



# SIGMA KAPPA

*Voices Strong. Hearts United.*

## Standards of Excellence

### Overview

It is the goal of Sigma Kappa Sorority that each Sigma Kappa Chapter provides a quality membership experience for its members. It should be an experience that will extend far beyond one's academic career. This goal can only be reached if each chapter's level of performance in all areas of chapter life is exemplary. Because national council is committed to the pursuit of excellence for each collegiate chapter, the Standards of Excellence (SOE) program was developed and has been updated to define excellence as it pertains to our values: personal growth, friendship, service, and loyalty.

The revised SOE program exemplifies what is both expected and desired on the part of each member and chapter. SOE can be used by every chapter on every campus to achieve the highest level of achievement in academic performance, leadership enhancement, skill development, and a variety of other aspects.

### Criteria

The criteria that make up the Standards of Excellence program are aligned with the Sigma Kappa values.

**Personal Growth:** Bound by a Promise to be the best person you can be.

**Friendship:** Bound by a Promise to demonstrate sisterhood and friendship throughout life.

**Service:** Bound by a Promise to model service and leadership in your communities, especially within Sigma Kappa.

**Loyalty:** Bound by a Promise to remain loyal to Sigma Kappa and to living its values in all that you do.

# Personal Growth

<b>Criteria</b>	<b>Possible Points</b>	<b>Actual Points</b>
Participate in Collegiate Officer's Academy®. 4 points if completed 0 points if not completed	4	
Conduct or Participate in a substance abuse program. 3 points if conducted/participated in 0 points if not conducted/participated	3	
Conduct or Participate in member development programs during the year. 5 points - 11+ programs 3 points - 8-10 programs 1 point - 5-7 programs 0 points - 4 or fewer programs	5	
Maintain a chapter grade point average above the all-sorority average each term. 5 points if completed for calendar year 3 points if completed for one semester/two quarters 1 point if completed for one quarter 0 points if not completed	5	
Maintain a yearly grade point average. 5 points for 3.4 and above 4 points - 3.39 - 3.2 3 points - 3.19-3.0 2 points - 2.99-2.81 0 points - Below 2.8	5	
Chapter members hold leadership positions (ie: officer, team captain, committee chair, etc.) in college/university/community-affiliated co-curricular activities such as clubs, theatrical or musical groups, professional or honorary societies, student government associations, residence hall organizations, sporting/dance/cheer teams. 1 point per person holding position 5 points maximum	5	
Establish and use a committee system with each member and new member serving on at least one committee. 3 points if a committee system is utilized 0 points if not utilized	3	
Adhere to University policies and Sigma Kappa risk management policies as stated in <i>National Policy Handbook</i> section VII, Risk Management Policies. 5 points if adhere to policies 0 points if does not adhere to policies -5 points if chapter receives a letter of challenge or university suspension	5	
Maintain reporting. 5 points 100% reporting 3 points missing 1 report 1 point missing 2 reports 0 points missing 3 or more reports	5	
Maintain an updated website that is linked to the national organization's website. 2 points if maintained 0 points if not maintained	2	
Chapter performs an orderly officer transition workshop within two weeks of officer elections facilitated by a CPO, advisor, or the outgoing chapter president. 3 points if completed 0 points if not completed	3	
<b>Total Possible Points:</b>	<b>45</b>	

