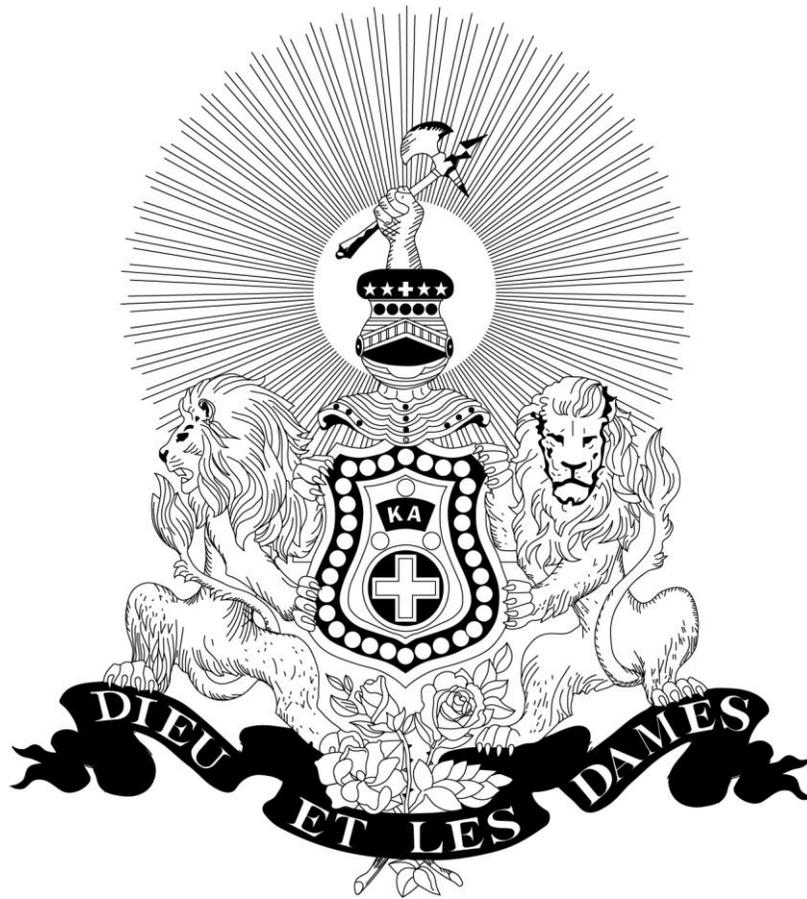


**KAPPA ALPHA ORDER  
NATIONAL ADMINISTRATIVE OFFICE**



**SCHOLARSHIP**

## Objectives of a Scholarship Program

The ultimate goal of every chapter is to excel in every facet of Kappa Alpha Order. We hold ourselves to a higher standard than the average person. With this being said, one of our main objectives of being a good brother in the chapter is to maintain a high level of excellence in the classroom.

The primary reason that individuals attend a college or university is to get an education. That should be the main priority and concern of every member of your chapter. Kappa Alpha can help its members achieve the highest levels of scholastic excellence with a solid and well-planned scholarship program.

Throughout the country, many chapters struggle to reach the all men's average or all fraternity average on their campuses. The easiest excuse is that it is the individual member's responsibility to perform in the classroom. This is partially true, but the chapter as a whole can help prevent members from making poor grades.

This can be accomplished by two ways:

- 1.) By giving members incentives to perform well in the classroom and
- 2.) By having consequences for those members who fail in the classroom.

Both are effective ways to help members attain a reasonable GPA. So what do we mean by giving incentives? Some incentives that are proven to be effective include: giving members discounts on dues, scholarships, dinners or special privileges within the chapter (parking, seat in meetings, etc). This makes members feel like they are getting something in return for their hard work in the classroom.

# The Scholarship Chairman

Regardless of what the past attitude of the members in your chapter has been toward scholarship, it is key that you take a leadership role in making the program an important and interesting part of the total KA experience. It is difficult to change overnight a general chapter feeling that it's alright to skip classes or to blow off low grades. This job is challenging and will take a tremendous amount of patience and hard work, but you can improve the academic reputation and standing of your chapter considerably.

The Scholarship Chairman should reflect outstanding qualities as a prerequisite for the position. He should ...

- ...be an above-average student;
- ...be able to command the respect of new and initiated members;
- ...be an upperclassman with good organizational and leadership experience;
- ...believe in the importance and purpose of a scholarship program;
- ...be persistent in efforts to perform the duties of the office.

## **The duties of a Kappa Alpha Order scholarship chairman should be:**

1. Establish a written scholarship program for the chapter
2. Keep track of individual members grades
3. Schedule study hours for members of the chapter
4. Maintain a scholarship file and test file
5. Establish incentives for members of the chapter who meet certain standards in the classroom
6. Offer team competitions for members of the chapter
7. Meet regularly with the faculty advisor of the chapter
8. Discuss the importance of goal setting
9. Develop a teacher evaluation form for members of the chapter
10. Maintain class syllabi for each member of the chapter
11. Create chapter by-laws pertaining to scholarship for members
12. Create a set of quiet hours for the chapter house so that brothers get in a certain routine of studying each day

## DUTIES OF YOUR OFFICE

The Scholarship Chairman

**Kappa Alpha Laws – R9-271. Scholarship Standards.** If an individual to be elected to membership is classified as a freshman and has not earned any university grades, he must have achieved a high school grade point average of a 2.5 on a 4.0 scale or its equivalent to join. No active member or member awaiting initiation shall be eligible to attend or participate in any social function sponsored by an active or alumni chapter if he has failed to maintain a grade point average of 2.50 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter. A member is ineligible to serve in any office of an active chapter if he has failed to maintain a grade point average of 2.50 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

