week.

#### STUDY FILES

- Establish a system for collecting old tests, notes, teacher evaluations, etc.
- Collect information at the end of every semester.
- Use evaluation forms for classes and professors.
- Develop a check-out system for the above resources.
- Cross-index files by teacher and class.
- Date all collected information.

#### PENALTIES FOR POOR SCHOLARSHIP

- Loss of vote in meetings.
- Loss of right to hold major offices.
- Loss of social privileges.
- Loss of intramural participation privileges.
- Loss of live-in privileges at the chapter house.

#### SCHOLARSHIP BULLETIN BOARD

- Place the board in a prominent location.
- List members according to their GPA rankings, without listing their particular GPAs.
- Include information about study skills workshops, such as dates, times and places.
- Post listings and contact information for tutors.
- Remind members of study hour rules.
- List helpful study hints.
- Include a list of quiet places to study outside of the house.
- Post information on study-abroad opportunities.
- Provide financial aid information for scholarships, grants and loans.
- Make a resource list of people, materials, videos, etc.

#### RECOGNITION PROGRAM

- Budget money to reward scholastic achievement.
- Create certificates and trophies for the members with the highest GPAs. (New member, initiated member, roommates, most improved, etc.)
- Have every member donate one dollar to a prize fund, and divide the winnings among the three members with the chapter’s top GPAs.
- Recognize members who attend all classes.
- Have the chapter pay Initiation fees for new members with a 4.0.
- Invite favorite professors to dinner.
- Send letters of congratulations to the parents of members with outstanding grades.
- Set up a library tour for new members (or for entire chapter).
- Ask the scholarship chairman to give a study hint each week during chapter meetings.
- Give a pizza party for the class with the highest collective GPA.

- Have the scholarship committee look for members who are studying in the library, chapter house, student union building, residence halls, etc. and give candy bars to the members that they find.
- Exempt members with a 4.0 GPA from performing house duties.

#### PHYSICAL FACILITIES

- Ensure that study areas have adequate lighting.
- Provide tables and comfortable chairs in study areas.
- Make sure resources and reference materials are available.
- Post current resources for local, state and national news online.
- Enforce the study atmosphere.

#### EDUCATIONAL PROGRAMMING

- In early fall, host a speaker to discuss effective study habits with the brothers.
- Offer a speed-reading course for chapter members.
- Provide handouts on study skills.
- Schedule special sessions on the topics of taking notes, test-taking methods, time management strategies, etc.
- Invite guest speakers (e.g., librarians, career planning personnel, university administrators, scholarship winners, faculty, community, alumni, etc.) to the chapter.
- Provide information about online resources, such as games to improve typing skills, comprehension, vocabulary, etc.

#### GRAPHS

- Chart the progress of the chapter GPA, new member GPA and initiated member GPA over the past four years.
- Compare your chapter's GPA to that of other chapters on campus.
- Compare your chapter's GPA to that of other Sigma Chi chapters.

#### IN CHAPTER AND NEW MEMBER MEETINGS

- Make a literary exercise mandatory in every chapter meeting — like the Founders did.
- Offer a vocabulary word of the week — place it on bathroom doors, in hallways, etc.
- Post and share reminders of final drop dates, early enrollment deadlines, etc.
- Provide weekly announcements about cultural, educational and career opportunities.
- Ask members to answer roll call with the number of classes they cut during the previous week.
- Announce job offers and admissions into graduate schools or honor societies.

#### GIVE STUDY SUGGESTIONS

- Teach study techniques.
- Explain honors programs.
- Teach members how to excel at essay exams versus objective exams.
- Give members weekly study budget sheets that are divided into hours. (This helps to teach time management strategies.)

- Distribute and post lists of chapter members and their majors.

#### EXPLAIN RECOGNITIONS AND AWARDS

- Send news releases to *The Magazine of Sigma Chi*, the community newspaper and the Greek-letter community's communication network, and publish them in the chapter's newsletter.
- Send letters to the parents of members who excel academically.
- Have one class challenge another class to see which group can accumulate the best GPA.
- Have a Big Brother/Little Brother GPA competition, and reward the brother who earns the best grades.