# Friendship

Criteria	Possible Points	Actual Points
<p>Work to achieve formal recruitment quota based on the number of new member fees paid.</p> <ul style="list-style-type: none"> <li>5 points if achieved during formal recruitment</li> <li>3 points if achieved during the term of formal recruitment</li> <li>1 point if achieved during the academic year</li> </ul>	5	
<p>Work to achieve campus total and/or average chapter size through the participation in planned membership recruitment through structured informal recruitment and continuous open bidding.</p> <ul style="list-style-type: none"> <li>5 points if total or average chapter size (whichever is greater) is achieved during the term of formal recruitment</li> <li>4 points if total or average chapter size (whichever is greater) is achieved during the year</li> <li>3 points if total or average chapter size (whichever is lower) is achieved during the term of formal recruitment</li> <li>2 points if total or average chapter size (whichever is lower) is achieved during the year</li> <li>0 points if total or average chapter size is not achieved during the year</li> </ul>	5	
<p>Conduct pre-recruitment workshops on the topics of conversation, rotation, membership selection, etc. as defined in the <i>Handbook for the Vice President of Membership</i> with 80% of chapter in attendance.</p> <ul style="list-style-type: none"> <li>5 points - three during the term prior to formal recruitment and a pre-recruitment week/weekend</li> <li>4 points - two during the term prior to formal recruitment and a pre-recruitment week/weekend</li> <li>3 points - two during term prior to formal recruitment and two within two weeks of formal recruitment</li> <li>2 points - one during the term prior to formal recruitment and one within two weeks of formal recruitment</li> <li>0 points - if any of the criteria above are not met</li> </ul>	5	
<p>Support the carry figures/release figures given by the formal recruitment NPC area advisor/release figure method specialist/Panhellenic recruitment team/fraternity/sorority advisor.</p> <ul style="list-style-type: none"> <li>2 points if respect and support</li> <li>0 points if does not respect and support</li> </ul> <p>(If college/university does not use carry or release figures 2 points will be awarded)</p>	2	
<p>Email chapter recruitment results (Quota/# Matched/# Accepted) to the DRC-E, DRC-M, director of recruitment, CPO, CDD, and reports@sigmakappa.org within 48 hours of formal recruitment and Panhellenic sponsored structured informal recruitment.</p> <ul style="list-style-type: none"> <li>3 points if emailed</li> <li>0 points if not</li> </ul>	3	
<p>Adhere to the legacy policy as outlined in the <i>National Policy Handbook</i>.</p> <ul style="list-style-type: none"> <li>2 points if adhere</li> <li>0 points if does not adhere</li> </ul>	2	
<p>The chapter Panhellenic delegate consults with and supports recommendations given by the CPO, CDD, recruitment team, and the Sigma Kappa NPC delegate before a vote on matters concerning extension, changes in the timing of recruitment, changes in recruitment rules, changes in the Panhellenic constitution or bylaws, or changes in total.</p> <ul style="list-style-type: none"> <li>3 points if yes</li> <li>0 points if no</li> </ul> <p>(If no vote takes place, the chapter will receive 3 points)</p>	3	

## Friendship continued

Criteria	Possible Points	Actual Points
<p>Using the Sisterhood Retreat Guide, located in the <i>Handbook for the Sisterhood Chairman</i>, as a template, plan and execute a sisterhood retreat with 80% participation to include activities that promote and strengthen sisterhood.</p> <p>5 points if held within three (3) weeks of bid day and one (1) additional retreat the term following formal recruitment            3 points if held within three (3) weeks of bid day or the term following formal recruitment            0 points if a sisterhood retreat is not held</p>	5	
<p>Initiation rate for chapters with quota 21 and above:</p> <p>5 points - achieve 100% initiation rate            4 points - achieve 95%            3 points - achieve 90%            2 points - achieve 85%            1 point - achieve 80%</p> <p>OR</p> <p>Initiation rate for chapters with a quota 20 and below:</p> <p>5 points - achieve 100% initiation rate            4 points - achieve 93%            3 points - achieve 86%            2 points - achieve 80%            1 point - achieve 73%</p>	5	
<p>Calculate member retention based on the number of withdrawals processed during the year (expulsions/financial expulsions/suspensions do not count towards this number).</p> <p>5 points - achieve 100% member retention rate            4 points - achieve 95%            3 points - achieve 90%            2 points - achieve 85%            1 point - achieve 80%</p>	5	
<p>Create and mail (or email) newsletters to alumnae utilizing newsletter guides in the <i>Handbook for the Vice President of Alumnae Relations</i>.</p> <p>3 points - three created            2 points - two created            1 point - one created</p>	3	
<p>Execute a public relations activity for faculty, administration, university, or Panhellenic.</p> <p>2 points - held public relations event (2 points per term with a maximum of 4 points total)            0 points - did not host event</p>	4	
<p>Receive positive campus/community publicity for Sigma Kappa events or projects each year.</p> <p>3 points - 3 events            2 points - 2 events            1 point - 1 event</p>	3	
<b>Total Possible Points:</b>		<b>50</b>