## THINGS TO DO

- Introduce yourself to the Faculty Advisor.
- Introduce yourself to the Alumnus Advisor.
- Introduce yourself to the Greek Advisor.
- Review the latest Report 7 from the Associate Director for Chapter Services
- Find or create the chapter's written scholarship program.
- Review the chapter's scholarship program, and make any appropriate modifications or additions.
- Select at least three other brothers to serve as members of the scholarship committee.
- Lead the chapter in a goal setting session pertaining to scholarship. Be sure to include both short-term and long-term goals. Goals should be set by the chapter as a whole, as well as by individual members.
- Schedule study hours for new members, as well as active members with poor grades from the previous semester.
- Keep track of each member's grades based on the grade reports from the college or university.
- Maintain scholarship and study files.
- Establish incentives for outstanding academic performances, and outstanding improvement.
- Create an academic team competition for chapter members to participate in.
- Meet regularly with the Faculty Advisor.
- Develop a teacher/class evaluation form to be filled out by chapter members. Compile the information, perhaps in a spreadsheet.
- Create scholarship by-laws for the chapter.

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## THINGS YOU WILL NEED

- A copy of your chapter's written scholarship program.
- A copy of the *Kappa Alpha Laws*.\*
- Current copy of chapter by-laws.
- A good monthly calendar.
- A membership ledger and roster.
- A copy of all grade reports from previous semesters.
- A copy of Brains, Books and Brotherhood

## PURPOSE OF THE SCHOLARSHIP COMMITTEE

Although scholarship is often considered to be a personal endeavor by each individual member of the chapter, and ultimately it is because only the individual can study, do their assignments, write their papers, and take their tests, every active chapter needs a functioning scholarship program and committee to support the individual brothers in their academic efforts.

With the high ideals of Kappa Alpha Order in mind, there is no other choice than to strive for excellence in everything the chapter and the individual members do, particularly scholarship. The reason all brothers went to college initially was to gain an education, and their association with the chapter should help them achieve that goal.

The scholarship committee should assist the scholarship chairman in all aspects of the scholarship program. It should monitor the success of various incentives and deterrents, and adjust them for optimum results. It should create academic team competitions, to create extra motivation for chapter members. It should assist in maintaining and updating study files and teacher evaluations in order to provide resources to the brothers. It should make campus resources, such as tutoring and study or writing centers available to the brothers, and fulfill all other components of the chapter's written scholarship program.

## SCHOLASTIC GOALS

Use these example goals during an academic goal setting session for the chapter. Lead the chapter in creating academic goals for the chapter as a group, as well as on an individual basis.

### Chapter Goals

Chapter GPA last semester

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Goal Chapter GPA this semester

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Chapter's academic ranking in IFC last semester

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Goal academic ranking in IFC this semester

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### Individual Goals

Last semester's GPA

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Goal GPA for this semester

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Current Cumulative GPA

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Goal Cumulative GPA

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## WRITTEN SCHOLARSHIP PROGRAM

The written scholarship program for the chapter needs to include at least:

1. **Goal Setting Worksheets-** Using the example goals in this pamphlet as a starting point, develop worksheets to be used by every brother during an academic goal setting session during a chapter meeting. Set goals as a chapter, as well as on an individual basis. Ultimately, the chapter should strive to be above the all-men's and all-fraternity averages.
2. **Incentives-** Incentives for exceptionally strong academic performances should be awarded. A common incentive is a reduction in monetary obligations to the chapter. The incentives should be based on improvement, as well as high GPA, because improvement is the desired result when offering incentives.
3. **Deterrents-** There should be consequences for unacceptably poor academic performances such as mandatory study hours and/or limitations on social privileges until improvement is shown.
4. **Academic Team Competitions-** To create additional motivation, the scholarship committee should organize a team competition. It could be based on improvement from the semester before, or have weekly or bi-weekly winners based on performance from a shorter time period.
5. **Study Files-** The scholarship committee should file and maintain materials accumulated by brothers from their classes to be used as study guides by other brothers taking that same class in the future.
6. **Teacher/Class Evaluations-** At the end of each semester the scholarship committee should collect and compile evaluations of teachers and classes. Brothers can use these when registering for classes in the future.
7. **Academic Mentoring for New Members-** Pair each of the new members with an active brother with similar academic interests. Have them establish meeting times for the active brother to assist the new member with his classes.
8. **Lists of Campus Resources-** Make campus resources such as tutoring, study centers, writing centers, time management classes, study skills classes, etc. known to all brothers. Encourage them to utilize such opportunities when needed.
9. **Academic by-laws-** Include any by-laws related to scholarship. An example would be a minimum GPA to hold elected office in the chapter.

# Kappa Alpha Order

## Written Scholarship Program Example

### **1. Chapter goals (Short and Long term goals)**

#### **Six Months**

- Chapter GPA of \_\_\_\_\_ for next semester.
- Continue to update chapter test files and place material on computer disk.
- Sponsor a test taking and study skills seminar for the campus community or the chapter.
- Evaluate current incentive programs and make any necessary adjustments.
- Have every member raise his GPA by 10% each semester.
- Continue goal setting and review by scholarship committee.
- Have each member set personal scholarship goals and have scholarship committee review those goals with each person throughout the semester.
- Provide members with the resources needed to meet their goals.

#### **One Year**

- Active chapter achieve a \_\_\_\_\_ GPA for the 2008-2009 school year
- Have new member class achieve a \_\_\_\_\_ GPA.
- Have an updated test file on disk.
- Have 25% of chapter members on the Dean's list.
- Continue to update and review current program.
- Have highest grades for both actives and new members in the fraternal Greek system on campus.
- Create a library or resource room in the chapter house with books, test files, paper files, supplies and resources like computers, copiers, fax machine, scanners and printers.
- Evaluate current program and make any necessary adjustments.

