



# SIGMA TAU GAMMA FRATERNITY®

## 2008-2009 McCune Metrics Packet

**Edward H. McCune Distinguished Chapter Award**  
**Earl A. Webb Most Improved Chapter Award**  
**Thomas Hutsell Chapter Efficiency Award**  
**Emmett Ellis Chapter Scholarship Award**  
**W.T. Hembree Chapter Leadership Award**  
**Robert Nagel Jones Charitable Projects Award**

Please Print:

\_\_\_\_\_  
**Chapter**

\_\_\_\_\_  
**University**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chapter President**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Executive Vice President**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Vice President of Membership**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Vice President of Programs**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Vice President of Finance**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Chapter Secretary**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Faculty Advisor**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Alumni Advisor**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Greek Affairs Advisor**

\_\_\_\_\_  
**Phone #**

Due May 15, 2009

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**INTRODUCTION**

**Sigma Tau Gamma** was founded with the understanding that all men are social creatures and that friendships made in college days are lasting ones. Believing that a social Fraternity must be dedicated to the highest ideals of manhood and brotherhood; to congeniality, the development of good personal characteristics and social poise; to good scholarship, mature thinking and action; to good citizenship, democratic principles and acceptance of responsibility; and, to loyalty and service to college, community, country and Fraternity; Founder Edward H. McCune authored a set of Principles. Embraced by our Founders and early members, these Principles have become our guide: Value, Learning, Leadership, Excellence, Benefit, Integrity.

**Version**

The 2008-2009 McCune Metrics has been redesigned from previous editions. The goal of the 2008-2009 McCune Metrics program is to continue to quantify your chapter's success. The McCune Metrics is now designed so that the entire Executive Board can set chapter goals for the chapter for the Fall and Spring Semesters. The McCune Metrics should be used as a guide for your chapter to prosper.

**Purpose**

Collecting the information in this packet serves 3 purposes. First, it allows the Headquarters Staff to effectively compare the chapters in order to honor them with the national awards including the Edward H. McCune Distinguished Chapter Award.

Second, it allows the Headquarters Staff to keep records, measure trends, and design programming for our chapters that address actual concerns and issues that you, as undergraduates, experience.

Third, this information should be used by you as a chapter, in collaboration with Alumni, Faculty, and Greek Affairs Advisors at your college or university, to develop goals. The definition of excellence is not perfection but rather to strive for superior performance. Excellence is about constant and intentional improvement.

**Scoring**

This packet contains 100 questions. Some questions are worth more than 1 point. For every question you answer affirmatively, indicate on the line next to the question the number of points the questions is worth. If your answer is negative, indicate a '0' on the line.

**Completion**

On page 11, the requirements to complete this packet are explained in greater detail. There are 4 basic elements: tallying your score by completing all of the questions, attaching verification materials, completing a goal setting exercise as explained, and obtaining signatures to certify your packet.

Filing Reports in a timely manner with the Headquarters will ensure that your chapter's membership is accurately reflected. The majority of these reports can be found online at [www.sigmataugamma.org](http://www.sigmataugamma.org) or by contacting the Headquarters.

Advisors play a key role in assisting and guiding your chapter. Each chapter should have several advisors that support the chapter.

During the Fall and Spring Semesters the chapter should meet once a week at the same time and place to discuss the official business of the Fraternity. In addition, the Executive Board should also meet weekly to prepare for the chapter meeting.

The Fraternity Headquarters provides several leadership opportunities for undergraduate members to participate in throughout the school year. Check the Fraternity website for more details or contact your Leadership Consultant at 660-747-2222.

## OPERATIONS DIVISION (20)

The Operations Division encompasses the day-to-day responsibilities that are essential to a well functioning chapter. The following questions examine various tasks that are vital to the operation and continued success of your chapter. There are a total of 20 points that can be earned in the Operations Division.