#### MOTIVATION

- Lead by example — we are leaders, and should set the standard of performance.
- Share facts about the amount of money that you waste every time you miss a class.
- Create a point system for brothers to compete in, and award prizes at the end of a semester to the winners.
- Try to get rid of negative connections about studying, and work to reinforce good behavior.
- Explain how university academic probation can affect the chapter.

## 13 SCHOLARSHIP PROGRAMMING WITH PLEDGES

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Preparing to become a brother in Sigma Chi can be demanding. Outside commitments such as work and other extra-curricular activities can be difficult to juggle alongside pledging responsibilities.

- Be up front with pledges about what the pledge program will require of them in terms of study hours and time commitments.
- Obtain every pledge's syllabus, and require them to bring their grades to you after each test. This will enable you to observe how they are doing in their classes.
- If you require study hours of your pledges, you should require the active brothers to log study hours, as well.

## 14 STUDY ENVIRONMENT

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The academic environment of the chapter house is critical to contributing to the success of brothers' academic endeavors. Is there a place in your chapter house or your living environment dedicated solely to study? How much of the chapter's funds are spent on social activities as opposed to academics? An area in a chapter house devoted strictly to academics will help provide brothers with a comfortable place to further their studies.

If your chapter doesn't have a house, or if there is no suitable room in the house to serve as a study room, find a place where all brothers can study together. Pick a floor and a wing of the library and assemble there to study. Speak to the university about reserving a classroom at night for studying. The important thing is that a suitable study environment is offered to all brothers.

## 14.1 NEEDS OF A STUDY ROOM

- Studying should be the sole activity that takes place in the room.
- Drinking, eating, consuming alcohol or using cell phones should not be permitted in the study room.
- The room should:
  - Be big enough for several brothers to study in it simultaneously.
  - Have tables and chairs, and be free of distractions.
  - Contain computers, scanners and printers, and old textbooks donated by chapter members.
  - Have access to the Internet, preferably wired and wireless.
  - Contain a dictionary, thesaurus and encyclopedia if it does not have access to the Internet, graduate school catalogues and information, graduate school test prep guides, and on-campus tutor information.

## 15 CHAPTER FUNDS

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Many alumni are unaware that the Sigma Chi Foundation has a scholarship fund in place for each of the General Fraternity's undergraduate chapters. Thousands of dollars in scholarships and grants from these funds are given to deserving young Sigma Chis each year by local house corporations. We hope this document will answer any questions about those funds.

Money from scholarship funds can only be used for educational purposes — for example, they can be used to fund scholarships, scholarship recognition banquets, chapter house computers, network wiring, expenses related to the Balfour Leadership Training Workshop, alcohol education seminars or speakers, and renovations of designated study areas in a chapter house. We encourage you to be as creative as possible in the use of these funds. We are proud that Sigma Chi is able to allocate hundreds of thousands of dollars in scholarships and grants are given each year to our undergraduate members.

To contribute to a fund, an alumnus can send a check to the International Headquarters, made payable to the Sigma Chi Foundation. On the memo line or in an accompanying letter, he should note the chapter fund he wishes to support. All gifts to the Foundation are tax-deductible to the full extent allowed by law.

## 16 CHAPTER AWARDS

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Each year, the Sigma Chi Foundation recognizes several of our outstanding chapters' academic programs. Two awards are given each year at the Balfour Leadership Training Workshop:

- **Legion of Honor:** This award honors undergraduate chapters that have commendable scholarship programs. Every Sigma Chi chapter's scholarship program should encourage and create positive scholastic attitudes, and enhance each individual brother's desire to reach his fullest potential during the course of his college education. It is the intention of the Sigma Chi Foundation for this award to stimulate chapters and spur them to establish scholarship programs that benefit all brothers in the chapter.
- **Daniel William Cooper Award:** The General Fraternity honors the undergraduate chapter with the most outstanding scholarship program each year with this award. The winning chapter

receives a plaque and has its name engraved on the Daniel William Cooper Award trophy that is on display in the museum at Sigma Chi International Headquarters in Evanston, IL.