#### **Two Years**

- Chapter achieve a \_\_\_\_\_ GPA for the 2009-2010 school year.
- Have 25% of members achieve Dean's list.
- Have 10% of members achieve President's list.
- Have highest grades for both active and new members in the fraternal greek system on campus.
- Evaluate current program and make any necessary adjustments

**Three Years**

- Chapter achieve a \_\_\_\_\_GPA for the 2010-2011 school year
- Have 35% of members on the Dean’s list.
- Have 15% of members on the President’s list.
- Have 20% of members inducted into Order of Omega.
- Have scholarship for active(s) with highest GPA.
- Continue to update the chapter library with books, paper files, test files, extensive amount of supplies and resources like computers, copiers, fax machine, scanners and printers.
- Have the highest grades for both active and new members in the fraternal Greek system on campus.
- Evaluate current program and make any necessary adjustments

**Individual Goals**

**Scholastic Achievement Contract**

Name:

Scholastic Goals:

What must you do to accomplish these goals?

How can the chapter help you achieve these goals?

Signed \_\_\_\_\_

Date \_\_\_\_\_

To help in making the contract, ask yourself the following:

What goals would you like to set for yourself?

What is your GPA?

What courses are you taking

How many hours do you have?

What other commitments do you have?

What impact will your semester GPA have on your cumulative GPA?

What can you do about that?

What does the chapter need to do to help you accomplish these goals?

## ***2. Incentives/Recognition***

- Budget money to reward achievement.
- Create certificates, trophies, or plaques for highest GPA's (new member, initiated member, big/little, roommates, most improved, etc.)
- Have every member donate between one and five dollars and divide it among the top three GPA's.
- Recognize brothers who attend all classes.
- Invite favorite professors to dinner at the house or take them out to a nice restaurant in town.
- Have a steak and beans dinner (Steak for everyone above all-fraternity GPA and beans for anyone below).
- Send letters to parents of members with outstanding grades.
- Give a pizza party for the class with the highest collective GPA.
- Exempt 4.0 members from house duties.
- The individual who has the most improved GPA will have his dues paid for by the chapter for the following semester. (This is important because it gives people who aren't always at the top incentive to try their hardest).

## ***3. Deterrents/Consequences***

- Loss of social privileges.
- Loss of intramural participation.
- Loss of parking privileges.
- List posted in chapter house of members with below average grades.
- Send letters to parents of members with poor grades.
- Suspension – If for a prolonged period of time.

#### ***4. Academic Team Competitions***

**Study teams** – Members will be put together in teams of three within the same or similar majors with one having a high GPA, one an average GPA and the third will have a low GPA. Together, these three will be responsible for monitoring each other’s study efforts and methods. It is hopeful that they will all share helpful study hints and will all raise their individual GPA’s. The members of the team with the highest average will win a prize of some kind at the end of the semester. This could be done in the form of a game or league format (See AFL example).

(ie)-	Member A =	3.8 GPA
	Member B =	2.5 GPA
	Member C =	1.5 GPA

**The “A” Train** – This program is designed to award individual members for their efforts on tests, exams, and papers. At the beginning of each meeting, any member who received a letter grade of “A” on one of the above, will have their name entered into a pool for each “A” they received. There is no limit to the number of time they can put their name in, but only one entry per grade. At the end of the month, one name will be drawn from the pool and that person will receive a prize purchased by the active chapter. After that, all names are removed and a new contest is started for the next month.

**Skip Jar** – It is a well-known fact at most educational institutions that by merely attending class, a “C” average can usually be attained. The skip jar is designed to encourage class attendance. At each meeting for each class a member missed that week, he must put one dollar in the skip jar. (ie)- Four (4) classes missed, four dollars (\$4.00) in the jar. If a member missed class and did not contribute to the jar, another member can call that member out and he will have to double the original fine. This keeps members accountable for missing class. The money that is accumulated throughout the semester can go towards the member in the chapter with the most improved GPA.

**Academic Football League** – This program is designed to help brothers hold each other accountable for their grades. Just like a real football team when a fellow teammate is not pulling his weight it is the other members of the team’s responsibility to get that teammate back on track. No one wants to let down the rest of the team so this naturally makes everyone want to perform better. As brothers it is our responsibility to help a brother in need even though this is usually not thought of in the sense of academics. The following is an example of the Academic Football League it can be adjusted to fit each individual chapter.

## ***5. Study Files***

These files can contain a variety of items that can be used for the benefit of all brothers. A set of rules should be set up for checking these items out to ensure that they are not lost or stolen. If a brother wants to take the file for more than an hour he should have to copy the parts of the file that he needs for his personal use. There are several items that should definitely be considered when selecting what should be included in the chapters study files. These items include:

- Old Tests from members who have already taken the class
- Labs
- Syllabi
- Notes
- Papers (for ideas not for plagiarism)

## ***6. Teacher/Class Evaluations***

This sheet can be as broad or as detailed as the scholarship chairman feels it needs to be. At the minimum it should include the course, instructor, and comments on the instructor. Also, it would be helpful if the scholarship chairman converted these forms into Microsoft excel and e-mailed it to the chapter two weeks before scheduling.

