Delta Sigma Pi

Chapter Management Program (CMP) Guide

Updated as of
September 2023

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THE CHAPTER MANAGEMENT PROGRAM

Explanation of Tiers

A tier level approach was designed to give chapters an incentive to turn in forms and reports about the activities it conducts. It gives chapters a way to highlight their program and gives credit for all activities done throughout the year.

An Accredited Chapter is a chapter that is operationally sound. It functions within all the guidelines of the national Fraternity.   A chapter can be an Accredited Chapter by turning in 100% of all forms in the first tier with at least 95% of those items approved (correctly completed and submitted on time).

A Chapter of Recognition is a chapter that is operationally sound and has a well-rounded program that focuses on Alumni, Faculty, and New Brothers. A chapter can be a Chapter of Recognition by achieving Accredited Chapter plus completing the requirements for the second tier.

A Chapter of Excellence is a chapter that is operationally sound with a well-rounded program that focuses on larger scale events and national Fraternity promotion. A chapter can be a Chapter of Excellence by achieving Accredited Chapter and Chapter of Recognition and also completing the requirements for the third tier.

The best way to achieve the different tiers is to decide as a chapter or an executive committee which level you want to strive for and then set it as a chapter goal for the following year.   Submit forms throughout the year to achieve your goal and keep the chapter regularly updated by sharing your progress report at chapter meetings. The chapter does not need to complete all Accredited Chapter requirements in order to be able to submit items for the other tiers. This means the chapter should go ahead and submit items for Chapter of Recognition and Chapter of Excellence throughout the year even if it will not reach a higher level.   Take the philosophy of always submitting something for every event and you will easily obtain your goal.

The Chapter Management Program is divided into categories on all three tiers. The categories include the following:

- Alumni/Faculty
- Awards
- Chapter Management
- Financial
- Historical

- Membership
- National Involvement/Fraternity Support
- Pledging/Initiation
- Professional/Service Activities

Information regarding each tier's requirements, officer responsibility and more is detailed in this guide.

Reports

The Chapter Management Program is easy to access on the web with everything in one place. The chapter's management report is color-coded (for Accredited Chapter level only) to help show the "health" of the chapter and point out problem areas for chapters, National Leaders, and Central Office Staff.

- If the item was received on time and it is approved, it will be GREEN.
- If the item was received but late, it will be ORANGE.
- If the item was received but not approved or pending approval, it will be YELLOW.
- If the item was not received and it is past the deadline, it will be RED.

	Fall Term Starts:	7/31/2012				
	Spring Term Starts:	1/6/2013				
	Commencement Date:	6/1/2012				

	Report as of:	8/14/2012			Received/Approved	
	Percent Complete:	62.50%	25/40		Late	
	Percent Approved:	60.00%	24/40		Not Approved/Pending Approval	
					Past Due	

		Suggested Deadline:	Final Deadline:	Date Received:	Status:	Notes:
	Chapter Management					
	Officer Report					
1	Fall	Between 8/1 & 14 days after start of term	8/14/2012	07/26/2012	Received	
2	Spring	Between 12/1 & 14 days after start of term	1/20/2013	07/25/2012	Received	
3	Summer	Between 4/1 & 14 days after spring commencement	6/15/2012	07/25/2012	Received	
	Strategic Plan					
4	Fall	12/15/2012	12/15/2012	07/25/2012	Received	
5	Spring	6/15/2013	6/15/2013	04/01/2013	Pending Approval	
6	Bylaws	6/15/2013	6/15/2013	08/12/2012	Received	
7	Policies & Procedures Manual	10/01/2012	6/15/2013	07/25/2012	Received	

All reporting is online for your convenience, and is automatically updated as you submit CMP forms via the web. Manual submissions such as payments, or review of items such as the pledge program, are marked as approved on your CMP account once they are processed by Central Office staff.

The report options available include:

Detailed Chapter Health Report (for your own chapter) including reports for Accredited Chapter, Chapter of Recognition, and Chapter of Excellence

Provincial/Regional Report

National Report (all chapters listed in alphabetical order by Greek name)

Chapter members, National Fraternity volunteer leaders (including the Board of Directors, Regional Vice Presidents, District Directors, and Chapter Advisors) and staff also have access to these reports.

Chapter Management Program (CMP)

The Chapter Management Program (CMP) is a three-tiered program that establishes clear guidelines and operational requirements for all chapters. Collegiate chapter officers can track requirements and deadlines and submit necessary items through the Hub. Chapters are expected to reach the first tier, Accredited Chapter, and are recognized for additional achievements when reaching Chapter of Recognition and Chapter of Excellence.

Select the type of report you'd like to generate:

[Chapter Report] [Multi-Year Report] [Regional Report] [Provincial Report] [National Report]

Detailed Chapter Status Reports

To view a chapter report, please choose the chapter and the year you wish to view from the dropdown menus below. This will take you to the chapter's Accredited Chapter level report. From there, you can also access the Chapter of Recognition and Chapter of Excellence levels for that year.

Which chapter would you like to review?:
[--Select A Chapter-- ▽]

Which CMP year would like to base the report on?
[2017-2018 ▽]

[Generate Your Report]

Professional and Service Events Counting Toward Multiple Tiers

When the chapter submits a professional or service event, it has the option of choosing if the event qualifies for a Chapter of Recognition or Chapter of Excellence item. For example, if an alumni member presents a professional event, the chapter can *also* mark it as a professional event presented by an alumni member. In this case, the chapter would get credit for one out of the eight required professional events for Accredited Chapter and credit for the Chapter of Recognition professional event presented by one or more alumni members. The chapter is limited to using one event to qualify for two upper tier items. For example, if an alumni member presents at a chapter sponsored campus wide professional event, the chapter will get credit for one out of the seven required professional events for Accredited Chapter, credit for Chapter of Recognition professional event presented by one or more alumni members, and credit for the Chapter of Excellence sponsored/co-sponsored campus professional event. However, if this event was co-hosted with another chapter, the chapter would need to choose two of the three options to receive credit.

How to Submit CMP Items

Most CMP items are submitted online. Payment items must be paid online or paid with a check mailed to the Central Office. Some items are automatically approved when items are submitted via other processes.

Online Submissions

Most CMP items are submitted through an online form. To submit online forms, go to www.dsp.org, click on the Hub button at the bottom of the page. From here, you will login using your personal credentials. If you hold more than one officer position, you will need to select the position you wish to view the Hub as. To submit forms, you will click "Forms" from the left hand menu.

Online Forms:
- Alumni Communication Plan
- Alumni Newsletter
- Alumni Reporting
- Budget and Financial Statements
- Bylaws
- Chapter Collegian of the Year Nomination

- Chapter/Executive Meeting Minutes Submitted to District Director
- Chapter Travel Fund for LEAD Events
- Community/University Service Event
  - Participation in National Community Service Project (Ronald McDonald House Charities or Make a Difference Day)
  - Sponsor/Co-Sponsor Campus Event
  - Co-Sponsor Inter-Chapter Event
- Diversity Training Event and Action Plan
- Fundraising Event
- New Alumni Orientation
- New Member Orientation (Fall and Spring)
- Officer Report (fall, spring and summer)
- Pledge Education Program
- Policies and Procedures Manual
- Press Release for Special Events/Recognition
- Professional Event
  - Professional Event Presented by 1 or more Alumni Members
  - Leadership Foundation Presentation
  - Attended Professional Event not Sponsored by Chapter
  - Sponsored/Co-Sponsored Campus Professional Event
  - Co-Sponsored Inter-Chapter Professional Event
- Risk Management Event
- Special Event
  - Founders' Day and/or Chapter Birthday Celebration
  - Alumni Event
  - Recognize Outstanding Alumnus
  - Deltasig Faculty Event (event for/in recognition of initiated faculty)
  - Faculty Appreciation Event (all faculty)
- Strategic Plan (each individual has a form to complete)

Member Updates

Most member changes are completed through the Members Module within the Hub. From here you will report:
- New Recruits
- Pledging Ceremony Report
- Initiation Report
- Member Changes for Dues Payment and Membership Status Report

"Verification Request"

Some items must be verified by a non-collegiate member to ensure that it was completed. Usually, the person verifying completion will be the Chapter Advisor, District Director, Regional Vice President, or Provincial Vice President. If none of these people are available for verification, please contact the Central Office for other possible options. For these items, the chapter will submit contact information for the verifier and the chapter's District Director will follow-up with the verifier, if necessary, and approve the item via the Hub for CMP Credit.

