

PYRAMID PROGRAM SUBMISSION GUIDE

The Pyramid Program & Documentation

The Pyramid Program is Delta Sigma Phi's annual accreditation and assessment tool, and requires that each chapter submit documentation to affirm their completion of up to 20 components organized into "Membership," "Fraternal Standards," "Vision & Impact," and "Elevation" sections.

Documentation may be submitted throughout the academic year. Resources to assist chapter officers and advisors in their collection of documentation and completion of the various components of the Pyramid Program can be found at www.deltasig.org/chapters/pyramid-program/

On the website, officers and advisors will have access to:

- A general overview of the Pyramid Program components and required documentation
- Single page resources for each component, detailing the intent and some best practices observed at chapters across the country
- A suggested timeline indicating when documentation for the various components are typically ready to submit

Submission Process

For the 2016-2017 academic year, the Fraternity will utilize Google Drive for chapters to submit documentation for the components of the Pyramid Program throughout the year.

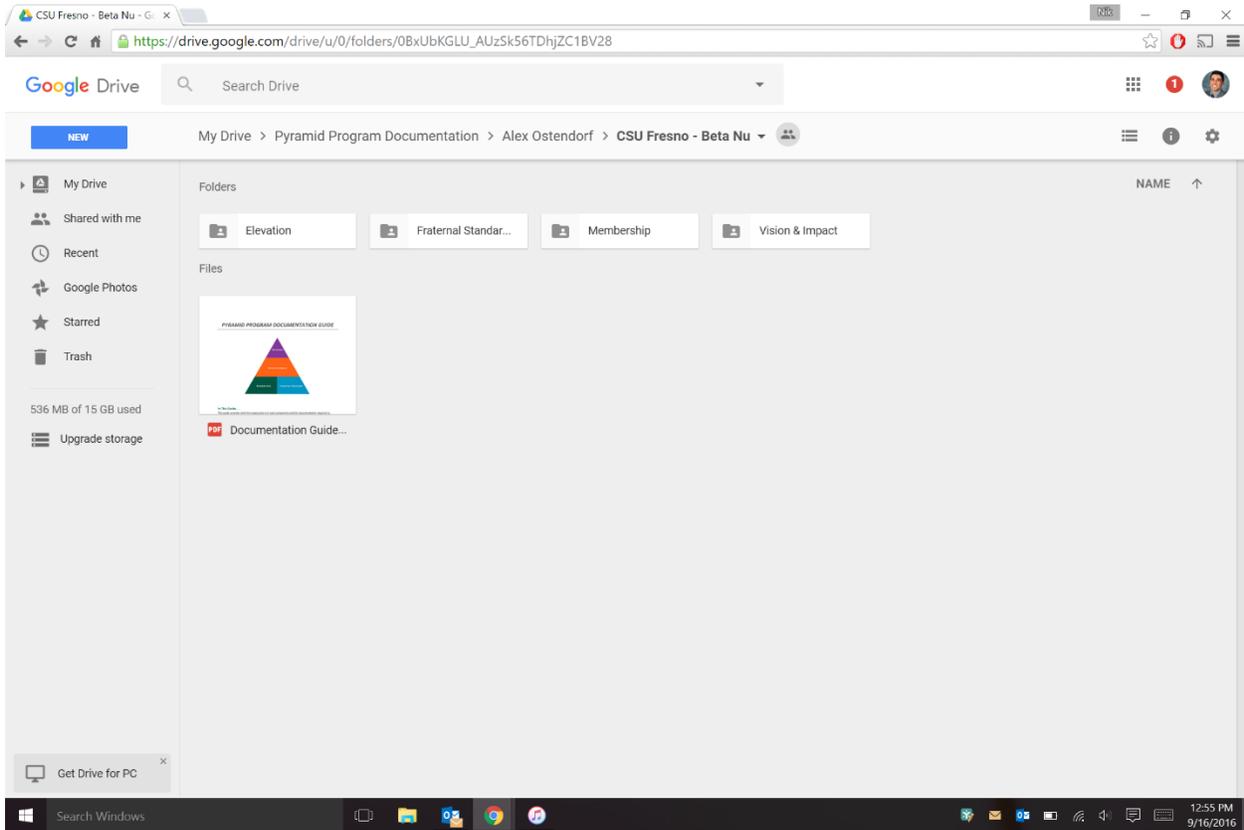
As documentation is collected (we advise that the Secretary oversee collection of documentation), officers or membership can upload the files to the proper folder. Folders for each chapter will be shared with the chapter's officers by their Chapter Support Specialist.