Course Information Form  
(for chapter scholarship file)

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Text: \_\_\_\_\_

Assignments:

Tests:	Type (quizzes, mid-term, final)	Date	Percent of Grade
	_____	_____	_____
	_____	_____	_____

Final Project \_\_\_\_\_ Due \_\_\_\_\_ % of Grade \_\_\_\_\_

Term Paper \_\_\_\_\_ Due \_\_\_\_\_ % of Grade \_\_\_\_\_

Grading:	% tests/lecture _____	% tests/lab _____
	% papers _____	% projects _____
	% class part. _____	% final exam _____

Comments on instructor:

## ***7. Academic Mentoring for New Members/Active Members***

**Member Tutoring** - At the beginning of each semester, the scholarship committee should distribute a tutor sheet to identify those with special skills that they are willing to share with other members. The information should then be compiled by the scholarship committee, broken down by area or discipline (mathematics, biology, accounting, history, etc.) and distributed to all members. If the chapter maintains academic profiles of each member, the scholarship committee can also prepare and distribute a list of members who have received an "A" or "B" in various courses as potential resource persons. Members who volunteer their time as tutors should be acknowledged and rewarded. At a minimum, they should be publicly thanked at chapter meetings and given certificates at the end of the term in recognition of their services. A plaque or other award should be considered for the members who contribute a significant amount of time to the tutoring program. Giving tutors a dues rebate is another appropriate way of rewarding them for their time and effort.

**New Member Mentor Program** – Pair up your new members with active brothers who have the same majors as them and have good grades and study habits. This active brother will meet with the new member to discuss how class is going, good study habits, what classes he needs to schedule for next semester, and help them if they are struggling in a class that the active brother has already taken. The active brother can also just sit down and discuss any problems that the new member is having with college and help them to adjust and be successful in their academics. This mentorship does not have to end once the new member becomes an initiated member it can continue throughout his college career.

**Study Hours/Hall** – Study hall can be offered either at the chapter house or on a quiet floor of the campus library. This should be an activity that is attended by the entire chapter. This is a great time for new members to see that the active brothers care about their academic success and will also make the new members feel like they are part of the group. These study hours should not be overwhelmingly long. A maximum of 6-8 hours a week should be assigned to brothers who have below average grades and it should also be encouraged that anyone who wants to study and improve on their grades should attend.

## ***8. List of Campus Resources***

Every campus has resources available to its undergraduate students. However these services are not just going to find your chapter. It is the responsibility of the scholarship chairman and his committee to identify what areas the chapter needs help in and contact the appropriate campus office and have them do a presentation or workshop for the chapter. In most cases these services are free to the students and if they aren't many times the Kappa Alpha Order National Administrative Office will provide funding for chapters that are doing educational programming. Also, there are several individuals that the chapter can contact that will help get you in touch with the correct departments on campus that can help you.

These individuals are:

Faculty Advisor  
IFC Advisor  
Greek Advisor  
Professors  
The Office of Student Life

Other resources that are available to students are an assortment of labs on campus. These labs are usually fee of charge and will offer you some of the following help:

Math Labs – Usually has peer tutors available in the evenings during the academic year on a “drop-in-basis” to assist students enrolled in a variety of math classes. These students will be able to help you with concepts, applications, and other uses. These programs are set up by the Mathematics Department and it will show the professor or instructor that you are committed to improving your grade and may be the difference between grades.

Writing Labs – This is also a program that is usually run by peer tutors. This is also a great opportunity just to have someone who is more experienced proofread your papers before you turn them in. Many times the tutors that work for the writing centers are graduate students who know what the professor might be looking for in a specific paper. Also, most teachers recommend these labs and centers and it will also show your dedication just like the math lab.

Tutors – Also most colleges and universities have tutoring programs there you can get a more extensive, hands on approach. The fee for tutors is usually pretty reasonable and if you are really struggling in a class this may be the best route to take.

With any of these services the most important thing is to get help before it is too late. It is often difficult to go to someone and tell him or her that you need help but after you get the help and are successful in the class it will be worth it. College's and Universities want you to be successful it is up to you to take advantage of the resources available.

## **9. Academic by-laws**

### **Part I. Minimum GPA Requirements**

*Kappa Alpha Laws* – R9-271. Scholarship Standards. No active member or member awaiting initiation shall be eligible to attend or participate in any social function sponsored by an active or alumni chapter if he has failed to maintain a grade point average of 2.5 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

For example, if a member received his grades at the end of the fall semester and it is below a 2.5 GPA, he cannot attend any social functions for the spring semester. That means that he cannot attend Convivium, Old South, or any social gatherings that is considered a KA function.

**Can he play intramurals?** The answer is no as intramurals is considered a social function by the chapter.

### **Part II – Scholarship Awards and Incentives**

Each semester the Executive Committee will provide one or more programs to assist members in their scholastic efforts. Those may include, but are not limited to the following:

Review/update/accessibility of the chapter's test files.

Teams of three (3) members work together during the semester to assist one another in scholastics. Each member of the team with the highest GPA that semester will receive one month of free dues the following semester.

The team that develops the “best” program (as defined by the Executive Committee) will receive one free favor at the next social function.

The individual with the highest GPA will receive one free dinner with the approval of the Executive Committee (not to exceed \$25.00).

### **Part III – Test Files**

Any member who contributes notes and a textbook for any class will receive a \$5.00 credit on the following semester's dues (not to exceed \$50.00 and subject to approval of the Executive Committee). The test files will be kept and regulated by the scholarship officer appointed by the Executive Committee.

### **Part V – Quiet Hours**

Quiet/study hours will be in the chapter house on Monday – Thursday from 9:00pm to 11:00pm and Sundays from 9:00pm to 11:00pm.

## **Additional Study Aids**

### **Effective Study Behavior Model**

Time. Scheduled class time/study time should not exceed 10 hours a day. For the week, 45-50 hours of study should be sufficient. Work efficiently – after 60-90 minutes of concentrated study – take a short break.

Record assignments in a book. Know your class assignments and when they must be completed. If unsure, ask.