- Annual Financial Review
- Social Media and Website
- Initiation Ritual Memorized (Fall and Spring)
- Pledging Ceremony Ritual Memorized (Fall and Spring)
- Year in Review (Scrapbook, Video, etc.)

Payments/Donations

Chapter payments can be paid through the Hub or by mailing a check directly to the Central Office. Chapter donations to the Leadership Foundation can be paid through the donation page on the website or by mailing a check directly to the Central Office at:
Delta Sigma Pi Central Office
330 South Campus Avenue
Oxford, OH 45056

Automatic Approval

Some items will be awarded credit automatically when the requirement is complete.
- Pledge manuals and badges may be ordered through the Supplies Ordering Module in the Hub, by going to the Deltasig Shop available at www.dsp.org or by calling the Central Office at 513-523-1907.   Once the item has been ordered and pledge/initiate numbers are verified on the Pledging Ceremony/Initiation Report, credit will automatically be awarded.
- National event attendance does not require any CMP submission, but registration for national events can be done online at www.dsp.org or by calling 513-523-1907.   Once attendance is confirmed, credit will automatically be awarded.
- All chapters start with approval for no 90/60/45-day debt. Once the chapter's debt reaches 90, 60 or 45 days, CMP approval will be removed.
- Once the chapter submits completed applications for two Chapter Awards, not including COY, credit will be awarded.
- Once the chapter receives combined donations of at least $1,000 to the Chapter Leadership Fund in a given fiscal year, CMP credit will be awarded.
- Once ten chapter/executive committee meeting minutes have been submitted, CMP credit will be awarded.

DEADLINES AND RESPONSIBILITIES

Explanation of Deadlines

There are two deadline types: suggested and final. Suggested deadlines are recommended dates to turn in items, whereas final deadlines are the last date an item can be turned in for credit on all levels of CMP. The dates have been standardized to the end of the fiscal year (June 15th), except for time sensitive and fee-related items.

Chapter and Officer Responsibilities

The Chapter Management Program is a chapter responsibility. Even though the Vice President-Chapter Operations (VPCO) has overall responsibility to ensure CMP submissions are made in a quality and timely fashion, everyone in the chapter needs to be aware of the program and their individual roles in this process. It is important for all officers—and even all members—to know what items should be submitted and how to submit each. The VPCO should fully understand the CMP submission process and work with all officers and members to ensure reporting is done in a timely and accurate manner.

There are 10 nationally recognized chapter officers (President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations). Your chapter might have additional officers or committee members that are better suited to submit specific items, but forms are only available to be submitted by the President, VPCO and the appropriate officer so additional officers and committee members will need to provide the information for the submission to the President or VPCO to be submitted.

Below you will find a listing of all chapter officers, except for the VPCO, and the CMP items that each officer is responsible (you may also refer to the Chapter Officer Packets available online at www.dsp.org). The VPCO is not listed separately because the VPCO is ultimately responsible for all CMP items. After the listings for each chapter officer, a complete listing of CMP deadlines is listed for general chapter members and for the VPCO.

President

CMP Item	Suggested Deadline	Final Deadline	Level
Officer Report		*Fall*- Between August 1 and 14 days after start of fall term *Spring*- Between December 1 and 14 days after start of spring term *Summer*- Between April 1 and 14 days after spring commencement	Accredited Chapter
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Chapter/Executive Meeting Minutes		June 15	Chapter of Excellence

Senior Vice President (SVP)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Pledging Ceremony		Within 2 days after pledging ceremony	Accredited Chapter
Diversity Assessment		June 1	Chapter of Recognition

Vice President-Pledge Education (VPPE)

CMP Item	Suggested Deadline	Final Deadline	Level
Pledge Education Program		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Pledging Ceremony		Within 2 days after pledging ceremony	Accredited Chapter
Badge Order	at least 21 Days Before Initiation	Before Initiation	Accredited Chapter
Initiation Report		Within 14 days after initiation	Accredited Chapter
Initiation Fees		Within 14 days after initiation	Accredited Chapter
New Member Orientation	within 14 days after Initiation	June 15	Chapter of Recognition

Vice President-Finance (VPF)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Pledge Manual Order		Prior to the pledging ceremony	Accredited Chapter
Badge Order	at least 21 Days Before Initiation	Before Initiation	Accredited Chapter
Initiation Fees		Within 14 days after initiation	Accredited Chapter
Dues Payment		Within 30 days after start of fall/spring term	Accredited Chapter
No 90-Day Debt		June 15	Accredited Chapter
Budget and Financial Statements		*Fall*- January 15 *Spring*- June 1	Accredited Chapter
Annual Financial Review		June 1	Accredited Chapter
No 60-Day Debt		June 15	Chapter of Recognition
Fundraising Report		*Fall*- January 15 *Spring*- June 15	Chapter of Recognition
No 45-Day Debt		*June 15*	Chapter of Excellence

CMP Item		June 15	Chapter of Excellence
Chapter Travel Fund Established and Functioning		June 15	Chapter of Excellence

Chancellor

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Bylaws	October 1	June 15	Accredited Chapter
Policies and Procedures Manual	October 1	June 15	Accredited Chapter
Risk Management Event	within 30 days after event	June 15	Accredited Chapter
Badge Order	at least 21 Days Before Initiation	Before Initiation	Accredited Chapter
Initiation Report		Within 14 days after initiation	Accredited Chapter
Initiation Ritual Well Performed	within 14 days after Initiation	*Fall* - January 31 *Spring* - June 1	Accredited Chapter
Pledging Ceremony Ritual Well Performed	within 14 days after Pledging Ceremony	June 15	Chapter of Excellence

Vice President-Professional Activities (VPPA)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Diversity Event and Action Plan	within 30 days after event	June 1	Accredited Chapter
Professional Activities	within 30 days after event	*Events occurring between June 16 and December 31* - January 31 *Events occurring between January 1 and June 15* - June 15	Accredited Chapter
Attend Professional Event not Sponsored by Chapter	within 30 days after event	June 15	Chapter of Recognition
Professional Event Presented by Alumni	within 30 days after event	June 15	Chapter of Recognition
Leadership Foundation Presentation	within 30 days after event	June 15	Chapter of Excellence
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	Chapter of Excellence
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	Chapter of Excellence

Vice President-Community Service (VPCS)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Service Activities	within 30 days after event	*Events occurring between June 16 and December 31* - January 31 *Events occurring between January 1 and June 15* - June 15	Accredited Chapter

Participation in National Service Project	within 30 days after event	June 15	Chapter of Recognition
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	Chapter of Excellence
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	Chapter of Excellence

Vice President-Scholarship and Awards (VPSA)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Nominate Chapter Collegian of the Year		October 15	Chapter of Recognition
Apply for Chapter Awards		June 1	Chapter of Excellence

Vice President-Alumni Relations (VPAR)

CMP Item	Suggested Deadline	Final Deadline	Level
Strategic Plan		*Fall*- June 1 *Spring*- December 15	Accredited Chapter
Alumni Reporting		June 15	Chapter of Recognition
Alumni Event	within 30 days after event	June 15	Chapter of Recognition
Deltasig Faculty Event	within 30 days after event	June 15	Chapter of Recognition
Founders' Day/Chapter Anniversary Celebration	within 30 days after event	June 15	Chapter of Recognition
New Alumni Orientation	within 30 days after event	June 15	Chapter of Excellence
Press Release for Special Events/Recognition	within 30 days after event	June 15	Chapter of Excellence
Chapter Leadership Fund Donations of at least $1,000		June 15	Chapter of Excellence
Faculty Appreciation Event	within 30 days after event	June 15	Chapter of Excellence
Alumni Communication Plan	within 30 days after event	June 15	Chapter of Excellence
Recognize Outstanding Alumnus	within 30 days after event	June 15	Chapter of Excellence
Alumni Newsletter		June 15	Chapter of Excellence
Year in Review		June 15	Chapter of Excellence

The following pages show the complete Chapter Management Program, including dates and responsibilities.

