

2008-2009 POLY GOLD APPLICATION GUIDELINES



The Poly Gold Award is a prestigious award sponsored by the Greek Council at California Polytechnic University, Pomona. This award recognizes the fraternity and sorority that have excelled throughout the past year from March 22, 2008 (Spring 2008) to March 21, 2009 (Winter 2009), showing all around individual and organizational achievements within the community, philanthropies, campus involvements, and scholarship. **The deadline for the Poly Gold application is Monday, April 13, 2009.** The application (**3 COPIES**) must be submitted at the OSL Office by 5:00p.m. and must be time stamped and signed. Any applications received after the deadline will not be taken into consideration.

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Section 1: Format/Requirements Met – Point Value (10)

Format:

All sections in application must be in order listed within the guidelines or will not qualify to be judged. All sections must follow MLA format. Black ink and white paper will only be allowed. Failure to comply will result in disqualification for Poly Gold.

This section must include the following information:

Cover Sheet

1. Name of organization
2. Name of chapter president
3. Name of On-campus advisor
4. Name of Off-campus advisor

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.

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.

Letter of Submittal

This is a letter written to the judges explaining why your application is being submitted and a brief summary of why your organization should receive this award. Your president needs to sign this letter to receive the points for this section.

Closing Statement

This section should summarize why your organization should be awarded the Poly Gold Award. Keep in mind, this is the last impression the judges will see.

Requirements:

Requirements include all documents, reports, deadlines listed below which enables a chapter to be eligible to submit an application for Poly Gold for the current year. If any ONE of the requirements is not met, your chapter will NOT be considered for Poly Gold.

Requirements include:

1. Quarterly Reports (Includes Calendars, Rosters, GPA listing for each quarter; Spring; Fall; & Winter, and current Roster) completed and turned in on time at the date set forth by the Programming Chairs/Greek Council.(See Quarterly Report Form)
2. Completed Greek Council Attendance Form
3. Completed Greek Council Dues Form
4. Completed IFC/NPC/DGC/NPHC Dues and attendance form signed by the according president.

Section 2: Roster of Members – Point Value (10)

This section must include:

1. A complete National roster of active members as of Spring 2007
2. A complete associate member roster which includes all members given a bid, pledging, or uninitiated.(from start of pledging process)
2. A list of current e-board & appointed position members with their names and position
3. A breakdown of each quarter's Recruitment & new member Retention including – (Spring, Winter, Fall Rosters) including quarter comparisons, and percentage comparisons. Each member's status with the chapter shall be stated in the breakdown in its applicable state of either pledge, drop, active, inactive or alum.
 - Any member unaccounted for or removed from a roster will be held against you, and be a reduction of points for this section.
 - Members on Suspension MAY NOT be removed from any roster.
 - Members expelled from organization or school may be removed from roster ONLY with provided documentation and proof from National Organization, or Cal Poly Pomona.
 - Citywide members MAY NOT be included in the roster.

You must fill this entire section out accurately and to one's best knowledge in order to receive full points.

Section 3: Scholarship & Academic Awards – Point Value (25)

This section must include the following:

1. A list of GPA's for each individual member based on the applicable quarter, including all associate and active members.
2. An average GPA for the chapter including active & associate members as well as a combined total average for each applicable quarter.
3. List of any Members with scholastics awards, awarded on or through campus ONLY including (Deans List, Order of Omega, or any Honors Society with Cal Poly Pomona).
4. An On-campus advisor's signature
5. An Off-campus advisor's signature

Points will be in a tiered format, for all applicants.

25 pts 3.0 and higher

20 pts 2.8 - 2.99

15 pts 2.6 - 2.79

10 pts 2.4 - 2.59

5 pts 2.2 - 2.39

0 pts 2.19 - below

Section 4: National & Regional Chapter Honors/Awards – Point Value (25)

This section must include the following:

This section should include non-academic honors received by the chapter. This section includes any awards the chapter has received locally, nationally, or school wide.

1. Points will be based on honors and awards received
 - Supporting documentation is required.
 - 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.
 - A contact MUST be provided in order to verify along with each Honor/Awards.
 - If an award is found to be invalid, a deduction of 2 will be taken per award in question from the overall score.
 - All forms will be passed out at the Greek Council Meeting.
 - There must be 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.
 - Limitation of 250 words maximum.
2. 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. Your score will be based on the average awarded to the Nationally Recognized chapters.

Section 5: National & Regional Events – Point Value (20)

This section includes:

1. The participation/attendance at National/Regional events and conferences. This section will be judged based on the description of the event that should include the number of members in attendance, how many chapters or members are invited, the purpose of the event, importance of it, and anything that is relevant and important for the judge to know about the event in which members attended. Points will be awarded at the discretion of the judge depending on the content of the description provided.
2. List of members in attendance must be provided. (This section shall NOT include awards)
3. 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. Your score will be based on the average awarded to the Nationally Recognized chapters.

Section 6: Chapter Greek Involvement – Point Value (20)

This section must include:

1. Chapter participation in Greek Council or sub-council functions throughout the applicable Poly Gold year. (I.e. Greek Week, All Greek Philanthropy, Greek Quarterly, etc.....)
2. Percentage form, including percentages of members in attendance to overall total roster.
3. Supporting documentation MUST be provided in this section. A reference (including title/position) and contact (including phone number & email) MUST be provided in order for event to be counted towards point total.

All Greek event documentation will be provided by Greek Council.