### REPORTS

#### Fall Semester Reports

- The Chapter submitted the Opening Report by September 15. (1)  
 The Chapter submitted the Opening Report by October 1. (1)  
 The Chapter submitted the Closing Report by December 15. (1)  
 The Chapter submitted the Change of Officer form by December 15. (1)

#### Spring Semester Reports

- The Chapter submitted the Opening Report by February 15. (1)  
 The Chapter submitted the Opening Report by March 1. (1)  
 The Chapter submitted the Closing Report by June 15. (1)

### ADVISING

- The Chapter has a Faculty Advisor. (1)  
**Name:** \_\_\_\_\_  
 The Chapter has an Alumni Advisor. (1)  
**Name:** \_\_\_\_\_  
 The Chapter meets with their Greek Affairs Advisor, each semester. (1)  
**Name:** \_\_\_\_\_  
**Date, Time, Place of Meeting:** \_\_\_\_\_  
 \_\_\_\_\_

### CHAPTER MEETING

- The Chapter held weekly Executive Board meetings. (1)  
 The Chapter uses opening and closing meeting ritual. (1)  
 The Chapter has a weekly meeting agenda. (1) **Attach Example Agenda.**  
 The Chapter follows parliamentary procedure. (1)  
 The meeting minutes are taken each meeting and sent to all members weekly. (1)  
**Attach Example Minutes.**

### LEADERSHIP DEVELOPMENT

- The Chapter President attended the Academy of Principled Leaders. (1)  
 The Chapter attended Regional Conclave with at least 1 member. (1)  
 The Chapter attended Regional Conclave with 5 or more members. (1)  
**Location of Regional Conclave:**  
**Number of Chapter Members Attended:**  
 The Chapter attended the Strategic Leadership Conference or Grand Chapter. (1)  
 The Chapter conducted an officer transition retreat. (1)  
**Date, Time, Place of Retreat:** \_\_\_\_\_  
 \_\_\_\_\_

## OPERATIONS DIVISION POINTS (20)

**EXECUTIVE DIVISION (20)**

The Executive Division has many important responsibilities. An environment of scholastic achievement is vital to the chapter. Campus leadership and academic achievement are vital to the development of members. Managing risk will maintain a safe and enjoyable atmosphere for members and guests alike.

**ASSOCIATE SCHOLARSHIP****Fall Associate Scholarship**

All Associates admitted with a minimum 2.25 GPA (1)

Associates established a daily study table. (1)

**Spring Associate Scholarship**

All Associates admitted with a minimum 2.25 GPA (1)

Associates established a daily study table. (1)

**CHAPTER SCHOLARSHIP**

The Chapter had a Fall semester cumulative GPA of 2.75 or better. (1)

**Overall Chapter GPA:** \_\_\_\_\_

The Chapter had a Spring Semester cumulative GPA of 2.75 or better. (1)

**Overall Chapter GPA:** \_\_\_\_\_

The Chapter has a documented study plan. (1)

The Chapter participated in the Roskens Scholarship Program. (1)

**CHAPTER LEADERSHIP**

Over 25% of members hold leadership positions in campus organizations. (1)

**Include on Roster to Attach.**

100% of members held an elected/appointed position or served on a Chapter committee. (1)

**Include on Roster to Attach.**

A chapter member applied for a National Award (1)

**Name:** \_\_\_\_\_ **Award:** \_\_\_\_\_

The Chapter has a Judicial Board composed of three undergraduate members, an alumnus member and a chapter advisor. (1)

**Include on Roster to Attach.**

The Chapters Judicial Board meets at least semesterly to resolve questions of interpretation of the by-laws and member discipline issues. (1)

**RISK MANAGEMENT**

The Chapter instructed its members and associate members about the Risk Management Policy and Code of Conduct in the Fall Semester. (1)

**Date of Instruction:** \_\_\_\_\_

The Chapter instructed its members and associate members about the Risk Management Policy and Code of Conduct in the Spring Semester. (1)

**Date of Instruction:** \_\_\_\_\_

The Chapter is in good standing with the Headquarters. (1)

The Chapter has paid the risk management fee. (1)

The Chapter hosted or attended a risk management workshop. (1)

**Name of the Workshop:** \_\_\_\_\_

**Date of the Workshop:** \_\_\_\_\_

The Chapter did not have a minor risk management violation. (1)

The Chapter did not have a major risk management violation. (1)

**EXECUTIVE DIVISION POINTS (20)**

Creating a healthy environment for scholastic achievement is key to the success of your chapter.

