

Alpha Phi Omega

PLEDGE PROGRAM OF EXCELLENCE AWARD CHECKLIST

CATEGORY	LEVELS OF EXCELLENCE: BLUE Level - must complete all 12 of the Required category, plus an additional 2 items, from the Optional category GOLD Level - must complete all 12 of the Required category, plus an additional 4 items, from the Optional category DIAMOND Level - must complete all 12 of the Required category, plus an additional 6 items, from the Optional category
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	ACTIVITIES CONDUCTED <i>The award is given annually based on the chapter meeting these requirements for each Pledge Class within that school year.</i> Each numbered item falls into one of two categories: Required and Optional	DATE DUE	DATE COMPLETED
Required	1. Pledge and Active Applications and Fees Submitted on time* <ul style="list-style-type: none"> ○ Submitted Pledge Applications, Pledge Fee of \$25 per pledge and Insurance Fee of \$7 per pledge AND ○ Submitted Active Applications and Active Fees of \$35 per new member (Proof of check request from school is acceptable.) 	Within 10 days of each respective ceremony	<hr/> <hr/>
Required	2. Instruction in APO Heritage <ul style="list-style-type: none"> ○ Pledges are educated on... <ul style="list-style-type: none"> ● Purpose of Alpha Phi Omega ● National History (Bylaws, Articles of Association, National, Regional and Sectional Officers) ● Chapter History (Bylaws, Officers, Advisors, Key Campus Officials) ● Chapter's program of Leadership, Friendship, and Service 	No later than July 31 st	<hr/> <hr/>
Required	3. Big Brother / Little Brother <ul style="list-style-type: none"> ○ Big Brother/Little Brother Program or other mentoring program AND ○ Developed requirements for the Big Brother/Mentor to fulfill, including attending Pledge Meetings/Activities 	No later than July 31 st	<hr/> <hr/>

**The date of receipt by the National Office will be the date of record for this award.*

Required	4. Development of Leadership <ul style="list-style-type: none"> ○ Election of pledge officers <li style="text-align: center;">OR ○ Pledges participate in chapter planning functions <li style="text-align: center;">AND ○ Pledges participate in at least 1 Leadership Development Experience 	No later than July 31 st	
Required	5. Rituals/Wearing of Insignia <ul style="list-style-type: none"> ○ Pledge Ritual performed for pledges <li style="text-align: center;">AND ○ Initiation Ritual performed for new members <li style="text-align: center;">AND ○ Pledges are encouraged to wear the official Pledge Pin at all appropriate times 	No later than July 31 st	
Required	6. Pledge Program Length <ul style="list-style-type: none"> ○ Pledge period lasts between 6 and 10 weeks (unless otherwise specified by university/school policy) 	No later than July 31 st	
Required	7. Service Requirements <ul style="list-style-type: none"> ○ Pledge service requirements are equivalent to that of Active Members <li style="text-align: center;">AND ○ Completion of pledge-planned Service Project under the leadership of the pledge class 	No later than July 31 st	
Required	8. Pledge Program Review/Evaluation <ul style="list-style-type: none"> ○ At least 1 opportunity at the conclusion of the Pledge Program for constructive evaluation of the program (could be done during CPPC) 	No later than July 31 st	
Required	9. Pledges in Chapter Meeting <ul style="list-style-type: none"> ○ Pledges must attend 1 or more (enough to allow pledges the direct observation of the decision making process) active chapter meetings 	No later than July 31 st	
Required	10. Pledge Requirements <ul style="list-style-type: none"> ○ Pledge Requirements are developed in advance of each pledge period <li style="text-align: center;">AND ○ Pledge Requirements are written and provided to each interested individual at informational meetings 	No later than July 31 st	
Required	11. Promote Friendship/Inter-Chapter Relations <ul style="list-style-type: none"> ○ Pledges participate in at least one Chapter Fellowship Event <li style="text-align: center;">AND ○ At least 10% of pledges participate in Inter-Chapter Relations such as Conferences, Inter-Chapter APO LEADS Courses, visiting another chapter, or similar activities 	No later than July 31 st	
Required	12. Pledge Books <ul style="list-style-type: none"> ○ Each pledge maintains a permanent record which documents successful completion of the Pledge Program Requirements 	No later than July 31 st	

Optional	13. Pledge Planned Events <ul style="list-style-type: none"> ○ Completion of pledge-planned Fundraising Project <li style="text-align: center;">OR ○ Completion of pledge-planned Fellowship Event 	No later than July 31 st	_____
Optional	14. Pledge Trainer/Educator Handbook <ul style="list-style-type: none"> ○ Pledge Trainer/Educator creates (updates already existing) supplemental handbook for future pledge Trainers/Educators that is passed on to successor 	No later than July 31 st	_____
Optional	15. Retention <ul style="list-style-type: none"> ○ At least 85% of pledges become active members 	No later than July 31 st	_____
Optional	16. Four Fields of Service <ul style="list-style-type: none"> ○ Pledges are required to perform at least 1 hour of service (and/or 1 project) in each of the four fields of service <ul style="list-style-type: none"> • Fraternity • College • Community • Nation 	No later than July 31 st	_____
Optional	17. Pledge Handbook <ul style="list-style-type: none"> ○ Chapter or Pledge Trainer/Educator developed Pledge Handbook to supplement the National Pledge Book to assist pledges in their APO education 	No later than July 31 st	_____
Optional	18. Diversity <ul style="list-style-type: none"> ○ Diversity of pledge class is consistent with that of the university <li style="text-align: center;">OR ○ Actively recruiting and working towards obtaining a diverse pledge class consistent with that of the university 	No later than July 31 st	_____
Optional	19. Recruitment Program <ul style="list-style-type: none"> ○ Recruitment period includes at least 2 meetings at different times and days <li style="text-align: center;">AND ○ A service project <li style="text-align: center;">AND ○ A fellowship event 	No later than July 31 st	_____ _____ _____
Optional	20. Publicity for Recruitment <ul style="list-style-type: none"> ○ Chapter uses at least 4 different methods for publicizing recruitment to the campus/community 	No later than July 31 st	_____

Required items are in accordance with the National Pledging Standards.

Requirements need to be signed off by the Section Chair, Region Director, or other designated alumni volunteer. The chapter president should be in contact regularly with the Section Chair and Region Director (and their alumni volunteers) to monitor the progress of the chapter during the reporting period (August 1st through July 31st of each year).

*Chapters will be allowed to miss one of the timed deadlines in Requirement 1 and still qualify for the **BLUE** level if they eventually fulfill that requirement by July 31st.*

*Chapters must meet all of the timed deadlines in Requirement 1 in order to qualify for the **GOLD** and the **DIAMOND** levels.*