Gather necessary materials. Use all available resources. Ask librarians and instructors for assistance in locating needed materials.

Record information on 3”x 5” note cards (can be arranged/rearranged as needed).

For essay writing, make a rough outline first. Use large blocks of time when beginning to write. Write a rough draft. Put it aside for 24 hours; then rewrite. Have someone else read the essay and discuss their comments, set essay aside for 48 hours, then prepare final draft for typing.

Do the most difficult assignments during best concentration periods. Save rewriting tasks for periods when concentration is not as good. Try simpler assignments first, building up your confidence.

Schedule definite study times and outline specific goals for study time. Allow at least 2-3 hours for weekly review of notes and text per class.

Ask the instructor questions when clarification of lecture points is needed.

Volunteer to answer questions posed by the instructor in class.

Participate in class discussions.

Ask the instructor for clarification of lecture information/assignments (example: after class or schedule an office appointment).

Engage in formal or informal discussions with classmates on topics relevant to courses. Seek clarification on points that were unclear during lectures or labs. Review course content with other students.

Interact with other resource persons on campus (example: librarians, tutors, teaching assistants.)

Diet and sleeping behavior is regularly maintained. Eat three well-balanced meals a day and get at least 7 hours of sleep each night.

## Ten Ways to Improve Grades

1. **Always attend class.** It doesn't matter if the professor teaches directly out of the text. It doesn't matter if the information is covered in class is never on exams. What matters is that you are there. Excellent class attendance demonstrates to your professor that you are dedicated.
2. **Sit in the first three rows.** This is especially important in larger classrooms. It is easier for the professor to recognize you and get to know you if you are sitting in the front.
3. **Visit with the professor once a week.** Talk with your professor after class or schedule an office appointment. Think of this as a business. You have a product to sell (yourself). You have a client (your professor). There is a payoff (better grades). The more frequently you meet with your client the greater the possibility of your payoff. You will also become a person rather than someone just occupying a seat.
4. **Review syllabus and notes before class.** A syllabus review will refresh your memory on the material covered in the previous class and the type of information that will be covered in today's class.
5. **Always do extra credit if available.** Extra credit is just that – extra. Usually it is not calculated into individual exams but added on at the end of the semester. It could be the difference in a higher grade in the end.
6. **Participate in class.** Be more involved in class discussions. Ask questions. Not only will you get more out of the class, your professor will appreciate the interest.
7. **Pay attention to detail.** There is an old saying that “it's the little things that count.” Keep this in mind when preparing work for class (Ex. Use graphs).
8. **Use available resources.** Become proficient in computer skills. Start by efficiently using word processor and spreadsheets. Use the internet as a resource, the information is likely to be more current than printed material.
9. **Practice time management.** There are many demands on a college student's time. Use a planner to record appointments, activities, etc. Use time between classes reading assignments, preparing reports, etc. This will reduce last minute preparation.
10. **Avoid cramming.** Do class readings and assignments daily. This will keep you apace of the class and provide time to clarify questions you may have with your professor. Staying up all night is physically taxing and less efficient.

## Learning from an Exam

Careful examination of your paper or exam when it is returned may reveal points which need to be learned or re-learned. “A failure is only a failure when it is not capitalized in the direction of success.”

1. Find out what you missed. Check over each item you received only part or no credit for on the exam.
2. Find out why you missed it. There are several reasons why individuals miss exam questions. It is best to look back and figure out how the error could have been prevented.
3. Decide how you can avoid these on the next exam. Make a note of your errors and review the types of errors you made before the next exam.
4. If the test papers are not returned, ask for permission to see your individual test.
5. Ask for specific criticisms. If you are not certain why a question has been marked wrong or partly wrong, ask your instructor about it. Ask, though, with an attitude of wanting to gain a few extra points.
6. When talking over your exam or paper, forget the grade. The instructor has made an honest effort to grade all papers fairly. Emphasis on your grade is only an indirect attack on the professor’s fairness.
7. Check the correct answers, too. This will serve as a means of emphasizing them in your mind. It also may have been just a “good guess” on your part and you may not be as fortunate next time.
8. Find your relative standing in the group. The score you receive on your exam is usually meaningless until you know where others in your group stand.
9. Save your exam questions and answers. These will be valuable for future review. Sometimes a part of the questions are used over again. With subjective questions, it will give you some idea concerning how the instructor likes to have the answers presented.

## SCHOLARSHIP PROGRAMMING IDEAS

### Scholarship in Chapter Meetings (adapt for new member meetings, too)

- 1) Offer a vocabulary word of the week (place on the bathroom doors, too!).
- 2) Give reminders of final course drop dates, early registration, etc.
- 3) Make weekly announcement of cultural, educational, and career opportunities on campus and in the community.
- 4) Announce job offers, admission into graduate schools, Who's Who, Mortar Board, Omicron Delta Kappa, Phi Beta Kappa, Golden Key, & Gamma Sigma Alpha honoraries.

### *Scholarship in Recruitment*

- 5) Display your scholarship trophies.
- 6) Talk about the importance scholarship plays in your chapter.
- 7) Display bulletin boards with scholastic information.
- 8) Take potential new members past scholastic performance into account when offering bids.

### *Graphs*

- 9) Chart the progress of the chapter average, the new member average and the initiated member average over the past four years. For chapters needing a jolt, chart the percentage of initiated members below bylaws and the percentage of dean's list members.
- 10) Compare your chapter average to other sororities/fraternities on campus. Initiated and new member averages help here, too.
- 11) Show how your chapter compares with other chapters of your sorority/fraternity (in your Province find out the averages).
- 12) Show how your chapter compares with the all men/women's average.