Accredited Chapter- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Officer Report		*Fall*- Between August 1 and 14 days after start of fall term *Spring*- Between December 1 and 14 days after start of spring term S*ummer*- Between April 1 and 14 days after spring commencement	VPCO, President
Strategic Plan		*Fall*- June 1 *Spring*- December 15	All officer except for VPPE
Bylaws	October 1	June 15	Chancellor
Policies and Procedures Manual	October 1	June 15	Chancellor
Risk Management Event	within 30 days after event	June 15	Chancellor
Diversity Event and Action Plan	within 30 days after event	June 1	VPPA
Pledge Education Program		*Fall*- June 1 *Spring*- December 15	VPPE
Pledging Ceremony		within 2 days after pledging ceremony	SVP, VPPE
Badge Order	at least 21 Days Before Initiation	Before Initiation	VPPE, VPF, Chancellor
Initiation Report		within 14 days after Initiation	VPPE, Chancellor
Initiation Fees		within 14 days after Initiation	VPF, VPPE
Initiation Ritual Well Performed	within 14 days after Initiation	*Fall* - January 31 *Spring* - June 1	Chancellor
Dues Payment		Within 30 days after start of fall/spring term	VPF
No 90-Day Debt		June 15	VPF
Budget and Financial Statements		*Fall*- January 15 *Spring*- June 1	VPF
Annual Financial Review		June 1	VPF
Professional Activities	within 30 days after event	*Events occurring between June 16 and December 31* - January 31 *Events occurring between January 1 and June 15* - June 15	VPPA
Service Activities	within 30 days after event	*Events occurring between June 16 and December 31* - January 31 *Events occurring between January 1 and June 15* - June 15	VPCS
National Events		None	VPCO ensures attendance correct

Chapter of Recognition- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Required:			
No 60-Day Debt		June 15	VPF
Participation in National Service Project	within 30 days after event	June 15	VPCS
Membership Status Report		*Fall*- December 15 *Spring*- June 15	VPCO
Diversity Assessment		June 1	SVP
Alumni Reporting		June 15	VPAR
Nominate Chapter Collegian of the Year		October 15	VPSA
Optional (Complete 6 of 8):			
New Member Orientation	within 14 days after Initiation	June 15	VPPE
Fundraising Report		*Fall*- January 15 *Spring*- June 15	VPF
Attend Professional Event not Sponsored by Chapter	within 30 days after event	June 15	VPPA
Alumni Event	within 30 days after event	June 15	VPAR
Deltasig Faculty Event	within 30 days after event	June 15	VPAR
Professional Event Presented by Alumni	within 30 days after event	June 15	VPPA
Social Media and Website		June 15	VPCO, Webmaster
Founders' Day/Chapter Anniversary Celebration	within 30 days after event	June 15	VPAR

Chapter of Excellence- Deadlines and Responsibility

CMP Item	Suggested Deadline	Final Deadline	Responsibility
Required:			
Pledging Ceremony Ritual Well Performed	within 14 days after Pledging Ceremony	June 15	Chancellor
No 45-Day Debt		June 15	VPF
Leadership Foundation Presentation	within 30 days after event	June 15	VPPA
New Alumni Orientation	within 30 days after event	June 15	VPAR
Apply for Chapter Awards		June 1	VPSA
Optional (Complete 6 of 11):			
Chapter/Executive Meeting Minutes		June 15	VPCO, President
Chapter Travel Fund Established and Functioning		June 15	VPF
Press Release for Special Events/Recognition	within 30 days after event	June 15	VPAR, VPCO
Sponsor/Co-Sponsor Campus Event	within 30 days after event	June 15	VPPA, VPCS, VPAR
Co-Sponsor Inter-Chapter Event	within 30 days after event	June 15	VPPA, VPCS, VPAR
Chapter Leadership Fund Donations of at least $1,000		June 15	VPAR
Faculty Appreciation Event	within 30 days after event	June 15	VPAR
Alumni Communication Plan	within 30 days after event	June 15	VPAR
Recognize Outstanding Alumnus	within 30 days after event	June 15	VPAR
Alumni Newsletter		June 15	VPAR
Year in Review		June 15	VPAR

ACCREDITED CHAPTER (TIER 1)

Chapters must complete all sections of Tier I for credit.

Chapter Management

Officer Report

Description of Submission:
This report is essential, as it is the only way the Central Office staff and volunteer leaders can effectively communicate with chapter leaders. Any officer change (or change to any contact information for any officer) must be reported to the Central Office immediately after such change via the Hub Officer Module. This includes name, address, phone and email. The Officer Report must then be submitted three times per year to verify that the officers reported in the Hub are accurate.

How to Submit: Officer Report Hub Form

Due Date: *Fall-* Between August 1 and 14 days after start of fall term
                           Spring- Between December 1 and 14 days after start of spring term
                           Summer- Between April 1 and 14 days after spring commencement

Responsibility: VP-Chapter Operations, Chapter President

Strategic Plan

Description of Submission:
Chapter strategic planning includes reporting goals for the chapter and a list of the chapter calendar of recruiting, pledging and initiation; professional, community and university service; fundraising; chapter meetings and other miscellaneous activities for the term.

How to Submit: Strategic Plan Hub Form

Due Date: *Fall-* June 1
                           Spring- December 15

Responsibility: Each officer, except for the VP-Pledge Education must complete a Strategic Plan. The complete plan is then approved by the Chapter President and the Regional Vice President for CMP credit.

Bylaws

Description of Submission:
A complete copy of your Chapter Bylaws should be submitted to the Central Office. Chapter Bylaws should be prepared according to the style and format provided in the bylaws template provided by the National Fraternity at www.dsp.org. Chapter Bylaws will be reviewed by a national designee, by staff during consultation visits to the chapter or as otherwise needed. Revisions must be submitted in advance to the office of the Executive Director for review and approval and do not become effective until they are so approved.

How to Submit: Upload file via Chapter Bylaws Hub Form

Note: Chapter bylaws should be less than 1MB in order to be stored.

Due Date: October 1, suggested; June 15, final

Responsibility: Chancellor

Policies and Procedures Manual

Description of Submission:
A complete copy of your Chapter Policies and Procedures Manual should be submitted to the Central Office. The Policies and Procedures Manual should be prepared according to the style and format provided in a sample form provided by the National Fraternity at www.dsp.org. A review of the Manual will be reviewed by a national designee, by staff during consultation visits to the chapter or as otherwise needed.

How to Submit: Upload file via Policies and Procedures Manual Hub Form

Note: Policies and Procedures Manual should be less than 1MB in order to be stored.

Due Date: October 1, suggested; June 15, final

Responsibility: Chancellor

Risk Management Event

Description of Submission:
Approved events will cover either the Delta Sigma Pi Risk Management, Insurance and Conduct Policy (Available in the National Policies and Procedures Manual), or subjects such as alcohol and drugs, hazing and discrimination and harassment which help educate all members on the importance of managing risk and the obligations we all have. Presentations given by current collegiate members do not qualify. Acceptable presentations would include a police officer giving a presentation about drinking, a lawyer give a presentation about hazing or a chapter's District Director or other national leader presenting on the Fraternity's Risk Management Policy.

How to Submit: Add a risk management event to Hub Calendar, making a Risk Management Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: Chancellor

Diversity Event and Action Plan

Description of Submission:
Diversity issues may arise during recruitment, pledge selection, pledge process, among members, and beyond. It is the responsibility of each and every member of Delta Sigma Pi to help promote diversity, equity, and inclusion in Delta Sigma Pi, regardless of an individual's race, ethnicity, creed, religion, sex, sexual orientation, gender identity, marital status, national origin, age, disability, or veteran status. It is also incumbent for all chapters to self-reflect and create action plans to improve their practices of promoting diversity and inclusion. Qualified diversity training events may be presented by a school official, attorney, human resources professional or other qualified speaker.

Presentations given by current collegiate members do not qualify. This event may not be combined with the risk management event.

How to submit: Add a diversity training event to Hub Calendar, making a Diversity Training Event and Action Plan Hub Form available to submit. The event and action plan must be approved by the chapter's District Director.

Due Date: Within 30 days after event, suggested; June 1, final

Responsibility: VP-Professional Activities

Pledging/Initiation

Pledge Education Program

Description of Submission:
Each chapter is required to conduct a pledge education program for all prospective members. Such prospects must have been pledged according to Fraternity Bylaws, Ritual and Policies, to further acquaint them with Fraternity objectives, history and the business operations of the chapter and the Fraternity. When you submit your pledge education program form, it completes a Pledge Education Program that is available on your Dashboard within the Hub. Chapters are expected to conduct at least two periods of pledge education per year and initiate at least 12 new members per year. If more than two pledge classes per year, a Pledge Education Program must be submitted for all classes, although credit is only awarded for fall and spring.

With the pledge education program, the chapter submits a regalia reservation request. If a regalia trunk is not available on the requested date, the chapter may be asked to adjust their pledge education program to accommodate a new date.

How to Submit: Pledge Education Program Hub Form

Notes: Notification is sent to VPPE (or whomever submitted the online program) by staff via email when approved. The Pledge Education Program submitted through CMP must be printed and provided to pledges as the official program for them to follow, once approval has been received from the Central Office. Central Office staff members will discuss any necessary changes with the VPPE, prior to final approval.

