



## **2022 Patricia Peterson Danielson Award**

### **Collegiate Application Instructions**

The 2022 Patricia Peterson Danielson (PPD) Award is designed to serve as an incentive for excellence, encouraging chapters to “reach for the stars” in meeting the Fraternity’s Standards for Collegiate Chapters. This process measures each collegiate chapter's alignment with those Fraternity Standards from December 1, 2021, through November 30, 2022.

The PPD application is in Anchorbase under Awards > Tasks > Patricia Peterson Danielson (PPD) Award Application.

Award submissions are due **Wednesday, November 16, 2022**, by 11:59 p.m. in your time zone.

Your feedback and comments are always welcome, directly to Fraternity Director: Awards, Emilee Lales, Eta Zeta-Chicago, at [awards@deltagamma.org](mailto:awards@deltagamma.org).

Please send technical questions to [anchorbase@deltagamma.org](mailto:anchorbase@deltagamma.org).

### **Application Guidelines:**

- The vice president: social standards oversees the completion of this application, but all officers should assist in the compilation and documentation of information for the award.
- Please consider your chapter’s performance as related to the 12 Fraternity Standards for collegiate chapters.
- Please add two sets of comments under each Standard:
  1. Where the chapter consistently upholds this Standard
  2. Potential areas for chapter improvement
- Chapters are encouraged to use these comments to give context to the chapter activities and behavior.
- Based on your reflection and comments, please score each overall Standard with Bronze (Consistently above expectations), Pink (Consistently meets expectations), or Blue (consistently below expectations). You no longer need to score each bullet under each Standard like in previous years.
- Tech Tip: Be sure to save your work periodically by clicking on the floating Save icon on the right-hand side of the screen or clicking the "Save and Exit" button at the top or bottom of the page. Anchorbase will automatically log you out after 15 minutes and your work will not automatically save.

## Standard 1 - Values

### Answered by CMT

Demonstrating an understanding of and respect for Delta Gamma's larger **purpose and values**.

- Chapter members honor and align their behaviors with Fraternity values, policies and procedures.
- Chapter members regularly discuss Delta Gamma's purpose and values.
- Chapter members are committed to creating an equitable and inclusive chapter culture that values diversity.
- Chapter members understand that membership in Delta Gamma extends beyond their collegiate years.
- Chapter members are aware of and respectful of their role within the larger Fraternity.
- Chapter members honor and respect Fraternity visitors.
- Chapter members integrate ritual into chapter culture respectfully.
- Chapter members conduct Inspiration, Initiation, and the Initiation Celebration in accordance with the policies and procedures outlined in the *Rituals Handbook* and Initiation Ceremony.
- Chapter members participate in informal/ongoing rituals.
- Chapter members understand and honor their Membership Responsibilities.
- Chapter members know and uphold the Oath of Friendship and honor the Oath of Secrecy.
- Chapter officers implement the chapter's approved rituals program.

## Standard 2 - Authentic Sisterhood

### Answered by CMT

Championing **authentic sisterhood** that challenges women to become better versions of themselves.

- Chapter members care for and respect each other.
- Chapter members confront each other's concerning behaviors from a place of care.
- Chapter members understand that authentic sisterhood means holding each other accountable to the standards of Delta Gamma.
- Chapter members honor and respect each other's differences.
- Chapter members cultivate sisterhood in a substance-free environment.
- Chapter members attend sisterhood events, which are offered regularly.

## Standard 3 - Honor Board (HB)

### Answered by CMT and HB

Fostering chapter morale, enforcing policies and procedures and upholding Delta Gamma values through a **functioning Honor Board**.

- Honor Board consistently shows care and concern for all members, monitors chapter morale, develops programming and shares chapter culture trends with chapter officers.
- Honor Board and chapter members maintain confidentiality of all Honor Board proceedings.