### *Bulletin Board Ideas*

- 13) Themes for general scholarship bulletin boards.
- 14) Brag Board: members put up their own A's on tests or papers or anything they are proud of.
- 15) "A" Board (construction paper A's that members put their names on when they've received an A)
- 16) Career Board (visit Career Center for information to put on this bulletin board – maybe how to put together a resume, to majors and careers to match the major (keep a file of this information, also).
- 17) Board for national and local news to heighten awareness of current issues.
- 18) Board for movie and book reviews.
- 19) Look at Our Stars (with pictures of members who have excelled in something).
- 20) Post a "Thought of the Week".
- 21) Put up an "I need help" sheet for members to sign.
- 22) Put up an "I can help" sheet for members who want to assist other members.
- 23) List study halls, quiet hours, and proctors for both.

### *Study Areas*

- 24) If you do not have adequate study facilities in your chapter house/suite, secure a room in the campus library or other academic building.

### *Quiet Hours*

- 25) Have roommates rotate as quiet hour monitors.  
26) Have 24-hour quiet hours during midterms, the week before finals, and the week of finals.  
27) Change the name of “Quiet Hours” to “Courtesy Hours.”

### *“How to Study” Plans*

- 28) Recommend three hours of study per class hour instead of two!  
29) Present “How to Study” workshops or “Information Presentations” to the entire chapter after Bid Day. The Academic Resource Center on campus has wonderful information. Find your campus center!
- give refresher training to members below bylaws requirement
  - explain University academic probation
  - explain chapter grade requirements
  - teach study techniques
  - explain honor programs
  - outline your scholarship program
  - suggest for members to audit a class or two of a course they will take later
  - discuss how to improve study atmosphere and chapter performance
  - have skits or slide shows showing good or bad study techniques
  - teach how to take essay versus objective exams
  - give members weekly study budget sheets (time management) divided into hours
  - teach a method of studying (i.e., SQSR, etc.)
  - make ‘Library Use’ booklets for each member (library may already have them)
  - describe learning skills centers and courses available
  - alert members to counseling services
  - distribute lists of chapter members and their majors/minors
  - give members “Class Progress Sheets” for recording their assignments, quiz grades, tests and papers

### Exam Week Blues

- 30) Make each member hang a balloon on his door for each exam he has. As he completes the exam, he pops one balloon. This helps those who finish quickly to remember that others are still hard at work!  
31) Have snacks for study breaks.  
32) Have coffee, tea, juice, raw veggies, and fruit available 24-hours-a-day.

### Motivations

- 33) Posters can show chapter creativity and can remind members of quiet hours, the need to attend classes, etc.  
34) Friendly competition

- a. challenge each member to raise his/her GPA .1 from each semester (minimum goal)
  - b. have one class (Jr.. vs. Sr.) challenge another class each semester and the losing class serves the winning class dinner
  - c. have Big Brother-Little Brother competitions
- 36) Have a chapter fireside before finals

#### Useful Files and Library

- 37) Stock files by having “Clean Out Your Notebook” events at the end of each semester; members contribute notes, tests, and books that were not bought back.
- 38) Study aids!
- 39) Professor/Course Evaluation Forms outline the instructor’s grading procedures, attendance policy, and course requirements.
- 40) Test files (to be used properly as questioning learning aid only).
- 41) Major and minor files (used for assigning tutors, study buddies, major mates – anytime you want to find two people with similar interests).
- 42) Graduate school catalogues and information.
- 43) Graduate Record Examination information and review books. Have these books for GMATs, MCATs, and LSATs as well.
- 44) Departmental catalogues.
- 45) Schedule of courses offered at the university/college each semester.

#### Events

- 46) Have a chapter book club that meets once or twice a semester; invite other chapters to attend.
- 47) Over-the-hump-Party (after midterms)
- 48) Apple Polishing Party/Dinner (members invite their favorite professors and University administration)
- 49) Apple Polishing Week (instructors from different departments are invited to dinner each night and talk about their department)
- 50) Smarty Party (for chapter recognitions)
- 51) Pi Party – those who have a GPA above  $\pi = 3.14$ , are invited to a reception with desserts and pie.
- 52) Achievement Reception (for chapter recognition – invite faculty and alumni/ae)
- 53) Scholarship Banquet (for chapter recognition – invite faculty and alumni)  
Note: write the GPA of each member you are honoring on his/her placard
- 54) Guest speakers (invited to any event or open seating)
- a. placement office personnel or visiting representatives from businesses
  - b. administration officials from the University President to the Greek Advisor
  - c. board of education officials in your community
  - d. alumni/ae on the faculty
  - e. prominent and successful alumni/ae in the community

#### Recognition and Awards

- 55) Take every opportunity to recognize your achievers in your national magazine, community newspaper, campus or Greek newspaper, and chapter newsletter.

- 56) Send letters to parents of excellent members.
- 57) Recognize Mortar Board, Phi Beta Kappa, Gamma Sigma Alpha, Dean's List, Provost's List, President's List, etc.
- 58) Recognize 4.0's and/or highest GPA in chapter, or perhaps each class including new member class.
- 59) Recognize the most improved in the chapter and in the new member class.
- 60) Give each member door signs (Red – DO NOT DISTURB, Yellow – I'M STUDYING, COME BACK LATER, Green – COME ON IN).
- 61) Have members take an Asset Inventory at the beginning of the year, or a Skill and Problem Inventory (let them tell you their "good acts" and where they might need help).
- 62) Have members write Positive "Mental Attitude cards" at the beginning of each semester where they predict their performance for the semester.
- 63) Have members sign scholarship contracts at the beginning of each semester..."I \_\_\_\_\_  
 \_\_\_ promise to study \_\_\_ hours per week during \_\_\_ semester. I also promise not to skip classes. I will do everything I can to live up to this promise because I value my education, my fraternity/sorority, my parents, and MY future (you may also want to include a "prediction" for improvement in GPA).