All members of your chapter should be involved in another student organization. This is a great opportunity to meet potential new members and to build relationships with faculty.

Managing your chapters risk is necessary to insure guests and members are safe and treated with respect.

**MEMBERSHIP DIVISION (30)**

The recruitment of new members is the lifeblood of Sigma Tau Gamma Fraternity. The cornerstone of joining Sigma Tau Gamma is that membership is a lifelong commitment. The following questions examine your chapter's commitment to developing and educating associates and initiated members through the Path of Principles. There are a total of 30 points that can be earned in the Membership Division.

**RECRUITMENT**

Summer Recruitment is a great way to meet potential new members before the School year begins. These recruitment events can include going to a baseball game, cookouts and other small event settings.

Recruitment Reloaded is the premier recruitment program offered by the Headquarters free of charge to each undergraduate chapter. Recruitment Reloaded teaches undergraduate members ways to implement a year round Dynamic recruitment process utilizing small events.

The Ritual of Sigma Tau Gamma is the common thread that holds our Fraternity together. It links you to the Founders and the 80,000 other men that have been initiated into the ranks of Sigma Tau Gamma. Our Ritual should always be respected.

\_\_\_ The Chapter held at least one summer recruitment event. (1)  
**Description of Event:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**What was the Outcome?:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter participated in a Recruitment Reloaded presentation. (1)  
**Name of Presenter(s):** \_\_\_\_\_  
**Date, Time, and Place:** \_\_\_\_\_

\_\_\_ The Chapter practiced year round recruitment. (1)  
**Provide Examples of Events or Strategies you use Year Round:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
**What are the Outcomes?:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter Associated 50% of the chapter size. (6)  
**Number of initiated members as of September 15th:** \_\_\_\_\_ (a)  
**Total number of associate members as of April 15th:** \_\_\_\_\_ (b)  
**(b) / (a) x 100 =** \_\_\_\_\_

\_\_\_ The Chapter Initiated 80% of Associated members. (6)  
**Total number of new members associated as of April 15th:** \_\_\_\_\_ (a)  
**Total number of new members initiated as of June 15th:** \_\_\_\_\_ (b)  
**(b) / (a) x 100 =** \_\_\_\_\_

**RITUAL**

\_\_\_ The Chapter has a Ritual Committee and has reviewed the Ritual. (1)  
**Name of the Ritual Chairman:** \_\_\_\_\_

\_\_\_ The Chapter has the most up to date version of the Collegiate Ritual Manual. (1)  
**Version:** \_\_\_\_\_

\_\_\_ Ritual equipment is complete and includes a sufficient number of Ritual Stoles. (1)  
**Semester purchased:** \_\_\_\_\_  
**Number of Stoles:** \_\_\_\_\_

**MEMBERSHIP DIVISION (CONTINUED)**

The recruitment of new members is the lifeblood of Sigma Tau Gamma Fraternity. The cornerstone of joining Sigma Tau Gamma is that membership is a lifelong commitment. The following questions examine your chapter's commitment to developing and educating associates and initiated members through the Path of Principles. There are a total of 30 points that can be earned in the Membership Division.