# Service

<b>Criteria</b>	<b>Possible Points</b>	<b>Actual Points</b>
Contribute to the Sigma Kappa Foundation Annual Fund through the Ultra Violet campaign by December 15th. 5 points if postmarked by November 15th 3 points if postmarked by December 1st 1 point if postmarked after December 1st and by December 15th 0 points if not received or postmarked after December 15	5	
Participate in the Walk to End Alzheimer's. 5 points - 80% of chapter members 4 points - 70% of chapter members 3 points - 60% of chapter members 2 points - 50% of chapter members 1 point - 40% of chapter members If a walk does not take place in the area, the chapter will receive 2 points	5	
Participate in Sigma Kappa philanthropic service projects. 5 points - five philanthropy events 4 points - four philanthropy events 3 points - three philanthropy events 2 points - two philanthropy events 1 point - one philanthropy event	5	
Fundraise or donate community service hours. 5 points - average of 25 hours per member 4 points - average of 20 hours per member 3 points - average of 15 hours per member 2 points - average of 10 hours per member 1 point - average of 5 hours per member	5	
Participate in non-Sigma Kappa philanthropic service projects sponsored by other organizations on campus. 5 points - five philanthropy events 4 points - four philanthropy events 3 points - three philanthropy events 2 points - two philanthropy events 1 point - one philanthropy events	5	
Participate in the Chapter Annual Giving Recognition Club of the Sigma Kappa Foundation. 5 points - Platinum Circle (\$5000 +) 4 points - Gold Circle (\$2500 - \$4999) 2 points - Silver Circle (\$1000 - \$2499) 1 point - Bronze Circle (\$500 - \$999)	5	
Donate to the Sigma Kappa Foundation annually through a giving club (i.e. 1874 Giving Circle). 5 points - 20% of chapter members 4 points - 15% of chapter members 3 points - 10% of chapter members 2 points - 5% of chapter members 1 point - 2% of chapter members	5	
Participate in Week of Giving as outlined in the <i>Handbook for the Vice President of Alumnae Relations</i> . 5 points if participate 0 points if does not participate	5	
Chapter or Chapter Member has received year-end Greek or campus honors/ awards. 1 point per award; 5 points maximum Chapter will be awarded 2 points if there is no campus honors/awards program	5	
<b>Total Possible Points:</b>	<b>45</b>	

<b>Criteria</b>	<b>Possible Points</b>	<b>Actual Points</b>
Clear all outstanding business by December 15th each year. 5 points for clearing outstanding business by December 15th 0 points for clearing outstanding business between December 16th-31st -3 points for not clearing outstanding business by December 31st	5	
Attend COTS or convention. The chapter budget should allocate funds for delegates. 3 points for attendance at COTS/convention 0 points for non attendance	3	
Submit article(s) and photos to the <i>Sigma Kappa Triangle</i> (examples in the <i>Handbook for the Sigma Kappa Triangle Correspondent</i> ). 4 points if all 4 articles are submitted by due date 3 points if 3 articles are submitted by due date 2 points if 2 articles are submitted by due date 1 point if 1 article is submitted by due date 0 points if no articles are submitted by due date	4	
Utilize standards council to recognize member achievements. 2 points if chapter utilizes standards council to recognize member achievements 0 points if chapter does not utilize standards council	2	
Utilize standards council to enforce chapter, university/college, and national policies. Members are held accountable for behavior that is not in compliance with the above regulations. The meetings are held in accordance with <i>National Policy Handbook</i> , chapter Code of Conduct, and <i>Handbook for the Executive Vice President</i> , and disciplinary measures are respected and enforced. 3 points if chapter utilizes standards council to enforce policies 0 points if chapter does not utilize standards council	3	
Adhere to the Sigma Kappa Graphic Standards on all newsletters. 3 points if used on all newsletters 0 points if not used	3	
Participate in the Sigma Kappa RESPÆKT Movement. 2 points for incorporating into chapter programming 0 points if not used	2	
Adhere to the Sigma Kappa financial management policies by utilizing automatic financial suspension. 3 points for using automatic financial suspension 0 points if not used	3	
Adhere to the Sigma Kappa financial management policies by submitting a balanced budget/schedule of charges by April 15. 2 points for timely and balanced budget 1 point for timely or balanced 0 points for not timely and/or not balanced	2	