#### The Scholarship Committee (The Academic Spirit Squad!)

- 64) Sponsor a book sale and trade each semester.
- 65) Sponsor a "Scholarship Scoops" afternoon – serve ice cream and have all members share course and professor information (in a positive way).
- 66) Develop a booster program whereby each member at the committee is directly responsible for a certain member or new member below bylaws.

#### Scholarship for New Members

- 67) Take new members on a library tour (arrange with library staff).
- 68) Make sure new member programming does not become so overwhelming that new members do not have enough time to study.
- 69) Have the new members elect a scholarship chair to serve as a member of the chapter scholarship committee.
- 70) Encourage the new members to challenge another new member class.
- 71) Ask the new members to sign scholarship contracts or study contracts for initiated members.
- 72) Give each new member a study buddy or study pal, one member especially responsible for motivating the new member to study, and to serve as a resource for academic adjustment (try to match majors or use the Big Brother/Little Brother relation)

#### Ideas for Holdover New Member Program

- 73) Have former holdover new members talk with current ones at a scholarship committee meeting.
- 74) Give each holdover new member a "Potential Pal" (an initiated member in his/her major).

### Greek Council Ideas

- 75) Suggest that Greek umbrella councils plan and participate in a Quiz Bowl using College Bowl format.
- 76) Have your chapter challenge a sorority each semester.
- 77) Have your chapter challenge a fraternity each semester.
- 78) Suggest that Greek council trophies be given each semester, highest and most improved averages, both chapter and new member.
- 79) Suggest that a Greek council host a scholarship reception each semester (one semester invite only those Greeks with a 3.0 or 3.5 and above, award certificates to those receiving a 3.5 and above with special recognition to those within 4.0; the next semester invite all Greeks and award the same certificates). Invite members of the university administration, alumni, advisors, house corps.,

### Miscellaneous Awards

- 80) Study Nut (weekly recognition of member most often seen studying)
- 81) Smart Apple (highest GPA)
- 82) Apple Core (most improved GPA)
- 83) Highest Big-Little Brother team and most improved
- 84) Whispering Brothers (quietest roommates during quiet hours)
- 85) Highest GPA or overall Positive Mental Attitude
- 86) Library Lurker (member most often seen in the library)
- 87) Smarty Plants (planter given to the room with the highest GPA for the semester and small plants give to members receiving a 3.0 and above for the semester)
- 88) Plowed Under (member facing the most tests next weeks)
- 89) Smartest Family Award
- 90) Miracle Worker (4.0's)
- 91) Library book donated to the campus library in the name of the senior with the highest GPA
- 92) Smarty Pants – Anyone who got an A during the week puts their name in a drawing at the chapter meeting. Whoever is selected wins a gift certificate to Starbuck's or a fun pre-purchased gift.
- 93) Skip Jar – Use a clean Skippy Peanut Butter Jar and have everyone who did not skip class all month put their name in the jar. Draw a winner and give them a prize or an honor like best parking space at the house or best seat at chapter meeting or no cleaning duty for the semester.
- 94) A-Chart – Have a poster in the wall and put stars by people's names. Give them a gold star for each A.
- 95) Have an end of the semester raffle for everyone who increased their GPA or everyone who got above a 3.0. Prizes can include things like \$50.00 off dues, gift certificate to a local restaurant, movie passes, etc.
- 96) Recognize Brothers/New Members with high GPAs in the campus newspaper.
- 97) Encourage chapter members to apply for local alumni scholarships and awards.
- 98) Give the initiated and new member with the highest GPA each semester a dues reduction.

## MORALE AND ENCOURAGEMENT

Most scholarship programs are planned around grades. Grades are the end results. They are a measurement of what preceded them. It seems much too much emphasis is placed on grades and not enough given to the path that leads to the grades. Scholarship programming then, should be geared toward incentives and encouragement rather than punishment and disapproval.

Instead of disciplining members who miss a class, promote attendance and recognize those who never miss a class. Rather than dwelling on lack of accomplishment or below-standard grades, emphasize each member's potential to achieve a goal and provide ideas on methods of reaching those goals.

While punishment may play a part of the effective scholarship program, incentives seem to be the key. It is essential for every chapter that values scholarship.

If you, as scholarship chair, can help inspire your chapter scholastically, you will more than fulfill the obligations of your office. With inspiration comes a desire for improvement and this naturally leads to achievement.

***Incentives and awards you may want to incorporate into your scholarship program might include:***

- 1) Plaques and certificates awarded for highest GPA, most improved GPA, etc. These are especially effective because they are permanent and they can be prominently displayed throughout the semester, and the recognized member will receive the attention he or she deserves.
- 2) Recognize those who have been selected for membership in honor societies. Display a list of members you have. Just reading their names will not accomplish as much. People have short memories and your chapter will soon forget who was honored. They deserve more permanent recognition. This will encourage other members to strive for membership in honoraries.
- 3) Financial incentives are amazingly effective. They can range from a scholarship to payment of house bills/dues. The point here is that for most college students, money is tight. For some, a monetary reward is going to be much more practical and useful than a plaque or other award. Perhaps your chapter alumni association will establish a scholarship for members who are academically outstanding or for those who have made a substantial improvement in their GPA. Some chapters have established scholarships through the University in the name of an outstanding fraternity alumnus, which makes the contribution tax deductible. A member with outstanding scholarship could also be exempted from one or more house bills or other financial obligations. The new member with the highest GPA could have his or her initiation fee paid by the chapter. Incentives like these have enormous success.