**PATH OF PRINCIPLES****Fall Associate Path of Principles (6)**

Associates received the Path of Principles Member Record and Manual. (1)

A New Member Application and Risk Management Policy was filled out, signed, and submitted to Headquarters by each member of the associate class. (1)

Associate Class meetings were held each week. (1)

**Day, Time, and Place of Associate Class Meetings:** \_\_\_\_\_

Associate Members were associated in the 2nd week of education. (1)

**Date, Time, and Place of Association Ceremony:** \_\_\_\_\_

Associate Members were initiated in the 4th week of education. (1)

**Date, Time, and Place of Initiation Ceremony:** \_\_\_\_\_

New Members participated in the 4th Degree in the 8th week of education. (1)

**Date, Time, and Place of Loyalty Ceremony:** \_\_\_\_\_

**Spring Associate Path of Principles (6)**

Associates received the Path of Principles Member Record and Manual. (1)

A New Member Application and Risk Management Policy was filled out, signed, and submitted to Headquarters by each member of the associate class. (1)

Associate Class meetings were held each week. (1)

**Day, Time, and Place of Associate Class meetings:** \_\_\_\_\_

Associate Members were associated in the 2nd week of education. (1)

**Date, Time, and Place of Association Ceremony:** \_\_\_\_\_

Associate Members were initiated in the 4th week of education. (1)

**Date, Time, and Place of Initiation Ceremony:** \_\_\_\_\_

New Members participated in the 4th Degree in the 8th week of education. (1)

**Date, Time, and Place of Loyalty Ceremony:** \_\_\_\_\_

**MEMBERSHIP DIVISION POINTS (30)**

Certain Rituals are public and alumni, parents, and friends should be invited to attend. Alumni should be invited to attend the secret Rituals such as the Ceremony of Initiation.

The Path of Principles begins as an associate member and continues as an upperclassmen and an alumnus. The Path of Principles is the very definition of Sigma Tau Gamma. It permeates all aspects of our Fraternity and its operations. The Path only just begins during associate education

**PROGRAMS DIVISION (20)**

The Program Division plays a valuable part of retaining members. Members and potential new members must see the value of staying involved in your chapter and joining your chapter. A strong Programs Division will keep members engaged in your chapter. There are a total of 20 points that can be earned in the Program Division.

**FALL SEMESTER**

**Social Activities**

\_\_\_ The Chapter held at least two alcohol-free social events. (1)

**Dates and Description of Events:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter participated in school sponsored Homecoming activities. (1)

\_\_\_ The Chapter held a Fall Semester Awards Banquet in compliance with the Risk Management Policy. (1)

**Date, Time, and Place:** \_\_\_\_\_  
 \_\_\_\_\_

**Brotherhood Activities**

\_\_\_ The Chapter held weekly alcohol-free brotherhood events. (1)

**Description of Events:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter held weekly brotherhood meals. *50% attendance required.* (1)

**Day, Time, and Place of weekly brotherhood meal:** \_\_\_\_\_  
 \_\_\_\_\_

**Intramurals**

\_\_\_ The Chapter sponsored at least two intramural teams. (1)

**Sports:** \_\_\_\_\_  
 \_\_\_\_\_

**Charitable Service:**

\_\_\_ The Chapter completed 10 hours of charitable service per member. (2)

**(Number of Hours) / (Number of Members):**

	Event	Hours	Dollars
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
	<b>Total:</b>	<b>Hours</b>	<b>Dollars</b>

Social events are a great way for members of the chapter to interact with each other. Be sure that each social activity follows the Risk Management Policy.

Breaking bread with your fellow brothers is fundamental to developing the bonds of brotherhood. Be sure that these brotherhood meals are alcohol-free.

Participation in intramurals is the best way to build teamwork among the members of your chapter.

**PROGRAMS DIVISION (CONTINUED)**

The Program Division plays a valuable part of retaining members. Members and potential new members must see the value of staying involved in your chapter and joining your chapter. A strong Programs Division will keep members engaged in your chapter. There are a total of 20 points that can be earned in the Program Division.