## 17 INDIVIDUAL AWARDS

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The Foundation also recognizes undergraduate brothers who have made significant contributions to their chapters' educational programs:

- **Dr. George E. Ruhle Outstanding Scholar Award:** This award honors Sigma Chi's most outstanding undergraduate scholar. Nominees for this award are drawn from recipients of the Order of the Scroll Award. Significant Sig and Order of Constantine Sig Dr. George E. Ruhle, **MONTANA 1931**, suggested and endowed this award through the Sigma Chi Foundation.

## 18 BRINGING IT HOME

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As mentioned earlier, the role of the scholarship chairman is too often underrated in our Fraternity. This manual was designed to help you grasp all of the different aspects of a scholarship program. There is no simple solution to increasing your chapter's GPA. It is commonly accepted that chapters that excel academically have a consistent focus and emphasis on scholarship that begins during recruitment, continues through the pledge program and is infused into the daily lives of its members. It is your job to continually reinforce the message that strong scholarship is critical to each brother's success.

We wish you good luck during your tenure as scholarship chairman. Do not be afraid to experiment and be creative. Utilize the resources that are available to you through your Fraternity and university. Recognize those brothers who excel academically. Create a positive academic environment. By so doing, you will see the long-term impact that you have made on your chapter and on each individual brother.

## 19 THE SCHOLARSHIP COMMITTEE

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The Scholarship Committee assists the scholarship chairman in carrying out the responsibilities of the office. Each member of the committee should have assigned duties to complete. One person should be appointed as committee secretary to record meeting minutes and to keep other records. (e.g., goals, class schedules, records, etc.) Minutes of the meetings should be posted to reinforce their messages.

The committee should be chaired by the scholarship chairman and include a representative from each freshman, sophomore, junior and senior class, the new member educator, and the scholarship/faculty advisor.

Once organized, the committee could follow this general process:

- **Evaluate** the chapter's past and current academic performance, including trends, chapter atmosphere, study facilities available to the chapter, and relative standing among campus fraternities or in comparison to the all-men's average.
- **Identify** specific causes of poor scholarship. Enlighten the chapter's members about these problems, and offer solutions for solving them.
- **Formulate** a strategy that includes chapter scholarship goals, remedial measures and incentives, and assigns specific responsibilities to individual members.

- **Submit** the plan for chapter approval. People tend to support that which they help to create. If you can sell your plan to the chapter, and each member has a voice in the plan's adoption, you will likely get more commitment in carrying out the plan.
- **Implement** your chapter plans immediately! Don't let the momentum for positive actions diminish. Stick to your standards, and keep the chapter informed of problems and accomplishments.
- **Evaluate** the plan continuously, adding new ideas and techniques as needed. Analyze your failures, as well as your successes.

Specific duties of the Scholarship Committee include the following:

### 19.1 DEVELOPING PROGRAMS AND POLICIES FOR THE ENTIRE CHAPTER

- Study recommendations.
- GPA goals and methods for attaining them.
- Quiet hours.
- Study and project work areas.
- Monthly presentations at chapter meetings.

### 19.2 DEVELOPING PROGRAMS FOR NEW MEMBERS

- Study recommendations.
- GPA goals and methods to attain them.
- Study halls or study tables.
- Academic orientation workshop (e.g., study skills and time management strategies).
- Methods to monitor academic progress.
- Big Brother/Little Brother program assistance.

### 19.3 ESTABLISHING INCENTIVES AND AWARDS

- Weekly, monthly and/or end-of-term motivators.
- Semester recognitions and awards. (The chapter should host at least one recognition event each term.)

### 19.4 PLANS FOR MEMBERS BELOW MINIMUM "GPA" (BYLAWS) REQUIREMENT

- Individualized study programs, study halls, tutoring, etc.
- Plans coordinated with the chapter's new member educator and chapter advisor.

Chapter advisors and other alumni can help by providing guidance and advice, and by creating incentives through room and board discounts, cash scholarships or other prizes.

The scholarship committee may consider the following strategies:

- Interview initiated members and new members who are having scholastic difficulties, with the goal of assessing their academic progress, analyzing their issues and offering suggestions for improvement.
- Assist in evaluating the academic potential of recruits.
- Plan and present programs with educational value to the chapter.

