The Poly Gold Award is a prestigious award sponsored by the Greek Council to award the top fraternity and top sorority at Cal Poly Pomona by looking at the breadth and depth of their accomplishments as an organization. This award recognizes the fraternity and sorority that have excelled throughout the past year from beginning of Spring Quarter 2014 to end of Winter Quarter 2015 (including Summer 2014) showing organizational achievements within the community, philanthropies, campus involvements, and scholarship.

The deadline for the Poly Gold application packet is **WEDNESDAY, APRIL 6th, 2016**. The application must be submitted the Mybar link: [https://calpolypomona.collegiatelink.net/form/start/95087](https://calpolypomona.collegiatelink.net/form/start/95087) by 11:59p.m. (Wednesday). Any applications received after the deadline will not be taken into consideration for Poly Gold.

**Poly Gold packets are REQUIRED to re-charter as a registered organization for 2016-2017.**

**FORMAT:**
- All sections in the application must be in order listed within the guidelines.
- All sections must be in 12 pt. font, Times New Roman. Margins should be set to 1 inch.
- Application must be no larger than one book.
- Every section MUST begin with a summary (i.e. highlights of that section).
- For all programs, conferences, and events:
- List event title, date and time, location, description of program (What did you all learn? Why did your chapter attend this program? Etc.), and list of attendees (percentage OK – i.e. you can write “46 out of 100 members attended = 46%” rather than listing out a roster of names).

- If you are including photos (which we encourage!), please use photo collages to save paper and limit amount of pages to 10 pages of photos.

Cover Sheet
1. Name of Organization
2. Name of Chapter President & Contact Info
3. Name of Poly Gold Chair (optional) & Contact Info
4. Name of On-campus Advisor(s)
5. Name of Off-campus Advisor(s)

Table of Contents
This section shall list all sections of your application, and should be able to guide the reader to any section in which they may need reference. Please include page numbers.

Introduction
This section should include basic information about the organization, its founding members, general beliefs and standards, national and local philanthropies, and any other information that explains the background of your organization. This historical information can be passed on from year to year and changed as necessary.

Letter of Submittal
This is a letter written to the judges explaining why your organization should receive this award. Letter should be no more than 2 pages.

Poly Gold Reference Letters
This section should include ALL Poly Gold reference letters your chapter has received. These letters can be obtained from your advisor, national offices, partnering philanthropies, community service organizations, event organizers, on-campus organizations, etc.

SECTIONS:

*** Remember, when listing information for all programs, conferences, and events: List event title, date and time, location, description of program (What did you all learn? Why did your chapter attend this program? Etc.), and list of attendees (percentage OK – i.e. you can write “46 out of 100 members attended = 46%”).

Section 1: Membership Development

- Academic Achievement (50 points):
- All academic programming specifically done for chapter (e.g. time management, study skills, test taking tips, academic recognition programs, etc.). Does not include council or sub-council hosted workshops.

- Membership Orientation and Education (30 points)
  - Copy of program designed to educate new and continuing members, including list of attendees who attended Greek 101 in Fall 2015.
  - Can use national guidelines, but must add any additional info specific to Cal Poly Pomona and your chapter’s process.

- Leadership Development (30 points)
  - All leadership programming specifically done for chapter by the chapter (e.g. résumé and interview skills, values-based leadership, etc.). Does not include council or sub-council hosted workshops.

- Personal Development (30 points)
  - All programming specifically done for chapter regarding personal development (e.g. sex education, alcohol awareness, bystander education, self-defense classes, etc.). Does not include council or sub-council hosted workshops.

Section 2: Chapter Management

- Participation (50 points)
  - List attendance numbers for any sub-council and Greek Council events.
  - List any member who was on the planning committee for a sub-council or Greek Council event and what they did for that committee (e.g. Up ‘til Dawn, Greek ambassador program, Greek Week Day Head, sub-council quarterlies, Panhellenic Rho Chis, etc.)
    - FYI: most weight given to quality involvement in time-consuming activities, such as Up ‘til Dawn Executive Board and Greek Week Chair.

- Financial Management (20 points)
  - Include a copy of your chapter budget.
    - How are you keeping yourselves fiscally responsible?

- Goals and Action Plans (30 points)
  - What were your goals for Spring 2015, Summer 2015, Fall 2015, and Winter 2016?
  - Did you create an action plan to complete those goals? Were they completed?
  - If goal wasn’t attained, how is your chapter trying to improve on that particular goal?

- Executive Board Training and Transition (50 points)
  - Describe your transitional process, including any national training.

- Administration (20 points)
  - Points are awarded for timeliness on information given to the Greek Life Office, including Greek Council meeting attendance and turning in dues on time.