The pledge education program will not be approved for CMP Credit until the regalia reservation has been confirmed for the initiation date listed on the pledge education program.

Due Date: *Fall-* June 1
                     Spring- December 15

Responsibility: VP-Pledge Education

Pledging Ceremony

Description of Submission:
Basic information (name, email and cell phone) for each potential pledge must be submitted prior to the pledging ceremony via the Members Module in the Hub. Each potential pledge will then receive an email asking them to complete their own membership application, including selecting their specific major from the chapter's list of

qualified programs, before the pledging ceremony. The chapter then must report who pledged within 2 days after the pledging ceremony.

For faculty and honorary candidates, a complete membership application must be submitted prior to the pledging ceremony via the Members Module in the Hub. It is suggested that the chapter receives a resume or collect the information from the candidate to be able to submit the membership application. The chapter will be notified if the candidate has been approved for initiation.

How to Submit: Report New Recruits through the Members Module within the Hub prior to the pledging ceremony and then Report Pledging Ceremony through the Members Module within the Hub within 2 days after the pledging ceremony.

Notes: Correct spellings and address information are very important!

Due Date: *Fall and Spring* - Within 2 days after pledging ceremony

Responsibility: Senior Vice President, VP-Pledge Education

Badge Order

Description of Submission:
Each new initiate (collegiate, faculty, and honorary) must receive an official badge, leased by the chapter, from the National Fraternity.

How to Submit: Badges may be ordered via the Supplies Ordering Module in the Hub, through the online Deltasig Shop (www.dsp.org) or by calling 513-523-1907. CMP credit will be given based on the chapter badge inventory in the Hub. Chapters should show the badge inventory count to match the number of pledges being initiated.

Due Date: *Fall and Spring* - at least 21 Days Before Initiation, suggested; ordered before Initiation, final

Responsibility: VP-Pledge Education, VP-Finance, Chancellor

Initiation Report

Description of Submission:
Chapters are required to report all initiates following each initiation ceremony. Using the Members Module of the Hub, the chapter is to verify the name of each applicant who has been approved for initiation, and report their status (initiated, voluntarily withdrew, removed by chapter vote, to be initiated at later date). This is required in order for initiates to be recognized as brothers of Delta Sigma Pi. Chapters who initiate at least one collegiate brother are eligible to receive CMP credit.

How to Submit: Members Module within the Hub

Due Date: *Fall and Spring*- Within 14 days after initiation

Responsibility: VP-Pledge Education, Chancellor

Initiation Fees

Description of Submission:
Chapters are required to submit initiation fees following each initiation ceremony. All initiation fees should be mailed to the Central Office or paid online within the Hub within fourteen days after Initiation for CMP recognition and to remain in good financial standing. Please reference chapter name and Initiation date on your check. Initiation fees ($75 per collegiate, $33 per faculty and $33 per honorary) postmarked more than 21 days after the Initiation date are subject to an additional $25 per initiate late fee.

How to Submit: Checks should be made payable to Delta Sigma Pi and mailed to the Central Office or full payment of initiation fees can be paid electronically through the Hub

Due Date: *Fall and Spring-* Within 14 days after initiation

Responsibility: VP-Finance, VP-Pledge Education

Initiation Ritual Well Performed

Description of Submission:
The Initiation Ritual is to be performed whenever conducted. A well performed ceremony not only makes a favorable and lasting impression, but also serves to instill a greater appreciation of the true significance of the objectives and purposes of the Fraternity.

How to Submit: Initiation Ceremony Hub Form

Note: The chapter will submit contact information for the verifier, which should be a National Officer (Provincial Vice President, Regional Vice President, and District Director) or Chapter Advisor in attendance at the ceremony. The chapter's District Director will follow-up with the verifier, if necessary, and approve the item via the Hub for CMP Credit. If none of these officers listed above are available for verification, please contact your Regional Vice President or Central Office.

Due Date: *Fall-* Within 14 days after initiation, suggested; January 31, final
Spring- Within 14 days after initiation, suggested; June 1, final

Responsibility: Chancellor

Financial

Dues Payment

Description of Submission:
Officers can view their rosters at any time and should update them, including member contact information, anytime changes occur. Dues will be invoiced for all dues paying members on record 10 days after the start of each fall and spring term. Invoices, however, can still be adjusted up to 30 days after the start of the semester.

How to Submit: Checks should be made payable to Delta Sigma Pi and mailed to the Central Office or full payment of dues can be paid electronically through the Hub.

Due Date: *Fall and Spring-* Within 30 days after start of term

Responsibility: VP-Finance

No 90-Day Debt

Description of Submission:
Recognition is given to chapters that manage their financial obligations to the National Fraternity in a timely fashion. In order to receive recognition for this category, chapters must pay the National Fraternity for dues, membership fees, and other debts owed at least 90 days after the expense was incurred. Paying obligations based on Accredited Chapter due dates should allow chapters to receive recognition for this category.

How to Submit: There is no submission required—all chapters start with approval for no 90-day debt. Starting 90 days after the start of the chapter's fall term, if at any time prior to June 30 the chapter's debt reaches 90 days, CMP approval will be removed.

Due Date: None

Responsibility: VP-Finance should monitor reports to ensure for correctness

Budget and Financial Statements

Description of Submission:
Financial reports must be compiled including: income statement (chapter budget for the next period, actual revenues/expenses for the period just ended) and a balance sheet for the period just ended.

How to Submit: Upload file and complete Budget and Financial Statement Hub Form

Note: Both the balance sheet and income statement on the Budgets and Financial Statement template must be fully completed. If you have issues submitting your budgets and financial statements, please contact cmp@dsp.org.

Due Date: *Fall*- January 15
Spring- June 1

Responsibility: VP-Finance

Annual Financial Review

Description of Submission:
An independent accounting review of the chapter's finances for the current fiscal year (July 1-June 30) must be completed annually. The review should occur as close to the end of the current fiscal year as possible, but before the June 1st deadline. The reviewer may be a CPA, a member of the school's accounting faculty, or similar professional.

How to Submit: The reviewer should sign the Annual Financial Review form which is then uploaded via the Annual Financial Review Hub Form, which must be approved by the chapter's District Director

Due Date: June 1

Responsibility: VP-Finance

Professional/Service Activities

Professional Activities

Description of Submission:
Chapters must complete and report seven qualified professional activities annually. Activities should be planned, conducted, sponsored, and/or co-sponsored by the chapter. (Attending an activity of the university or another group does not earn credit for this level.) For ideas and assistance with professional activities, refer to the Professional Activities Manual.

Chapters can receive credit in the Chapter of Recognition and the Chapter of Excellence tiers by hosting a professional event presented by one or more alumni members, presenting the Leadership Foundation PowerPoint Presentation, sponsoring or co-sponsoring a campus-wide professional event, or co-sponsoring an inter-chapter professional event.

Notes: Non-qualified activities include the following:
- Presentations by current members of a collegiate chapter
- Presentations about Delta Sigma Pi or its policies (including Delta Sigma Pi's Risk Management Policy)
- Tours of historical landmarks, museums, recreation facilities (unless sufficient description is provided verifying substantial observation of business operations)
- Entertainment films, videos or movies
- Speakers, films, and/or tours all from the same company or topic will count as parts of one event and not receive duplicate points

How to Submit: Add a professional event to Hub Calendar, making a Professional Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; Events occurring between June 16 and December 31 - January 31/Events occurring between January 1 and June 15 - June 15, final

Note: Although events are not due until January 31st and June 15th, it is important for the chapter to submit these items early so events are not forgotten and so descriptions are precise. Submitting events as they are completed also assists Central Office staff in reviewing them for credit—and helps Fraternity leadership follow the chapter's progress throughout the year.

Responsibility: VP-Professional Activities

Service Activities

Description of Submission:
Chapters must complete and report six qualified community/university service activities annually. Activities should be planned, conducted, sponsored, and/or co-sponsored by the chapter. For ideas and assistance with

community/university service activities, refer to the [Community and University Service Manual](#) or the [Service section](#) available at www.dsp.org. Chapters can receive credit in the Chapter of Recognition and the Chapter of Excellence tiers by participating in a national service project, sponsoring or co-sponsoring a campus-wide service event or co-sponsoring an inter-chapter service event.