**SPRING SEMESTER**

**Social Activities**

\_\_\_ The Chapter held at least two alcohol-free social events. (1)

**Dates and Description of Events:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter participated in school sponsored Greek Week activities. (1)

\_\_\_ The Chapter held a White Rose Formal Awards Banquet in compliance with the Risk Management Policy. (1)

**Date, Time, and Place:** \_\_\_\_\_  
 \_\_\_\_\_

**Brotherhood Activities**

\_\_\_ The Chapter held weekly alcohol-free brotherhood events. (1)

**Description of Events:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ The Chapter held weekly brotherhood meals. *50% attendance required.* (1)

**Day, Time, and Place of weekly brotherhood meal:** \_\_\_\_\_  
 \_\_\_\_\_

**Intramurals**

\_\_\_ The Chapter sponsored at least two intramural teams (1)

**Sports:** \_\_\_\_\_  
 \_\_\_\_\_

**Charitable Service:**

\_\_\_ The Chapter completed 10 hours of charitable service per member. (2)

**(Number of Hours) / (Number of Members):**

	Event	Hours	Dollars
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
	<b>Total:</b>	<b>Hours</b>	<b>Dollars</b>



**PROGRAMS DIVISION (CONTINUED)**

The Program Division plays a valuable part of retaining members. Members and potential new members must see the value of staying involved in your chapter and joining your chapter. A strong Programs Division will keep members engaged in your chapter. There are a total of 20 points that can be earned in the Program Division.

**COMMUNICATION**

\_\_\_ The Chapter sent out an alumni newsletter at least once each semester. (1)

\_\_\_ The Chapter sponsored an alumni event. (1)

**Number of Alumni in attendance:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ The Chapter held a Parents' Day/ Weekend event. (1)

**Number of Parents in attendance:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ The Chapter has an up-to-date website. (1)

**URL of Chapter Website:** \_\_\_\_\_

**Login Information if Available:** \_\_\_\_\_

\_\_\_ **PROGRAMS DIVISION POINTS (20)**

**FINANCE DIVISION (20)**

The Finance Division is responsible for managing your chapter's finances. This is one of the most critical positions within the operation of the chapter. Maintaining a system of checks and balances will help your chapter maintain its financial integrity. There are a total of 20 points that can be earned in the Finance Division.

## Example Divisional Budget Items:

Presidential Division  
Academy, supplies for PR, etc

Executive Division  
Plaques, Scholar Dinners, etc

Membership Division  
Recruitment, Initiation, etc

Program Division  
Formals, Socials, Intramurals,  
Brotherhood events, etc

Finance:  
House improvement, Food service,  
obligations to Headquarters, etc

**CHAPTER BUDGET**

- The Chapter created a budget that included National Dues, Grand Chapter Fees, and Risk Management Fees for the fall semester. (1)
- The Chapter created a budget that included National Dues, Grand Chapter Fees, and Regional Conclave Registration for the spring semester. (1)
- The Chapter Budget included a section for the Presidential Division. (1)
- The Chapter Budget included a section for the Executive Division. (1)
- The Chapter Budget included a section for the Membership Division. (1)
- The Chapter Budget included a section for the Program Division. (1)
- The Chapter Budget included a section for the Finance Division. (1)

**FINANCIAL PUNCTUALITY**

- Dues and Grand Chapter fees were paid to Headquarters within 30 Days. (1)
- Dues and Grand Chapter fees were paid to Headquarters within 20 Days. (1)
- Dues and Grand Chapter fees were paid to Headquarters within 10 Days. (1)
- Risk Management Fee was paid in full by October 15. (1)
- Risk Management Fee was paid in full by September 15. (1)
- All associate members have paid their association fee by the second week of education. (1)
- All associate members paid their initiation fee by the fourth week of education. (1)

**FINANCIAL RESPONSIBILITY**

- The Chapter requires two signatures on all checks. (1)
- Where are your chapter's accounts held?:** \_\_\_\_\_
- \_\_\_\_\_
- The Chapter's budget is reviewed by an Advisor. (1)
- Advisor's Name:** \_\_\_\_\_
- The Chapter funds are not used for the purchase of alcohol. (1)
- The average accounts receivable (AR) as of November 31, was less than \$30 per member. (1 Point)
- Total amount of dues unpaid as of November 31:** \_\_\_\_\_ (a)
- Total number of members as of November 31:** \_\_\_\_\_ (b)
- (a) / (b):** \_\_\_\_\_
- The average accounts receivable (AR) as of November 31, was less than \$15 per member. (1)
- The average accounts receivable (AR) as of November 31, was less than \$5 per member. (1)