- Chapter members are well-educated on and understand Honor Board purpose and procedures.
- Honor Board works to create personal accountability by enforcing policies and procedures, ensuring members fulfill their Membership Responsibilities and are upholding Delta Gamma values.
- Honor Board is knowledgeable of the various member status options and are advising members appropriately.
- Honor Board is knowledgeable of the various Delta Gamma and campus-specific resources to support members in times of need and are advising members appropriately.
- Honor Board is meeting weekly and is utilizing Anchorbase to submit weekly meeting minutes.
- Honor Board must review, deliberate, and vote on whether the member successfully completed the terms of probation. Honor Board may return the member to good standing or file a Statement of Obligation Review (SOR) for further review.
- Honor Board adheres to Automatic Procedure per the *Honor Board Handbook* and ensures that Automatic Probation Notifications (APNs) are filed in Anchorbase regularly by the correct officers: financial delinquency handled by vp: finance, scholastic poor standing handled by director of scholarship, and housing standing rules and contractual violations handled by director of house management.
- Honor Board adheres to Standard Procedure per the *Honor Board Handbook* and ensures that chapter members file Statement of Obligation Reviews (SORs) when they observe other members engaging in behaviors that do not align with Article II.
- Honor Board is thorough and prompt in submitting in Anchorbase Compliance Packets to their RCS/CAC/NCC, and appropriate sanctions are being recommended.
- Chapter members adhere to, and chapter officers enforce the RCS/CAC/NCC-approved Chapter Bylaws and Standing Rules (BLSRs).
- Events without alcohol are planned throughout the year in accordance with Fraternity policies and procedures. Events with alcohol are planned in accordance with Fraternity policies and procedures, if held.
- Honor Board coordinates chapter awards and recognizes the accomplishments of chapter members both publicly and privately.
- Chapter members are applying for applicable Fraternity and campus awards.

## **Standard 4 - Campus Relationships**

### **Answered by CMT**

Fostering **positive and collaborative relationships** with their campus, community, alumnae and the larger Fraternity.

- Chapter has a strong presence and image that reflects Delta Gamma's values within the community.
- Chapter collaborates with their campus, community, alumnae and the larger Fraternity to solve problems, as needed.
- Chapter is represented by an active and engaged delegate on the College Panhellenic Council, and chapter members are encouraged to pursue other leadership positions with College Panhellenic.

- Chapter works to collaborate with all fraternity/sorority councils represented on campus.
- Chapter works to foster a collaborative relationship with the institution's fraternity/sorority life support staff.
- Chapter has positive relations with and shows support for other student organizations.
- Chapter conducts adviser recognition at least once per year.
- Chapter has a positive working relationship with advisory team with open and frequent communication.
- Chapter has a positive working relationship with house corporation.
- Chapter communicates regularly with regional team and relevant Executive Offices staff.
- Chapter has contact with supporting alumnae group.
- Chapter works with local alumnae group (if applicable) to host a Founders Day celebration each year on or around March 15.
- Chapter includes alumnae in one event per year other than the annual house corporation meeting.
- Chapter coordinates the approval of alumna initiate candidates with a local alumnae group and/or Executive Offices staff and welcomes candidates to attend their Initiation ceremonies, as applicable.
- Chapter members adhere to the Social Media Policy and exhibit an online image that aligns with Article II.
- Chapter's social media accounts adhere to the Social Media Policy and are used appropriately.
- Chapter's website is current.
- Chapter implements a thoughtful and strategic public relations (PR) plan.

## **Standard 5 - Recruitment**

### **Answered by Evaluating Committee (EVC)**

Welcoming new members into our Fraternity utilizing **values-based recruitment** and adhering to all membership related policies and procedures.

- Chapter is well-prepared for primary recruitment.
- Chapter meets Quota during primary recruitment.
- Chapter makes a concerted effort to maintain total throughout the year and utilizes COB to maintain a competitive size on their campus.
- Chapter plans the six Recruitment Preparation Workshops and Recruitment Preparation Week according to the *Recruitment Confidential* and are scheduled according to the *Calendar Planning Guide*.
- Chapter utilizes qualities of Article II as an evaluation tool for recruiting and evaluating potential new members.
- Chapter follows all voting-related policies and procedures.
- Chapter follows the Positional Statement on Inclusivity when making membership related decisions.
- Chapter is knowledgeable of and adheres to Panhellenic bylaws.
- Evaluating Committee (EVC) is operating per policies/procedures.
- EVC implements a Recommendation Form system that is appropriate for the campus

culture.

- EVC uses the Fraternity-approved recruitment software and data is updated throughout recruitment.
- EVC submits COB-related statistics reports in Anchorbase.