Section 3: External Relations
- Campus Involvement (30 points)
  o Section covers all involvement with other student organizations and participation in University-sponsored activities. List events on campus that the chapter has been involved in (as a chapter, not as individuals).
  o **Bonus Points for chapters that attend and are included in Homecoming activities outside of Up ‘til Dawn. Include proof of participation (e.g. photos at event)**

- Greek Unity (50 points)
  o Points are awarded for programming with other chapters.
    **Note: As we are trying to encourage Greek unity amongst all Councils, we are giving more points if you are planning programs and events with chapters outside of those you normally plan with. That is, IFC partnering with Panhellenic chapters for events will get less weight compared to if IFC were to partner with a Diversified Greek Council (DGC) chapter for an event.**
    Events include (ascending by weight of points for type of program):
    - Social program with chapter within your Council.
    - Social program with chapter outside of your Council.
    - Educational program co-planned with chapter within your Council.
    - Educational program co-planned with chapter outside of your Council.
    - “Social” activities MUST NOT include any alcohol.

- Community Service (50 points)
  o This section covers all philanthropies and community service projects completed by the chapter. When listing these projects, please also include a brief description of the philanthropy/organization you are volunteering with.
  o Volunteer hours broken down by quarter:
    - What is the average number of volunteer hours per member in your chapter during Spring 2015, Summer 2015, Fall 2015, and Winter 2016?
    - What is the average number of volunteer hours total by your chapter during Spring 2015, Summer 2015, Fall 2015, and Winter 2016?

- Faculty/Staff Relations (30 points)
  o This section covers all programs completed to recognize both staff and faculty of Cal Poly Pomona.

- Public Relations (30 points)
  o This section covers information sent out to the public about activities being completed in the Greek Community. Please include evidence of written stories (e.g. photocopies of Poly Post, print out from an online article, etc.).

**Section 4: Policy Compliance**

- Required Events (50 points)
  o These will be checked by Greek Council:
    - Representative attendance at Greek Council meetings
    - Representative attendance at Sub-Council Meetings
    - Attendance at Greek Quarterlies
Attendance at Greek Leadership Summit
Attendance at Up ‘til Dawn
... and any other required Greek Council meeting, workshop, or event
  o Greek Week (list events your chapter participated in during Spring 2015)

- Risk Management (50 points)
  o Include all risk management programming completed by the chapter.
  o Include risk management plan. Explain how it complies with University policies.
  o Social Probation
    ▪ Is your chapter on social probation? (Yes or no?)
      • If your chapter is on social probation, explain what your chapter has learned and what your chapter will do to prevent any future incidents that may lead to probation/suspension.

Section 5: National & Regional Involvement

- National/Regional events and conferences (30 points)
  o List any events and/or conferences your chapter attended. What is the purpose of this conference/event? Why is it important to your chapter? What did you learn? Limit 250 words.
  o If your Chapter is not nationally recognized, please write in 250 words or less on what your Chapter does instead of or equivalent to having National and Regional Events.
- Include any honors received by your chapter. This section includes any awards the chapter has received locally, nationally, or school wide. (30 points)
  o Supporting documentation is required.
  o If individual chapter awards have multiple recipients, in any case of two or more people, please submit only one sample and provide a list of the recipients.
  o A contact MUST be provided in order to verify along with each Honor/Awards.
  o If an award is found to be invalid, a deduction of 5 points will be taken per award in question from the overall score.
  o There must me a description of the award (i.e. how many people are given the award, how hard is it to win the award, the purpose of the award, etc.)
  o Limitation of 250 words maximum.
- Local chapters:
  o If your Chapter is not nationally recognized, please write in 250 words or less on how you think your Chapter ranks to other chapters on the Cal Poly Pomona campus and what awards you might win.

Section 6: Letters of Recommendation

- A minimum of five letters should be submitted. These letters should be addressed to the Poly Gold judges and must include the date the letter was written. Letters will be judged on their content (as it supports the organization’s application), the number of letters submitted, and on their diversity (i.e. are you retrieving letters from various
Accredited authors include: national officers, professors, staff, volunteer organizations, administrators, event organizers, etc. Letters will be awarded depending on the content of the letters. (60 points)

**Presentation & Question & Answer (in case of a tie)**

Presentations will only be presented to the Poly Gold judges in a case of a tie. The chapter’s president will be informed by email as soon as possible, but the presentation will be held on Wednesday APRIL 20th from 1:00pm – 3:00pm, if a tie has presented itself. Only two organizations will present.

Two representatives from the chapter may speak and make a 10-minute presentation on their chapter’s achievements throughout the year. They may present the presentation in a creative format with a cautious conscience that they may not offend anyone. Presentation may be done in the chapter’s choice of video, PowerPoint, or oral boards, but please contact the Coordinator of Greek Life and Education in advance of the format to prepare any necessary equipment.

All Poly Gold packet applications (3 copies) are due WEDNESDAY, APRIL 6th, 2016 by 11:59p.m. (Wednesday). Applications should be turned in to the front desk of the Office of Student Life and Cultural Centers, Building 26.

Remember, POLY GOLD APPLICATION PACKETS ARE REQUIRED to register as a University-recognized chapter at Cal Poly Pomona for the 2016-2017 academic year.

Should you have any questions, contact John LeJay II at jglejay@cpp.edu