- 4) Competition is another highly effective method of encouraging your chapter scholastically. It seems that people have at least a small streak of competitiveness in their personalities. This competitive nature may be the key to getting your members to reach their scholarship potential. Competitions can be between big and little sister/brothers, roommates, classmates, etc. You can pick teams randomly and have an all-chapter grade competition. The losers must treat the winners to something. Some campuses have direct “challenges” between two or more specific chapters on campus. A sorority or fraternity can challenge another chapter and the one with the highest GPA at the end of the semester will be not only recognized but also rewarded in some way by the losing chapter. If these challenges are publicized, the effectiveness will be even greater. No one likes to lose, but to lose publicly is even worse.
- 5) Depending on your specific fraternity/sorority’s situation, live-out or live-in privileges may be granted on the basis of scholarship. Those with the highest GPA will be granted this privilege first. You will probably find that when your members and new members have to work for these previously automatic benefits, their scholarship will improve. Along the same lines, roommates may be assigned by grades. Those with the highest GPAs will have first choice in room assignments. Again, if they have to work for those things that were just handed to them before, they will realize how important their scholarship is. The more importance you place on it, the more importance they will place on it.
- 6) Highest GPAs and most improved grades can also be rewarded by an exemption of duties or other mandatory house/suite tasks. This can be for a week, a month, or the whole semester. “A’s” on midterms or papers throughout the semester can also be rewarded in this manner. An “A” one-week, for example, means no house/suite duty the next. You will find that concrete incentives such as these will provide more motivation for improved scholarship than a name read once a semester at a scholarship dinner.
- 7) You may consider establishing a social program incentives system whereby members must receive a certain grade point before they can attend a specific social function. Those below this GPA may earn the right to attend the function if they work with a tutor, spend a certain amount of hours studying, or show significant improvement in test grades. This may not go over well in some chapters. Again, if you stress the idea of earning the right to do, or not do something, your members may work more at scholarship in order to earn those rights.
- 8) Other effective incentive ideas include:
  - a. Smart Cookie Award: given for hard work or an especially good test grade
  - b. Tree of Knowledge: a bare tree at the beginning of each semester, but leaves are added with each high exam score or paper grade
  - c. Hold a Majors Dinner: have everyone come dressed as his or her major and sit with others in their field. This could also be a theme party

- d. Pat on the Back Award: given to members who have shown improvement throughout the semester
- e. Plant of Knowledge: for the member that studies the most; the winner picks the next recipient
- f. Make grade goals: have each member set goals at the beginning of each semester; reevaluate the goals several times throughout the semester; award those who reach their goals
- g. Vocabulary building: establish a word of the week and make up clever phrases for remembering the definition

## MERIT POINT PROGRAMS

Many fraternity and sorority chapters and national organizations have found success in encouraging scholastic excellence through the implementations of a Merit Point Program. A Merit Point Program rewards accomplishments in academic, extracurricular, and chapter activities. Merit rewards come in a variety of forms, but most often include such things as high room picks, better parking space, or reduced duties. If your chapter does not already have such a program in place, you as the scholarship chair might consider drafting a plan suitable to your situation. Likewise, if you are not satisfied with your present merit point program, you may want to revise it.

As was mentioned before, the three elements that are usually considered for merit are scholastics, extracurricular activities, and participation in the chapter. The degree to which each of these is weighted to the final rewards depends on the chapter. For scholastics, there are many approaches. One solution is to simply multiply the member's grade point average by a certain factor and add that to the other totals. Another possibility is to have a certain score for different ranges of GPA (i.e., 10 points for a 3.5-4.0, 5 points for 3.0-3.5, etc.). The other most commonly used method to weight scholastics in a merit point program is to award points for each tenth of a grade point above the chapter average. Of course you may also want to include bonus incentives for outstanding improvement.

Another category of achievement you may want to recognize in your merit point program is extracurricular activities. There is an infinite number of ways to weight the different activities on a campus. You would probably want to give more points to officers in organizations than to members. One way to break down the extracurricular activities is into Senior Boards, Junior Boards, members, and honoraries, with different levels of point for each category. Of course a varsity or club athlete should be negotiated and you may also want to consider weighing points for a major commitment.

Members of the chapter can only determine the degree of chapter participation. Of course, many chapters may wish to weight an executive office. Some merit point programs can go so far as to have the president receive the highest amount of points simply for being president. Beyond that, activities such as Greek Week, Homecoming Executive Committees, and intramurals should also be awarded merit points.

Once all of the possible activities and accomplishments are considered and weighted, then comes the difficult problem of rewarding members with the highest scores. There are ways to encourage members to excel in the program, such as requiring minimum point totals to hold office, to be a big brother, or other desirable chapter pursuits. The most common ways are with a high room pick and priority on parking spaces. The disadvantage to this system is that it may place all the successful chapter members together and "leave out" others.

These are simply guidelines and examples of other merit point programs that have been implemented. You may come up with anything you wish, but remember that your members are ultimately the ones who decide what the program will entail.

### **A SAMPLE MERIT POINT PROGRAM**

Scholastics:

One point for each hundredth of a grade point above the chapter average, up to a maximum of 100 points (i.e., Chapter Average = 2.79; Member GPA = 3.22; Member receives 43 merit points)

Extracurricular Activities:

Senior Board (or equivalent)	10 points
Varsity Athlete	10 points
Junior Board (or equivalent)	7 points
Member of Honorary	7 points
Part Time Job	
Over 10 hours/week	5 points
Less than or equal to 10 hrs/wk	3 points

Chapter Activities:

President	150 points
Executive Officer	75 points
Other Office	25 points
Homecoming Executive Committee	10 points
Greek Week Participant	5 points
Intramural Athletics	2 points per sport

Grand Total  
Suggestions