## **Standard 6 – Activities**

### **Answered by CMT**

Encouraging members to achieve their potential through participation in **leadership and personal development** opportunities.

- Chapter members are involved in at least one other student organization on campus outside of Delta Gamma.
- Chapter members are encouraged to seek leadership roles in other campus and community activities.
- Chapter members are encouraged to pursue their cultural interests.
- Chapter sends at least one chapter member to the Lewis Institute each year to foster their leadership and personal development.
- Chapter sends the required number of participants to attend any additional leadership and personal development events, if applicable.
- Chapter president attends Delta Gamma's President's Academy.
- Chapter officers complete all required training offered, either virtually or in person.

## **Standard 7 - Scholarship**

### **Answered by CMT, vp: member education and director of scholarship**

Cultivating an environment that encourages and expects **academic achievement**.

- Chapter's grade point average (GPA) is above All Women's Average GPA on their campus.
- Chapter's GPA is above All Panhellenic Average GPA on their campus.
- Chapter has less than 10% of chapter members below a 2.0 GPA on a 4.0 scale (or institution equivalent).
- Chapter submits grades in Anchorbase by the required due dates.
- Chapter conducts scholarship recognition each academic year.
- Chapter members are made aware of Foundation scholarships and fellowships.
- Scholarship Automatic Probation Notifications (APNs) are being filed by director of scholarship for members who have did not meet the Constitutionally-required cumulative 2.0 GPA, or for members who failed to submit their grades by the due date in the event the university/college does not provide them.
- Statement of Obligation Reviews (SORs) are filed by director of scholarship for members who have not met the Constitutionally-required 2.0 GPA for two or more semesters (not necessarily consecutive).

## **Standard 8 - Foundation Fundraising/Service/Education Fundraising**

### **Answered by CMT and vp: Foundation**

Supporting the Delta Gamma Foundation and engaging in **service to others** in the spirit of doing good.

- Chapter has outlined the number of Do Good hours per member (per term) in the Chapter Bylaws and Standing Rules.
- Chapter members are fulfilling Do Good hours, as outlined in the Chapter Bylaws and Standing Rules.
- Chapter holds fundraising events each term that follow Foundation/Fraternity policies.
- Chapter officers understand the process to submit fundraising profits to the Foundation and do so in a timely manner.
- Chapter conducts the Foundation Education for Recruitment workshop during Recruitment Prep Week.
- Chapter members are aware of our Service for Sight philanthropy and participate in opportunities supporting Service for Sight.

## **Standard 9 - Finance and Housing**

**Answered by CMT, vp: finance and director of house management/chapter property**

Honoring all fiscal-related responsibilities to be in **financial good standing**.

- Chapter has a budget that has been voted on by the chapter and entered into the Fraternity-approved accounting system before the end of the fiscal year.
- Chapter is spending within the approved budget and ends the fiscal year with a surplus.
- Chapter has a signed Annual Agreement for each fiscal year.
- Contracts are signed only by the collegiate president and vice president: finance, following approval from the advisory team chairman (ATC) and chapter management team (CMT).
- Chapter officers sign budget contracts each term.
- Chapter member contracts are uploaded and assigned to members on the Fraternity-approved accounting system in a timely manner.
- Fines are entered and collected in the Fraternity-approved accounting system in a timely manner.
- Chapter's financial report is submitted monthly on or before the 10th of the month via the Fraternity-approved accounting system, year-round.
- Chapter pays all applicable bills and invoices by their due dates.
- 360G, the individual member purchases account, is well managed and members are billed as items are ordered.
- 332, the chapter fundraising event account, is being used properly to plan Foundation fundraising events.
- W9s are collected from vendors prior to any contracts being signed or invoices paid.
- Member Account Adjustments (MAA) are submitted in a timely manner.
- Unsecured receivables are at 0% within 10 days of Dues and Fees Contracts being generated.
- Finance Automatic Probation Notifications (APNs) are being filed by vice president: finance for members who have been in debt to the chapter for more than 10 days, or who have not signed their Dues and Fees Contract by the due date, or who have failed to pay fines by the due date.
- Statement of Obligation Reviews (SORs) are filed by vice president: finance for members who have not met their financial obligations by day 30.