How to Submit: Add a service event to Hub Calendar, making a Service Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; Events occurring between June 16 and December 31 - January 31/Events occurring between January 1 and June 15 - June 15, final

Note: Although events are not due until January 31st and June 15th, it is important for the chapter to submit these items early so events are not forgotten and so descriptions are precise. Submitting events as they are completed also assists Central Office staff in reviewing them for credit—and helps Fraternity leadership follow the chapter's progress throughout the year.

Responsibility: VP-Community Service

National Involvement / Fraternity Support

National Events

Description of Submission:
All members (and pledges) are encouraged to attend Fraternity events including: Grand Chapter Congress, LEAD Schools, and LEAD Provincial Conferences. Tracking of this category is done by Central Office staff referencing registration and attendance lists for each of these events.

The chapter president is also required to attend and actively participate in Presidents' Academy. If the president is unable to attend, the chapter can send an alternate from the chapter's executive committee based on the line of succession of officers.

In fiscal years (July 1-June 30) including Congress, each chapter should have at least one fully registered member attend Grand Chapter Congress, a LEAD Provincial Conference, and a LEAD School. Chapters must also have a seated delegate at Grand Chapter Congress and at the LEAD Provincial Council Meeting for credit.

In fiscal years (July 1-June 30) without a Congress, each chapter should have at least one fully registered member attend a LEAD Provincial Conference and a LEAD School. Chapters must also have a seated delegate at the LEAD Provincial Council Meeting for credit.

Notes: For a current calendar of upcoming national events, go to the online [Calendar](#).

If a chapter is unable to attend a LEAD School, the chapter can still receive credit for the LEAD School by attending a qualifying regional and/or area conferences hosted by the chapter's Regional Vice President. The Regional Vice President is responsible for submitting a conference agenda and attendance list to the Central Office for approval.

How to Submit: There is no online reporting. Attendance is automatically verified by Central Office staff within 60 days of event. Register online at www.dsp.org.

Due Date: None

Responsibility: VP-Chapter Operations monitors reports and ensures attendance correctly counted

CHAPTER OF RECOGNITION (TIER 2)

Chapters must complete all requirements for Accredited Chapter, all *required* items for Chapter of Recognition before the noted deadlines, and 6 out of 8 *optional* items for Chapter of Recognition before the noted deadlines to qualify for this level.

Required Items

Financial

No 60-Day Debt

Description of Submission:
Recognition is given to chapters that manage their financial obligations to the National Fraternity in a timely fashion. In order to receive recognition for this category, chapters must pay the National Fraternity for dues, membership fees, and other debts owed at least 60 days after the expense was incurred. Paying obligations based on Accredited Chapter due dates should allow chapters to receive recognition for this category.

How to Submit: There is no submission required—all chapters start with approval for no 60-day debt. Starting 60 days after the start of the chapter's fall term, if at any time prior to June 30 the chapter's debt reaches 60 days, CMP approval will be removed.

Due Date: None

Responsibility: VP-Finance should monitor reports to ensure for correctness

Professional/Service

Participation in National Service Project

Description of Submission:
Chapters can receive recognition by participating in events sponsored by the National Fraternity including Make a Difference Day, Ronald McDonald House Charities or other events at Grand Chapter Congress. More information can be found in the Service section of www.dsp.org.

How to Submit: Add a service event to Hub Calendar, making a Service Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Community Service,

Membership

Membership Status Report

Description of Submission:
It is important that the chapter make changes within the Hub anytime there are changes to a member's status or contact information, including address, phone or email address. A completed Membership Status Report also ensures that the invoice for dues is correct.

How to Submit: Submit upcoming membership changes (members who graduated, members studying abroad or not enrolled the following term) through the Members Module of the Hub.

Due Date: *Fall-* report changes for spring roster before December 15
Spring- report changes for fall roster before June 15

Responsibility: VP-Chapter Operations

Diversity Assessment

Description of Submission:
Analyzing the diversity of your chapter and thinking critically of your recruitment practices as they relate to diversity and inclusion is important for a healthy chapter. This diversity assessment is a tool to help chapters with this process.

How to Submit: Submit the Diversity Assessment through the Forms Module in the Hub. The Diversity Assessment must be approved by the chapter's District Director. The District Director's approval is primarily focused on verifying the chapter completed the diversity assessment and thought critically about the results and how it relates to recruitment, not on if the District Director agrees with the conclusions made by the chapter.

Due Date: June 1

Responsibility: Senior Vice President

Alumni/Faculty

Alumni Reporting

Description of Submission:
Communication with alumni and faculty is a way for each chapter and the Fraternity to stay in touch with members who have graduated and solicit volunteer and financial support. Recognition will be given to chapters providing updated information on members whose contact information is incorrect or that has not been updated with Central Office records.

How to Submit: Update Alumni Contact Information Hub Form individually for each member

Due Date: June 15

Responsibility: VP-Alumni Relations

Awards

Nominate Chapter Collegian of the Year

Description of Submission:
The Delta Sigma Pi Collegian of the Year program recognizes an outstanding collegiate member of Delta Sigma Pi who has exemplified the values inherent in the Ritual and perpetuated the ideals as set forth in the Purpose of the Fraternity. The award recognizes an individual for his or her contributions, achievements, participation, and personal character. Credit will be given to chapters who recognize these brothers via the Collegian of the Year nomination process established by the national Scholarship and Awards Committee.

How to Submit: Collegian of the Year Nomination Hub Form

Due Date: October 15

Responsibility: VP-Scholarship and Awards

Pledging/Initiation

New Member Orientation

Description of Submission:
Providing newly initiated brothers with a formal new member orientation session is an excellent way to immerse these new brothers into the chapter and the Fraternity as a whole. Recognition will be given to chapters that provide their new brothers with a session that provides new brothers with an overview of: meeting ritual and procedure, expectations of brothers, general chapter operations, as well as resources for brothers.

How to Submit: New Member Orientation Hub Form

Due Date: *Fall and Spring*- within 14 days after Initiation, suggested; June 15, final

Responsibility: VP-Pledge Education

Financial

Fundraising Report

Description of Submission:
Fundraising is an important function for chapters to lower dues and overall expenses that members incur. Recognition will be given to chapters that provide a report on fundraising activities and the revenue produced by those activities.

How to Submit: Add a fundraiser to Hub Calendar, making a Fundraising Event Hub Form available to submit

Due Date: *Fall*- January 15
                     Spring- June 15

Responsibility: VP-Finance

Professional/Service

Attend a Professional Event Not Sponsored by Chapter

Description of Submission:
Sometimes the university or other organizations on campus will sponsor a campus wide professional event. A chapter can receive credit by attending and supporting a professional event not sponsored by the chapter.

How to Submit: Add a professional event to Hub Calendar, making a Professional Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Professional Activities

Alumni/Faculty

Alumni Event

Description of Submission:
Alumni events provide an excellent opportunity for chapters to reach out and network with brothers who have graduated before them. Examples of alumni events include: alumni dinners/banquets or picnics, sports competitions (softball, basketball, etc.), and professional or community events conducted with alumni members. Many alumni members, chapter alumni or local alumni, should be asked to attend these types of events.

How to Submit: Add a special event to Hub Calendar, making a Special Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations

Deltasig Faculty Event

Description of Submission:
Interaction with faculty brothers is an excellent avenue for collegiate members to network with industry professionals and thought experts. Examples of Delta Sigma Pi faculty events include: faculty initiate coffee hours, faculty initiations, and round tables or other professional events where a faculty brother speaks.

How to Submit: Add a special event to Hub Calendar, making a Special Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations

Professional Event Presented by Alumni

Description of Submission:
Professional events presented by alumni members offer chapters an invaluable tool to reconnect with alumni from their chapter or of the Fraternity as a whole. These events include: tours of companies that employ an alumni member of Delta Sigma Pi, round tables with alumni members as the main participants, as well as simple lectures given by an alumni member on their field or career experience.

How to Submit: Add a professional event to Hub Calendar, making a Professional Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Professional Activities

Historical

Social Media or Website

Description of Submission:
Having an active social media presence or updated information on the chapter website is a way for chapters to promote themselves as well as keep members, their campus community, and local alumni and collegiate chapters abreast of chapter activities, upcoming events and officer contact information.

How to Submit: Social Media/Website Update Hub Form

Note: Once the form is submitted, it must be approved by the chapter's District Director.

Due Date: June 15

Responsibility: VP-Chapter Operations, Webmaster (if the chapter has such a position)

Founders' Day/Chapter Anniversary Celebration

Description of Submission:
Celebrating milestones such as Founders' Day and chapter anniversaries is a way to build fraternal spirit and interact with alumni from your chapter and the Fraternity as a whole.   Examples of such events include: a banquet or luncheon to honor Founders' Day/chapter anniversary, alumni dinners on Founders' Day or a chapter anniversary, and professional or service events conducted in honor of Founders' Day or a chapter anniversary.