- Organize a scholarship bulletin board somewhere in the chapter house. This board might contain pertinent dates, such as the last day to arrange for a class to be graded as pass/fail, the last day to drop a class, congratulatory remarks to members who have recently been initiated into honor societies, recipients of awards and scholarships, handouts regarding study hints, etc.
- Set up a chapter resource library of textbooks, reference books, encyclopedias, class note files, etc.
- Establish a scholarship banquet each semester.
- Work with the house corporation/alumni association to provide adequate technological support to the brothers.

In terms of helping an individual chapter member in need of scholastic assistance, there are a number of actions the scholarship chairman and committee can take:

- Encourage members to seek individual help from their professors. Professors generally teach because they enjoy doing so, and more often than not, they are willing to help a student. The professor will probably be interested and cooperative if the student takes the initiative in establishing a relationship with the educator.
- In an interview with a member having scholastic difficulty, if it becomes apparent that he has engaged in too many extracurricular activities, encourage him to re-evaluate his priorities so that he can give more focus to his academic endeavors. This may mean curtailing some of his other activities. When necessary, assist the individual in making the necessary changes.
- The Scholarship Committee can seek funds to assist students whose only roadblock to completing their academic work is financial need. They might approach local philanthropists, alumni, parents, the university's financial aid office, and the Sigma Chi Foundation for help.

At the beginning of each semester, the committee can ask all members to report the grade he realistically expects to receive for each course he is taking. The scholarship chairman should then compile a listing of these grade objectives, along with a composite average for the entire chapter. This chapter composite grade objective allows the committee to make comparisons to previous chapter grades, the previous grades of the top fraternities on campus, the previous grades of all undergraduate men, etc. This allows you to make an interpretation of how the chapter might rank on campus, should each member realize his objective.

## 20 SAMPLE SCHOLARSHIP PROGRAM

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### 20.1 WEEK 1: SETTING THE STANDARD

Your chapter should have a GPA requirement for the following Fraternity-related activities:

- Pledging the chapter
- Being initiated into brotherhood
- Holding office
- Remaining an undergraduate brother in good standing

Be aware of the standards of the International Fraternity as they relate to these requirements, as well.

During a chapter meeting, challenge your chapter to raise its academic expectations. At minimum, each member's GPA goal should be at or above the university's all-men's average.

## 20.2 WEEK 2: BROTHER PARTICIPATION

Have members turn in their class schedules and individual GPA goals.

## 20.3 WEEK 3: UPDATES

- Obtain updated class schedules for those members who have dropped or added classes.

## 20.4 WEEK 4: FIRST GRADE CHECK

- Require each brother to turn in a personally estimated grade check.

## 20.5 WEEK 5: UPDATING THE CHAPTER

- Announce the chapter's current GPA based on the previous week's information.
- Recognize brothers who are doing well, and meet with those who are not to arrange assistance.

## 20.6 WEEK 6: FOLLOW UP

- Follow up with any brothers who have fallen below the chapter's standards in an effort to assist them.
- Distribute an official mid-semester grade check to each member.

## 20.7 WEEK 7: MID-SEMESTER

- Collect grade checks. Require each grade check to be signed by the brother's various professors.

## 20.8 WEEK 8: MID-SEMESTER UPDATE

- Repeat the directions from Week 5. Follow-up is increasingly important at this stage. Urge brothers to drop classes, if such actions are necessary. Continue this pattern throughout the semester, repeating weeks 5, 6 and 7.

# 21 RESOURCES

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Please do not hesitate to reach out if you have any questions or concerns.

<b>Scholarship Chairman:</b>	CHRIS NYERS, Scholarship Chairman (269) 998-1534, cnyers@gulfpack.com
<b>Headquarters Staff:</b>	Director of Chapter Support (847) 869-3655

**Foundation:** ASHLEY WOODS, C.O.O. and General Counsel,  
Sigma Chi Foundation, (847) 869-3655 x209,  
ashley.woods@sigmachi.org

**Scholarships:** [sigmachi.org/foundation/scholarshipsawards.html](http://sigmachi.org/foundation/scholarshipsawards.html)

**Scholarship Chairman Resources:** [sigmachi.org/Scholarship-Chairman](http://sigmachi.org/Scholarship-Chairman)

*Submitted by Scholarship Committee, Chairman Chris Nyers, July 2013*