**Graduate Chapter Awards Committee**

**Co-Chairs:** Vince Dorsey and Russell Poisson

**Members:** Sandra Chiang, Annie Durham, Lauren Edwards, Sandy Johnson, Amyn Madhani, Chris Miller, Jackie Nguyen, Alex Pfeiffer, Halena Sautman, and Benjit Singh

Charges:

**1. Review the current Graduate Chapter of the Year award form and suggest necessary changes**

* 2014-2015
  + Reporting cycle changed to June 1, 2014 - May 30 2015
  + Chapters will receive early submission bonus points if forms are submitted by to May 15th
  + Most Innovative Graduate Chapter Activity Award was discontinued
  + Sections were combined for Gold/Silver Mortar Award Presentations and points were removed for active Brothers that have received Silver/Gold Mortar Awards
* 2015-2016
  + Feedback from various Chapters indicated a preference to consolidate the form to 1 tab, to allow for more cohesive submissions. Moving forward, the committee can look for ways to improve the form the make submissions easier for Chapters.

**2. Receive submissions from 50% of the Chapters in each Province**

There were a total of 17 submissions for this evaluation period, but the 50% goal was not achieved. Due to the amount of time and documentation required for each submission, suggestions have been proposed to consolidate the form to a single tab in Microsoft Excel. This change will provide Chapters the opportunity to constantly add to the form over the course of the entire evaluation period, which will make the final submission easier to complete.

**3. Promote the Graduate Chapter of the Year award at each of the Province Assemblies**

Committee members have been responsible for promoting the GCOTY at each respective Province. Going forward, committee members have suggested designating an individual Brother, who will focus on promotion and advertisement.

**4. Release of the form no later than December 15th 2014 for the 2014-2015 award cycle, but in subsequent years release the form no later than July 31st**

The official form was released on April 9, 2015, which is after the anticipated release date. With the plan to change the submission form to a single Excel tab, it will be beneficial to release the form much earlier. This will allow Chapters to work on the form over the entire year, and provide opportunities to accomplish items that had previously been overlooked.

**5. Review all submissions of the Graduate Chapter of the Year forms and verify information to determine winners.**

* 2013-2014
  + 1. St. Louis Graduate Chapter
  + 2. Illinois Graduate Chapter
  + 3. Iowa Graduate Chapter
  + 4. Orlando Graduate Chapter
  + 5. Boston Graduate Chapter
  + 6. Minnesota Graduate Chapter
  + 7. Pacific Graduate Chapter
  + 8. Pomona Graduate Chapter
  + 9. Buffalo Graduate Chapter
  + 10. Maryland Graduate Chapter
  + 2013-2014 Most Improved Award: Pomona Graduate Chapter
* 2014-2015
  + All rankings and awards will be presented at the 57th Grand Council Convention. The rankings were omitted from this report, but have been submitted to the Central Office.

**6. Contact The Central Office one month prior to the due date for the Graduate Chapter of the Year form to see if any Graduate Chapters are in arrears, and if so contact them so they can resolve these matters prior to the award deadline to avoid being disqualified**

* The Central Office was contacted to verify the following items on the GCOTY form:
  + Chapters are in good financial standing
  + Updated Chapter Officer forms were submitted during the evaluation period
  + Graduate Brothers paying voluntary dues
  + Brothers contributing to Special Giving Campaigns
* The Foundation Committee was contacted to verify which Chapters and Brothers donated to the Kappa Psi Foundation
* Grand Counselor Robert Mancini was contacted to verify that all Chapters filed taxes for 2014 and to make sure all by-laws had been updated
* Total points on the GCOTY submissions were adjusted based on the information that was provided by the 3 sources listed above

**7. Consider new meaningful Graduate Chapter awards and present them to the Executive Committee**

No new awards were presented during this year. It will remain a constant goal to develop new awards to honor Brothers, who exemplify the 4 pillars of Kappa Psi.