How to Submit: Add a special event to Hub Calendar, making a Special Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP- Alumni Relations

CHAPTER OF EXCELLENCE (TIER 3)

To qualify for Chapter of Excellence, chapters must achieve Chapter of Recognition and complete all required items for Chapter of Excellence before the noted deadlines, as well as 6 out of 11 optional items for Chapter of Excellence before the noted deadlines.

Required Items

Pledging/Initiation

Pledging Ceremony Ritual Well Performed

Description of Submission:
A well performed Ritual not only makes a favorable and lasting impression, but also serves to instill a greater appreciation of the true significance of the objectives and purposes of the Fraternity.

How to Submit: Pledging Ceremony Ritual Hub Form

Note: The chapter will submit contact information for the verifier, which should be a National Officer (Provincial Vice President, Regional Vice President, and District Director) or Chapter Advisor in attendance at the ceremony. The chapter's District Director will follow-up with the verifier, if necessary, and approve the item via the Hub for CMP Credit. If none of these officers listed above are available for verification, please contact your Regional Vice President or Central Office.

Due Date: *Fall and Spring-* within 14 days after Pledging Ceremony, suggested; June 15, final

Responsibility: Chancellor

Financial

No 45-Day Debt

Description of Submission:
Recognition is given to chapters that manage their financial obligations to the National Fraternity in a timely fashion. In order to receive recognition for this category, chapters must pay the National Fraternity for dues, membership fees, and other debts owed at least 45 days after the expense was incurred. Paying obligations based on Accredited Chapter due dates should allow chapters to receive recognition for this category.

How to Submit: There is no submission required—all chapters start with approval for no 45-day debt. Starting 45 days after the start of the chapter's fall term, if at any time prior to June 30 the chapter's debt reaches 45 days, CMP approval will be removed.

Due Date: None

Responsibility: VP-Finance should monitor reports to ensure for correctness

National Involvement / Fraternity Support

Leadership Foundation Presentation

Description of Submission:
"The Delta Sigma Pi Leadership Foundation exists to generate and provide financial support for Delta Sigma Pi Fraternity's educational and charitable programs, which assist members to achieve individual and professional excellence within the business community." Regular Leadership Foundation presentations help to educate members on the opportunities made possible through the Leadership Foundation and helps further the mission of the Foundation. The Leadership Foundation Presentation can be found online at www.dsp.org.

How to Submit: Add a professional event to Hub Calendar, making a Professional Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Professional Activities

Alumni/Faculty

New Alumni Orientation

Description of Submission:
Delta Sigma Pi is a lifelong commitment so it is important for members to know the different ways to stay involved after graduation. One way to do this is by presenting a New Alumni Orientation to graduating seniors and or recent graduates. The New Alumni Orientation goes over the variety of ways to stay involved after graduation such as joining an alumni chapter, starting an alumni chapter, donating money to the Leadership Foundation, staying connected online, being a volunteer leader (such as a District Director), and so much more. There is an Alumni Presentation for Collegiate Chapters available on the collegiate resource page of www.dsp.org.

How to Submit: New Alumni Orientation Hub Form

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations

Awards

Apply for Chapter Awards

Description of Submission:
Chapters should apply for chapter awards to receive recognition for their achievements. Winning regional, provincial, and national awards not only gives the chapter recognition within Delta Sigma Pi, but can also get the chapter recognition on campus. Recognition can be good for recruiting new members and can also be a good way for university faculty to recognize the accomplishments of the chapter. The chapter must complete at least 2 chapter award applications (not including the Collegian of the Year award) through the Hub to receive credit for this item.

How to Submit: There is no submission required—credit will be awarded when the chapter submits completed applications for two Chapter Awards, not including COY, via the Hub.

Due Date: June 1

Responsibility: VP-Scholarship and Awards should monitor reports to ensure for correctness

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Optional Items (Complete 6 of 11)

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Chapter Management

Chapter/Executive Meeting Minutes

Description of Submission:
Chapters need to keep copies of all chapter and executive meeting minutes. These minutes are historical records of the chapter and also need to be saved in case they need to be referenced for future decisions.

How to Submit: Add a meeting to the Hub Calendar, making the Chapter/Executive Committee Meeting Hub Form available to submit

Due Date: June 15

Note: The uploaded meeting minutes are viewable by the chapter's District Director. Once ten meeting minutes are submitted, CMP credit will be awarded.

Responsibility: VP-Chapter Operations, President

Financial

Chapter Travel Fund Established and Functioning

Description of Submission:
Attending LEAD Schools and LEAD Provincial Conferences is important not only to help in the personal and professional development of attendees, but those who attend can benefit the chapter by applying new knowledge and skills to chapter management. It is also very important for the chapter's voice to be heard at the Provincial Council Meeting that takes place at the LEAD Provincial Conferences. To help offset the cost of attending these events, the chapter should set up a separate fund to help pay for chapter members to attend LEAD events. Once established, the chapter will need to determine how it is awarded to members.

How to Submit: Chapter Travel Fund Hub Form

Due Date: June 15

Responsibility: VP-Finance

Professional/Service

Press Release for Special Events/Recognition

Description of Submission:
Chapters should submit press releases to local media outlets (local community/campus newspaper, local radio stations, etc.) to increase exposure of the chapter and its events. Press release can be about upcoming events, events that have already taken place, special recognition or awards received, or anything else newsworthy.

How to Submit: Upload a copy of the press release via the Chapter Press Release for Special Events Hub Form

Note: Press Releases should be less than 1MB in order to be stored.

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations, VP-Chapter Operations

Sponsor/Co-Sponsor Campus Event

Description of Submission:
Hosting or co-hosting a campus-wide professional or service event will not only give the chapter better exposure on campus for recruiting purposes, but is also valuable to the campus. The chapter may host an event open to all university students or they may also co-host an event with another student organization or even a university department (such as a career center).

How to Submit: Add a professional, service or special event to Hub Calendar, making the appropriate Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Professional Activities, VP-Community Service, VP-Alumni Relations

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Co-Sponsor Inter-Chapter Event

Description of Submission:
Co-sponsoring events with other local chapters is a great way to network with brothers from different chapters. The chapter may co-sponsor an event with a local collegiate chapter, or if there are not any, a local alumni chapter. Events can be professional, service, social, joint initiations, etc. Events should be co-sponsored—meaning each chapter helps in planning for and/or carrying out the event.   Events sponsored by one chapter, but attended by many will not qualify.

How to Submit: Add a professional, service or special event to Hub Calendar, making the appropriate Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Professional Activities, VP-Community Service, VP-Alumni Relations

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National Involvement/Fraternity Support

Chapter Leadership Fund Donations of at least $1,000

Description of Submission:
All members of Delta Sigma Pi are encouraged to support the Delta Sigma Pi Leadership Foundation and its mission and programs through annual contributions. Credit will be given to chapters that promote and receive combined donations of at least $1,000 to the Chapter Leadership Fund in a given fiscal year. Donations can come from any source to count for credit, but must be designated for the chapter's specific Chapter Leadership Fund. In rare situations, additional endowed funds that mirror Chapter Leadership Funds in scope and purpose and chapter fundraising efforts support may, in consultation with the Leadership Foundation, be added to qualify for credit.

How to Submit: There is no submission required—credit will be awarded when the combined recorded donations from the current fiscal year to a chapter's Chapter Leadership Fund reach at least $1,000.

Due Date: June 15

Responsibility: VP-Alumni Relations

Alumni/Faculty

Faculty Appreciation Event

Description of Submission:
University faculty play an important part in students' lives. Chapter members should thank the hard work of professors and other university staff through a faculty appreciation event for all faculty, not just faculty initiates. Faculty appreciation events also allow the chapter to promote the Fraternity and chapter events to faculty who might not know about the Fraternity. The faculty appreciation event could be anything from giving goodie bags to all faculty members to an extensive luncheon.

How to Submit: Add a special event to Hub Calendar, making a Special Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations

Alumni Communication Plan

Description of Submission:
This plan could include alumni newsletter, phone calls, emails, and other general announcements sent to alumni members of the chapter and other alumni who live near the chapter.

How to Submit: Alumni Communication Plan Hub Form

Due Date: June 15

Responsibility: VP-Alumni Relations

Recognize Outstanding Alumnus

Description of Submission:
The chapter should recognize alumni members who contribute to the chapter. The chapter could nominate alumni members for silver and golden helmets or, for exceptional service, nominate a brother for a Distinguished Service Certificate. The chapter could also recognize an alumnus with a chapter award such as an annual "alumni of the year" award.

