



OUTSTANDING CHAPTER AWARDS (for the fall 2010 – spring 2011 academic year)

Congratulations to the 2009-2010 Outstanding Chapter Award winners:

American University of Kuwait, Alpha Rho Eta Chapter
Chatham University, Alpha Delta Lambda Chapter
Johnson C. Smith University, Xi Lambda Chapter

ABOUT THE AWARDS

Sigma Tau Delta's Outstanding Chapter Awards are designed to recognize local chapters that have exhibited outstanding motivation, creativity, and service in the preceding year. Award recipients will receive a check for up to \$500 and a plaque. Winning chapters may also receive up to \$350 in travel assistance for sending at least one student representative to the annual convention and bringing a chapter exhibit.

ELIGIBILITY

Any active chapter is eligible to apply for an Outstanding Chapter Award, but no chapter may receive an Outstanding Chapter Award in consecutive years. Active chapters are also eligible to apply for a Service Award and/or a Project Grant and may use relevant information assembled for the Outstanding Chapter Award application when applying for a Service Award and/or a Project Grant. Specific application requirements are posted with each award description.

HOW TO APPLY

Submit the application by email from a Chapter Sponsor's school email address. By emailing the application, the Chapter Sponsor is attesting to the accuracy of the materials.

- a) address the email to sigmatdapply@niu.edu ;
- b) in the subject line, type OUTSTANDING CHAPTER AWARDS ;
- c) ATTACH the following two (2) items in Word (doc or docx) or in PDF, titled with *Outstanding Chapter* first followed by the abbreviated name of your school and the bolded headings below:
*Examples: **Outstanding Chapter MYU narrative.doc**; **Outstanding Chapter MYU annual report***

1. Applicant Information and **Narrative**

- a. List the following first, preceding the narrative:
 - Chapter and school
 - Name and contact information of chapter officer preparing the application (mail and email addresses, phone numbers)
 - Name and contact information for the Chapter Sponsor(s) (mail and email addresses, phone numbers)
- b. Provide written **narrative**, not to exceed 750 words, which includes the following:
 - List of any chapter activities or events which are not covered on Annual Chapter Report form
 - List of any honors received by the chapter or by student members of the chapter
 - Description of chapter programs designed for the university and/or community
 - Description of cooperative programs with other local or national honor societies, or other Sigma Tau Delta chapter
 - Descriptions of participation in regional or international Sigma Tau Delta conferences and conventions
 - Description of any other activities that you believe are relevant and important

2. Annual report for 2010-2011

- d) ATTACH up to three (3) items of supporting documentation in PDF or Word documents (such as flyers, news stories, playbills, photos, web links, journals, etc.). Give each supporting item a title that begins with ***Outstanding Chapter MYU*** and then give each supporting item a label which identifies the type of artifact:

Examples: Outstanding Chapter MYU journal.pdf; Outstanding Chapter MYU photos.pdf; Outstanding Chapter MYU newspaper; etc.

DEADLINE AND DATES

Applications must be completed and received by **November 8**. No late submissions will be accepted. Chapters selected for recognition will be notified by the committee. Awards are usually determined by March 31 and typically are announced at the Sigma Tau Delta annual convention.