All sub-council function event documentation is not the responsibility of Greek Council.

Section 7: Community Service & Philanthropy – Point Value (25)

This section must include:

This section includes any community service, philanthropic activities, and outreach services the organization participated in on or off campus. This section should not include activities performed by individual members (see section 11). Supporting documentation **MUST** be provided in this section. (Any Community Service or Philanthropy event without official documentation with the legal letter head or seal representing that organization, institution, or event; will be considered invalid and will not count as points towards this section)

Description of each event must include the following:

1. Must include list of members in attendance out of total number of chapter
2. Total amount of hours
3. Total amount of money raised if applicable
4. Purpose of service or philanthropy

You may write anything deemed relevant in order to pass these four requirements. However, word count may not exceed 250 words in total description including the above. Pictures may not be placed in this section.

Section 8: Individual Member Involvement – Point Value (25)

This section must include:

A one page summary sheet which summarizes the total percentages of all individual active and associate members in your organization that participates in each of the four categories listed below. The percentage is found by dividing the number of members who participate in said activity/event/category/etc. by the TOTAL number of members in your organization. (See example)

The four categories are as follows:

1. Campus Involvement: Individual involvement in non-Greek organizations on campus such as clubs on campus. (President of the organization's contact information, email & phone number is required for points to count in this section)
2. Philanthropic/Community Involvement: Individual philanthropic activities or event participation within local communities.
(All individual Philanthropic activity shall NOT be stated in Section 6, nor shall any information stated in Section 6 be repeated in the individual section) or deduction points will apply.
- A total of each individual's hours must be provided.
Supporting documentation **MUST** be provided in this section. (Any Community Service or Philanthropy event without a contact and or official documentation with the legal letter head or seal representing that organization, institution, or event; will be considered invalid and will not count as points towards this section)
3. Greek Involvement: Individuals involvement in Greek Council, IFC, NPC, DGC, NPHC, GAMMA, and Order of Omega. This includes holding an office and/or participating in events
4. Work Experience/Involvement: Individual work experience/involvement in or outside of school. Contact must be provided.

Directly following the one page summary sheet will be a biography of each individual and active member in your organization divided into the four categories listed above. You must fit as many people as you can on one sheet, the determinants for how many people can fit on one page is

directly related how many of the four categories the member is involved in. You MUST NOT place any pictures of any of the individual members in this section.

INDIVIDUAL MEMBER INVOLVEMENT SUMMARY PAGE EXAMPLE
(your organization here)

Total active members in (your organization here): 30

Campus Involvement:

- 93% involved in one outside club – 28 members
- 50% involved in two outside clubs- 15 members
- 6% involved in three or more outside clubs- 2 members
- 26% involved in executive board positions in campus club- 8 members
- 33% involved in leadership positions in ASI-10 members
- 6% SDLI certified- 2 members

Philanthropic/Community Involvement:

- 6% involved in mentoring program-2 members
- 96% involved in Matt's Run- 29 members
- 53% involved in Relay for Life-16 members
- 26% involved in tutoring program-8 members

Greek Involvement:

- 20%-Fraternity Spirit Week-6 members
- 20%-Sorority Banquet-6 members
- 16%-involved in executive board/appointed position within your organization-5 members
- 6%-involved in executive board/appointed position for Greek Council- 2 members
- 16%-Member of Order of Omega-5 members

Work Experience:

- 66% employed-20 members

Section 9: Letters of Recommendation – Point Value (15)

A maximum of five letters may be submitted. These letters should be addressed to the Poly Gold judges. Letters will be judged on their content (as it supports the organizations application) and on their diversity. Accredited authors include: national officers, professors, and administrators. Letters will be awarded a maximum of 5 points each depending on the content of the letter and how it pertains to the application.

Section 10: Presentation & Question & Answer – Point Value (5)

Presentations will only be presented in a case of a tie. The chapter will be informed at the Spring Greek Quarterly, if a tie has presented itself. Only two organizations will present.

Will be during Greek week at the time of Greek Awards Ceremony where two representatives from the chapter may speak and make a 10 minute presentation on their chapter’s achievements throughout the year. They may present there 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. Any discretion as to the presentation must be brought forth to the programming chairs who will then discuss it with the consensus of Greek council Elected Officers. If you chose to ignore any of the above or following rules, your chapter will be pulled off of stage and not be allowed to make a presentation. The presentation must be done in a professional manner using one of the above mentioned formats of presenting. Awarding of the points will be based upon the question and answer portion of the presentation only.

General Format

MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citation in their essays and Works Cited pages.

Writers who properly use MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental uncredited use of source material by other writers.

If you are asked to use MLA format, be sure to consult the *MLA Handbook for Writers of Research Papers* (6th edition). Publishing scholars and graduate students should also consult the *MLA Style Manual and Guide to Scholarly Publishing* (2nd edition). The *MLA Handbook* is available in most writing labs and reference libraries; it is also widely available in bookstores, libraries, and at the MLA web site. See the Additional Resources section of this handout for a list of helpful books and sites about using MLA style.

Paper Format

The preparation of papers and manuscripts in MLA style is covered in chapter four of the *MLA Handbook*, and chapter four of the *MLA Style Manual*. Below are some basic guidelines for formatting a paper in MLA style.

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space the text of your paper, and use a legible font like Times New Roman or Courier.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use either italics or underlining throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Don't underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters.
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g.,
 - Fear and Loathing in Las Vegas as Morality Play
 - Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow their guidelines.)