**FINANCE DIVISION POINTS (20)**

Scores are not final until verified by the Headquarters staff and may be subject to adjustment based on probationary status, risk management violations, or other conditions at the discretion of staff, which also may affect a chapter's eligibility for National Awards. Chapters may be audited to verify accuracy of scores.

Try creating rosters, budgets, and calendars in Microsoft Excel. Such programs will often include templates that will help you create these documents easily. Several budgeting tools are available electronically from the Headquarters or your Leadership Consultant.

## COMPLETION

### TOTAL SCORE

Operations Division	(20)	_____
Executive Division	(20)	_____
Membership Division	(30)	_____
Programs Division	(20)	_____
Financial Division	(20)	_____
Total	(110)	_____

Total Score:

### ATTACHMENTS

#### Attachment #1 - Roster

Should include names, cell phone numbers, local address, expected graduation semester, chapter position, and positions in other organizations.

#### Attachment #2 - Budget

Includes payables and receivables, detailed estimates for all chapter programs and divisions.

#### Attachment #3 - Calendar

All items in this packet that require a date should be placed on this calendar.

#### Attachment #4 - Example Agenda

#### Attachment #5 - Example Minutes

### GOAL SETTING

The information in this packet should be used by you as a chapter, in collaboration with an Alumni, Faculty or Greek Affairs Advisor at your college or university, to develop goals. The definition of excellence is not perfection but rather to strive for superior performance. Excellence is about constant and intentional improvement.

#### Goal Setting Exercise:

##### Fall Goal Setting

1. Complete as much of the packet as you can at the end of Fall Semester.
2. As a chapter or executive board, evaluate the chapter's strengths and weaknesses after the Fall Semester.
3. Identify areas where the chapter should improve in the Spring Semester and set real and specific goals to achieve in those areas.
4. Document this exercise and record your goals. Share them with the entire chapter and provide a copy to each advisor.

##### Spring Goal Setting

1. At the end of the Spring Semester complete this packet.
2. As a chapter or executive board, evaluate the chapter's strengths and weaknesses after the Spring Semester.
3. Evaluate the chapter's use of the goals set at the end of Fall Semester.
4. Set goals for the coming summer and Fall Semester.
5. Document this exercise and record your goals. Share them with the entire chapter and provide a copy to each advisor.

**ADVISORS:**

To complete this packet, the chapter must do a goal setting exercise and share the outcomes of the exercise with you. Please do not certify this document until you have discussed the chapter's goals.

All signatures on this page are required for your Chapter Awards Packet to be scored. In the event that your chapter does not have a faculty or alumni advisor, you may leave the signature blank. If your school does not have a Greek Affairs Advisor, have a comparable University Official sign the packet.

**NOTE TO CHAPTER ADVISORS AND UNIVERSITY OFFICIALS:**

This document is not a list of the minimum requirements our chapters must meet to maintain good standing in the Fraternity. Rather, it is a roadmap for our chapters to follow to achieve success. You play an important role in helping our members reach their potential, and we appreciate your efforts. Should you have any questions, please feel free to contact Sigma Tau Gamma Fraternity Headquarters at 660-747-2222 for assistance.

**CERTIFICATION**

We certify that the information contained within this report is correct and accurately reflects the programs and status of this chapter.

\_\_\_\_\_  
**Chapter President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chapter Secretary**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Alumni Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Greek Affairs Advisor**

\_\_\_\_\_  
**Date**

**IMPORTANT:**

You packet is due by May 15 and is not complete until you have finished all four of the following:

- Certification Signatures.**
- Tally your Total Score.**
- Include all Attachments.**
- Complete the Goal Setting Exercise.**