- Collection letters are sent by the vice president: finance for members who have not met their financial obligations by day 45.
- If housed, chapter house is filled to capacity.
- If housed, Housing APNs are being filed by director of house management for members who have not moved into the house per the chapter's live-in requirements outlined in the Chapter Bylaws and Standing Rules (BLSRs), or who have not signed their housing contract per their BLSRs, or who have failed to complete the terms of their housing contract.

## Standard 10 - Chapter Operations

### Answered by CMT

Executing all necessary **operations** to have a successfully functioning chapter.

- Chapter meetings are organized, efficient and productive.
- Chapter meetings, new member meetings and Honor Board meetings are scheduled at times that are conducive for the adviser(s) to attend.
- Chapter officers work together and brainstorm solutions.
- Chapter officers set yearly performance goals and a plan to achieve those goals is developed.
- Chapter officers are prompt and thorough when communicating with their regional team.
- Chapter officers read their respective Collegiate Chapter Officer Newsletters and are knowledgeable of the content.
- Chapter updates Bylaws and Standing Rules (BLSRs) each year per the model BLSRs.
- Chapter votes on the BLSRs that were approved by their RCS/CAC/NCC.
- Once approved by chapter vote, the final version of the BLSRs is uploaded in Anchorbase.
- Chapter members are assigned to committees, and committee members are assisting officers.
- Chapter follows all steps in the slating, elections and transitions timeline.
- Chapter holds individual officer transition and a formal transition workshop per the model defined in *Changing of the Tides*.
- Chapter completes all steps of the Initiation authorization process as outlined in the Initiation Authorization Guide prior to the Initiation date listed on the RCS/CAC/NCC approved Anchorbase calendar and collaborates with their collegiate development specialist (CDS) at Executive Offices to ensure all Initiations are authorized.
- Chapter understands the chapter's status (if applicable), chapter management team (CMT) is actively working on the action plan and progress is discussed during CMT meetings. Chapter management team (CMT) participates in all required action planning and status review calls, if applicable.
- Chapter is using correct terminology per the *DG Style Guide*.
- Chapter history/archives are organized, current and easily accessible.
- Chapter tasks in Anchorbase are current.
- Chapter roster in Anchorbase is current.
- Chapter calendar in Anchorbase is current.
- Attendance Automatic Probation Notifications (APNs) are being filed by vice president:



communications for members who have two or more unexcused absences from anchored events. An officer who has two unexcused absences from team or board meetings (of which she is a member) will be placed on automatic probation and will automatically forfeit her office.

## **Standard 11 - Programming and New Member Education**

**Answered by CMT, vp: programming, vp: membership education and director of new members**

Fulfilling all required **programming** expectations in a thoughtful and intentional way.

- Chapter has an RCS/CAC/NCC approved calendar, is adhering to the RCS/CAC/NCC approved calendar and has distributed this calendar to chapter members.
- Chapter members frequently attend non-anchored chapter events.
- Chapter officers utilize their chapter goals when developing the chapter calendar.
- Chapter officers ensure the New Member Pursuit (NMP) is followed in accordance with the NMP Facilitator's Guide.
- Chapter officers intentionally select DG Dialogue programs and ensure the programs are followed in accordance with the Program Guide.
- Chapter officers develop senior programming events that are well attended and align with Delta Gamma's values.
- Chapter officers ensure steps 2, 3, and 4 of Article II Chapter Goal Setting occurs.
- 80 percent of the chapter attends all rotational programs (ex. Alcohol Skills Training Program) offered by the Fraternity when available to the chapter.

## **Standard 12 - Risk Management**

**Answered by CMT**

Empowering members to make informed decisions in high-risk situations based on Delta Gamma Fraternity's purpose and organizational values, while **promoting risk management and personal safety.**

- Chapter culture centers around Delta Gamma's values and does not promote a culture of alcohol and drug misuse or hazing.
- Chapter attempts to lead change or model appropriate behavior on campus related to risk management.
- Chapter responds to campus requests regarding risk and safety as necessary.
- Chapter thoughtfully participates in all required prevention programming.
- Chapter officers are aware of and promote optional prevention resources.
- Chapter completes and distributes the *Campus Resource Sheet* which includes contact information for important campus resources, such as campus police and counseling services, each academic year.