## Loyalty continued

<p>Prepare the accounting manager system for monthly reconciliation by the 15th of each month.</p> <p>2 points if monthly reconciliation submitted on time 8-12 months  1 point if monthly reconciliation submitted on time 5-7 months  -2 points if monthly reconciliation are not submitted on time at least 5 out of 12 months</p>	2	
<p>Pay all national fees on time.</p> <p>3 points if fees are submitted within semester they are due  1 point if fees are submitted within the year they are due  0 points fees are not submitted within the year they are due</p>	3	
<p>File a 990 or 990EZ Federal tax form with the IRS. NHQ will prepare the tax forms for the chapter; however, the signed tax form must be returned to NHQ by the specified due date.</p> <p>2 points if returned by the deadline  1 point if signed and returned  0 points if not returned</p>	2	
<p>Perform Sigma Kappa ritual as specified in the Ritual Book.</p> <p>3 points if ritual performed as specified in the Ritual Book  0 points if not performed as specified in the Ritual Book</p>	3	
<p>Maintain all ritual equipment: proper care, storage, security, and regular replacement of all ritual supplies as required.</p> <p>2 points if maintained  0 points if not</p>	2	
<p>Perform ritual workshops as specified in the <i>Handbook for the Ritual Chairman</i>.</p> <p>3 points for three workshops  2 points for two workshops  1 point for one workshop  0 points for no ritual workshops</p>	3	
<p>Follow the Promise New Member and New Initiate programs as outlined in the <i>Handbook for the Vice President of New Member Education</i>.</p> <p>5 points for following Promise New Member and New Initiate Program  0 points if not following program</p>	5	
<p>Use the Sigma Kappa Recruitment Introduction program and have an alumna recommendation for each new member prior to Initiation.</p> <p>2 points if used  0 points if not used</p>	2	
<p>Teach ritual songs and prayer to new members during Inspiration Days.</p> <p>3 points if taught  0 points if not taught</p>	3	
<p>Celebrate Founders' Day.</p> <p>3 points if celebrated  0 points if not celebrated</p>	3	
<p>Participate in events with alumnae; if more than one event takes place one event should be with the assigned alumnae chapter (where applicable).</p> <p>5 points for three or more events  3 points for 1-2 events  0 points for no events</p>	5	
<b>Total Possible Points:</b>	<b>60</b>	

## Implementation

To insure the successful utilization of SOE the following steps should be taken:

1. Recognize the value of the Standards of Excellence program in serving as a tool to allow your chapter to reach its ultimate potential for success.
2. Utilize SOE as the basis for the setting of chapter goals with each member aware of its importance.
3. Utilize SOE as a source for identifying areas that need strengthening, inspiring creativity in programming, and bonding of members that is an ultimate outcome of vision accomplished.
4. Assign responsibility for the implementation of every individual criterion to a particular officer/committee chair or member.
5. Set dates for progress reports and deadlines for the accomplishments of specific tasks. If necessary use visual techniques to keep all members informed of progress.
6. Review accomplishments and upcoming events with advisor at executive council meetings.
7. Review SOE at meetings with both initiated members and new members; discuss goals and the chapter's present performance level.
8. Reward yourselves periodically for completion of designated categories, achievement surpassing a prior year's and/or excellence in an area of need.
9. Make a final review on accomplishments toward chapter goals at the officer transition workshop.

## Rating

The SOE award process is based on reporting by chapter officers. The process provides essential feedback to both the chapter and the national organization and determines award eligibility and level. The award is based on a calendar year and is judged by the collegiate district directors who then recommend to national council their decision regarding the Standards of Excellence, as appropriate. National council reviews these documents and recommendations and makes the final decision. Formal recognition occurs at national convention or College Officer Training School (COTS).

The collegiate district directors (CDD) in working with other Sigma Kappa national volunteers and staff members review reports from chapter officers and chairman and determine the number of points a chapter shall receive. Upon evaluating the criterion, the CDDs will combine the points to determine the level of achievement for each chapter.

The Standards are defined in a six level rating system. The three star Standards of Excellence is the highest level and the level to which each Sigma Kappa chapter should strive. The minimum standards level is the fundamental standard that each chapter must meet. The categories are as follows:

- **Three Star Standards of Excellence**
  - Chapter obtains 180-200 total points
- **Two Star Standards of Excellence**
  - Chapter obtains 170-179 total points
- **One Star Standards of Excellence**
  - Chapter obtains 160-169 total points
- **Minimum Standards**
  - Chapter obtains 150-159 total points
- **Below Standards**
  - Chapter obtains 140-149 total points
- **Critically Below Standards**
  - Chapter obtains 139 or fewer total points