How to Submit: Add a special event to Hub Calendar, making a Special Event Hub Form available to submit

Due Date: Within 30 days after event, suggested; June 15, final

Responsibility: VP-Alumni Relations

Alumni Newsletter

Description of Submission:
The chapter should stay in touch with alumni members by sending a chapter newsletter to all alumni members periodically. The alumni newsletter can either be mailed or emailed to all alumni members and should include information about how the chapter is doing and upcoming events. The chapter might also want to include information about other alumni members to help keep alumni connected to each other.

How to Submit: Upload file via Alumni Newsletter Hub Form
Note: Alumni Newsletters should be less than 1MB in order to be stored.

Due Date: June 15

Responsibility: VP-Alumni Relations

Historical

Year in Review

Description of Submission:
The chapter should keep historical records of the chapter for years to come. It is a good idea to have some sort of year in review to leave for future brothers. The chapter could compile a year in review by creating a yearly scrapbook, DVD, or an "annual report."

How to Submit: Year in Review Hub Form

Note: The chapter will submit contact information for the verifier, which should be a National Officer (Provincial Vice President, Regional Vice President, and District Director) or Chapter Advisor. The chapter's District Director will follow-up with the verifier, if necessary, and approve the item via the Hub for CMP Credit. If none of these officers listed above are available for verification, please contact your Regional Vice President or Central Office.

Due Date: June 15
Note: This item should not be approved until close to the end of the school year to ensure that the chapter did indeed a review of the entire year.

Responsibility: VP-Alumni Relations

FAQs

General

Should we submit CMP information even if it is late?

Absolutely! The goal of the program is successful chapter operations—so late submissions are still valuable for chapter reference and success. Also, for the Accredited Chapter tier, chapters can still receive Accredited Chapter recognition even if some items are late as long as 95% of the all submitted items are approved.

Who is responsible for CMP submissions?

The VPCO has overall responsibility to ensure CMP submissions are made in a quality and timely fashion. Various other officers have responsibility to ensure certain areas of chapter operations are successfully completed. The VPCO should fully understand the CMP submission process and work with all officers to ensure reporting is done in a timely and accurate manner. Responsible/involved officers are listed with each section of CMP responsibility.

Why do I sometimes have trouble submitting a report and get an error message?

There are many reasons why you might be receiving an error when you submit a report. When you receive an error message, please email a copy of the error message to cmp@dsp.org with a brief description of what you were trying to submit when you received the error.

Can one event be counted under more than one category? For example, if an alumni member presents at a campus wide professional event can it count as a professional event presented by an alumni member AND a campus wide professional event?

Any professional or service event submitted will automatically count towards the required events for the Accredited Chapter level. On the professional and service event submission forms, you will have to indicate if you think the event qualifies for a higher level submission. Each event can only qualify for up to two higher level submissions. In the example above, the chapter would mark professional presentation presented by one or more alumni members and campus wide event. However, if the chapter also co-hosted this event with another collegiate chapter, the chapter would have to choose between two of the three qualifying activities.

Accredited

What if my chapter doesn't reach Accredited Chapter?

Failing to achieve Accredited Chapter should cause the chapter to review and evaluate its practices. Better planning, focus, effort, etc. will be needed. National volunteers and staff will monitor chapter progress and give increased attention to those chapters not meeting the Accredited Chapter level. Chapters not reaching the Accredited Chapter level in successive periods may be subject to formal assistance or discipline as per National Policy and Bylaws.

Why has an item been marked as "Pending Approval" for so long?

Some items like Pledge Education Programs take a more thorough review by Central Office staff which might cause something to remain "Pending Approval." Items that are approved by volunteer leaders like your District Director or Regional Vice President might also take time to be reviewed as they are volunteers and must approve items in their spare time. If you notice something is "Pending Approval" for a long time, please contact cmp@dsp.org.

Do I still need to submit an officer report even though the officer information has not changed?

Yes, officer reports are due three times a year (fall, spring, and summer) even if no contact information has changed. The Fall Officer Report needs to be submitted between August 1 and within 14 days after the start of the fall term. The Spring Officer Report needs to be submitted between December 1 and within 14 days after the start of the spring term. The Summer Officer Report needs to be submitted between April 1 and within 14 days after spring commencement. Officer updates should also be submitted anytime officer information changes or needs updated. This helps to ensure that we can contact officers when necessary.

Why do we have to submit a fall officer report if it has the same information as the summer officer report?

The chapter is required to submit 3 officer reports a year to ensure that Central Office has correct contact information for all officers. The summer officer report should contain summer or home contact information for each officer whereas the fall should contain fall or college contact information for each officer. It is assumed something will change, thus submission is required.

Why don't I have credit for the Pledging Ceremony?

If you do not have credit for the pledging ceremony packet, make sure that it was submitted completely (a lot of chapters will report the recruits but won't submit the pledging ceremony report. If it has indeed been submitted, you might not have credit because it was submitted late (showing orange) or not all pledges completed their membership applications before the pledging ceremony. Please note that the pledging ceremony report must be submitted within 7 days after the pledging ceremony and all pledges need to complete their membership applications before the pledging ceremony to receive credit.

Why don't I have credit for Fraternity Conferences and Leadership Events?

Credit for Fraternity Conferences and Leadership Events are entered by Central Office staff after the event takes place and attendance lists are verified. It sometimes takes several weeks after the event for this credit to show up. If it is past 3 weeks after the event and your chapter still does not have credit, contact cmp@dsp.org.

Where do I find the Chapter Bylaws template and how do I submit them?

It is suggested that chapters submit their bylaws by October 15, but they are not required to submit their bylaws to the Fraternity until June 15 every year. A template to aid the chapter in completing the bylaws is available on www.dsp.org. Once the bylaws are completed, they should be uploaded through the Hub Form.

Why wasn't our strategic plan approved?

Each officer must submit a strategic plan form for their position (except for the VP-Pledge Education who submits the Pledge Education Program). These strategic plans must then be approved by the Chapter President and then by the Regional Vice President. It is possible that the plan has not been approved for CMP credit because not all items have been approved by both. All strategic plan forms must be submitted and approved before credit will be awarded.

The final deadline for ordering badges is "before initiation." Does this mean the chapter can order badges the day before initiation and still receive credit for ordering badges?

The final deadline for ordering badges is the day before initiation, but the chapter should order by the suggested deadline to allow for adequate shipping time. If the chapter waits until the day before initiation to order badges, the chapter will need to spend more for next day delivery and will also risk not receiving the badges in time for initiation.

Does the ritual memorization have to be word for word or does doing a well memorized ceremony count for the ritual memorization piece?

Ritual does not have to be memorized word for word, but it should be memorized enough so that the ceremony flows nicely without breaks or stops. It is at the discretion of the member verifying the ceremony to determine if it is memorized enough for credit.

What if we can't get someone to the initiation to verify memorization?

There are numerous people eligible to verify memorization (District Director, Regional Vice President, faculty initiates, etc.). If the chapter has exhausted all options, the chapter should contact the chapter's Regional Vice President or the Central Office staff for assistance.

Recognition

Why do we have to submit a Membership Status Report?

The Membership Status Report allows the chapter to report graduates and other member status changes (studying abroad, internship, not enrolled, etc.) to the National Fraternity so the chapter is not charged for these members in the upcoming fall/spring. It also allows the chapter the chance to update any contact information changes.

How many alumni do we have to update to get credit for the Alumni Report?

The chapter only needs to update contact information for 1 alumnus in order to get credit for the alumni report, however, it is very important to update this information so the chapter should always strive to find all lost alumni members.

What is a New Member Orientation?

A New Member Orientation provides newly initiated brothers an overview of ritual (both from initiation and meetings), expectations of brothers, chapter bylaws, chapter policies and procedures, and other general reminders.

Who can verify items?

Most items can be verified by the chapter's District Director, Chapter Advisor, or Regional Vice President. The Annual Financial Review can also be verified by any accountant, alumni, or professor. If the chapter does not have a District Director, the chapter should have items verified by the Regional Vice President, Chapter Advisor, a faculty initiate, or an alumni member approved by the Central Office staff. If the chapter cannot find someone to verify certain items, it should contact it's Regional Vice President or the Central Office staff.

What is the difference between an Alumni Event and a Professional Event presented by 1 or more alumni members?

An alumni event is any event (professional, service, social, etc.) where alumni members are invited to attend. A professional event presented by 1 or more alumni members is a professional event where one or more alumni members give a professional presentation. If other alumni members are in attendance at the professional event, the event can *also* count as an alumni event.

<u>Excellence</u>

Does the ritual memorization have to be word for word or does doing a well memorized ceremony count for the ritual memorization piece?

Ritual does not have to be memorized word for word, but it should be memorized enough so that the ceremony flows nicely without breaks or stops. It is at the discretion of the member verifying the ceremony to determine if it is memorized enough for credit.

What if we can't get someone to the pledging ceremony to verify memorization?

There are numerous people eligible to verify memorization (District Director, Regional Vice President, faculty initiates, etc.). If the chapter has exhausted all options, the chapter should contact the chapter's Regional Vice President or the Central Office staff for assistance.

How will Central Office staff know if a fund was actually established for LEAD travel?

The chapter has to supply specific details about the travel fund including where the money comes from, how much is in the fund and how the money is awarded to members.

How does a chapter conduct a new alumni orientation if there isn't an active alumni base (or chapter) near them?

The new alumni orientation can be presented to the graduating seniors in the chapter to show them how to stay involved after they graduate. The National Alumni Development Committee has created a PowerPoint presentation available at www.dsp.org that can be presented to graduating seniors for credit.

HISTORY OF THE CHAPTER MANAGEMENT PROGRAM

On August 29, 1931, a contest named the Chapter Efficiency Contest was proposed by Brother H. G. Wright to the Grand Council. This contest was created as a way for the National Fraternity to evaluate collegiate chapters by having chapters report activities. It also ensured quality recordkeeping and correspondence with the National Fraternity and yielded an annual business report of chapter activity. After a long discussion, this contest was "adopted and put into immediate effect". This contest would be revised over the years to assist the Fraternity in improving the quality and scope of chapter operations and would later be transformed into the current Chapter Management Program.

The purpose of the original Chapter Efficiency Contest (CEC) was to provide a "means by which one chapter may compare its effectiveness and efficiency with another chapter. It outlines all the major activities of the chapter and establishes a value for each. It stimulates friendly competition between the chapters. And it also gives the Fraternity an excellent basis of sizing up the conditions within our respective chapters." The contest was divided into four 25,000 point divisions (Scholarship, Finances, Membership, and Chapter Initiative and Administration) for a grand total of 100,000 points.

This Chapter Efficiency Contest proved so successful the first year that is was put in place on a permanent basis. From the start, changes were made to the rules and regulations governing the contest, "planned with the object in mind of improving the contest as much as possible." For example, sometime between 1932 and 1949, a Professional Activities category was added and the point division changed from 25,000 points each to 20,000 points each. The next major change, however, would not occur until over 30 years later.

First published rules of the Chapter Efficiency Contest from the April 1932 *Official Bulletin*

In March 1965, Grand President Hefner directed that an advance study of the Chapter Efficiency Contest be done to determine any desirable and feasible changes. M. John Marko presented this report at the August 1965 Grand Council meeting stating that "The title Chapter Efficiency Contest no longer seems appropriate. While the spirit of competition between chapters should be minimized, it would be most advantageous that a stronger emphasis be directed toward a need to intensify efforts in the area of measuring, evaluating and controlling results. This could be advanced by changing the title to Chapter Performance Index. Shifting this activity's point of concentration from a contest to an evaluation procedure should stimulate greater interest and stronger initiative to perform. Also, the term 'contest' tends to introduce the idea that a chapter has a choice of participating or not participating. The suggested title change would emphasize 'must' instead of 'may' participate." At that meeting, the name of the Chapter Efficiency Contest was changed to the Chapter Efficiency Index (CEI). Although this does not seem like such a major change, it changed the way brothers viewed Chapter Efficiency. Additional changes over the next few

years included the addition of service activities and revising the title of the category "chapter initiative and administration" to two separate categories: "chapter management" and "general activities".

After another 30 years, a CEI Revision Task Force was created in the 1990s. The Task Force at the time focused on better adapting the CEI to widespread availability of computers and the developing internet. It also sought to reorganize the existing program that recognized chapter efforts in performing activities that were either core or supplemental to chapter operations.

The program created was comprised of 6 divisions with a maximum number of points possible for each division. The total number of adjusted points that a chapter could earn was still 100,000. Each of the six divisions (strategic plan and officer transition, strategic planning operations, financial management, chapter records, initiation planning and reporting, and chapter recognition and general activities) was broken down further by individual criteria for a total of 48 different criteria under which a chapter could submit items. Chapters achieving 100,000 points during an academic year were recognized as Honor Roll chapters.

This CEI "edition", however, remained complex and required considerable effort both from the chapter and from Central Office staff because chapters had different academic schedules, submitted requests for points using different formats, and chose different combinations of criteria. Overall, the program was an exceptional guide for chapter operations, but minimized productivity by Central Office Staff, National Leaders, and chapters themselves. Therefore, a new task force was created which recommended yet another CEI to the National Board of Directors in February 2001.

The new CEI was to be more easily administered by staff, easily followed by chapters, and include items that were most important to chapter operations. The new CEI became more of a standards program where chapters would be required to submit all items—a requirement- based program instead of merit-based. The task force felt that many of the items collected before were difficult to obtain, collected but not used, or superfluous to a core standards program. (Some of these items included recruiting events, faculty relation activities, fundraising events, submitting meeting minutes, Founders' Day and Chapter Birthday events, alumni update, and the Membership Status Report). Other items that were removed were items that were already recorded at the Central Office, including paying insurance, making a Leadership Foundation donation, awarding the Scholarship Key, and nominating a Collegian of the Year.

This new version of the CEI was fully web-based as the world wide web was now constantly accessible to students and alumni. It had 11 sections representing basic operational requirements for collegiate chapters during each fiscal year. The sections identified specific requirements in recruitment, membership, finances, professional and service programs, and leadership development. These sections reflected the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member.

The *expectation* of all collegiate chapters was 100 points (for the first time no longer 100,000). Obtaining 100 points demonstrated the chapter met all fundamental business requirements for successful operations by the due dates, and conducted a sufficient number of member development programs reported by the required due dates. Failing to achieve 100 points would cause the chapter to review and evaluate its practices. National volunteers and staff monitored point ratings and gave increased attention to those chapters not meeting the 100 point expectation. Chapters not reaching 100 in successive periods were subject to formal assistance or discipline as per National Policy and Bylaws. Chapters that *did* obtain 100 points (and excelled beyond base expectations) could apply for the Honor Roll award—the recognition was no longer just given to chapters reaching that level.

In August 2006, a new CEI Task Force was created by Grand President Mitch Simmons to review and make recommendations on the effectiveness of the CEI program in maintaining minimum standards at chapters. Previous to that time, numerous changes to the revamped "100 point" CEI program had been recommended and a review of the complete program was deemed necessary.

Before making recommendations, the 2008 task force, chaired by Lisa Brown, surveyed chapters to help gauge collegiate members' thoughts about the current CEI. The task force also evaluated point systems and managing tools used by other fraternities and sororities for ideas for our new program. This extensive research and collaboration resulted in the new "Chapter Management Program".

On July 1, 2009, the Chapter Management Program (CMP) replaced the Chapter Efficiency Index (CEI). The new program is divided into three achievement levels. The first, **Accredited Chapter**, is very similar to the latest version of CEI and it is required for all chapters to complete 100% of this level with at least 95% of its submissions approved. If all requirements for the first level are completed, the chapter may try to achieve the second level, **Chapter of Recognition**, and then the third level, **Chapter of Excellence**. Additional optional requirements in levels two and three are similar to those in the previous honor roll award application and older versions of CEI. The program no longer is based on points, but instead based on completion of items—the chapter's "value" is therefore the percentage of items completed so that chapters can be compared historically.

The Chapter Management Program is easier to access on the web than CEI because everything is in one place. The chapter's management report is color-coded (for Accredited Chapter level only) to help show the "health" of the chapter and point out problem areas for chapters, National Leaders, and Central Office Staff.

Another difference between CEI and CMP is that CEI had specific deadlines for each submission. The CMP instead has suggested deadlines for some items, followed by final deadlines. All items need to be submitted by the final deadline for approval. This allows flexibility for chapters while still submitting certain items in a timely manner.

With the latest version of CEI chapters had to complete and submit an extensive application to receive Honor Roll status. Many worthy chapters failed to take that step. With the CMP, any chapters reaching a level (accredited, recognition, or excellence) will automatically be recognized for their accomplishments.