Files must be correctly titled to be reviewed. **All documentation must be submitted no later than June 1, 2017.**

Step-By-Step Guide

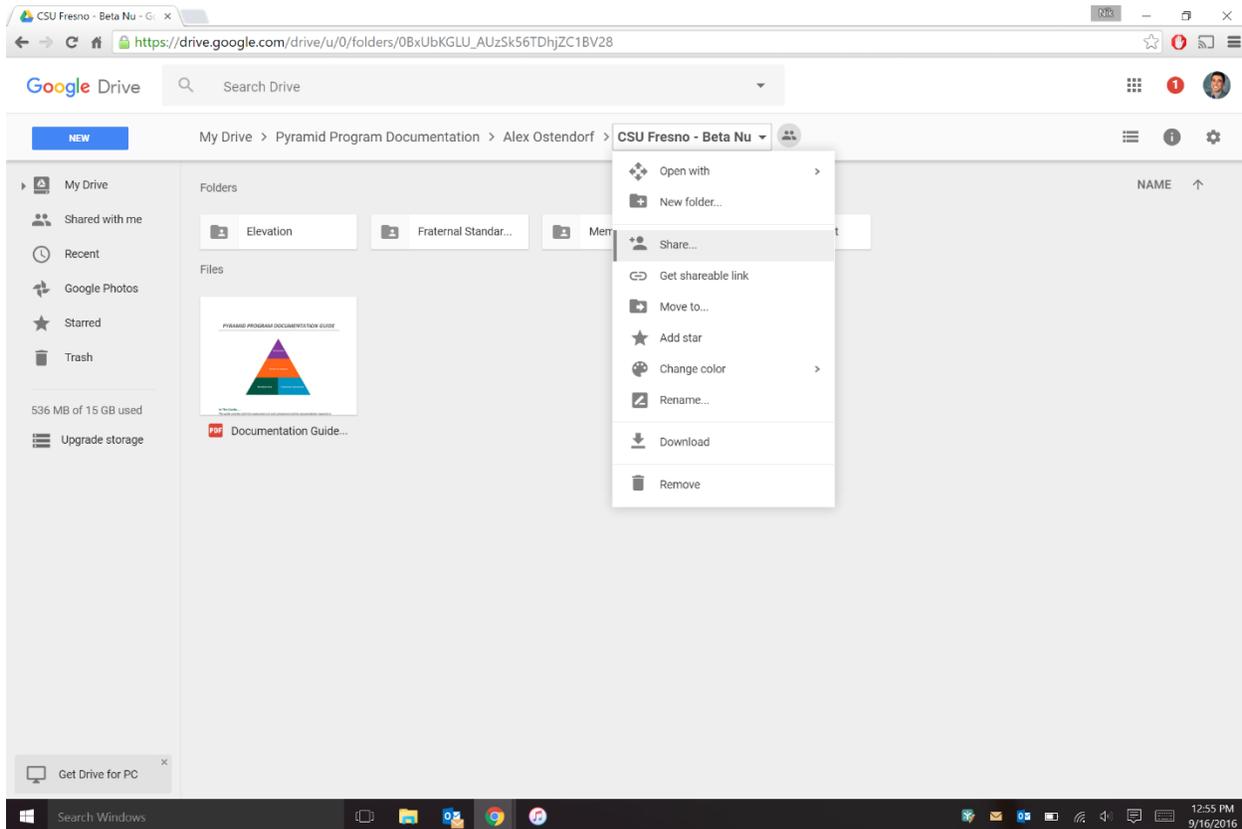
There are 5 simple steps to uploading your documentation. Follow the directions on the next several pages and use the accompanying screen shots to help yourself, other chapter members, or advisors become familiar with the process.

1. Chapter Support Specialist Shares Google Drive Folder with Chapter Officers.



When opened, the folder will include a documentation guide and four additional folders, one for each section of the Pyramid Program.

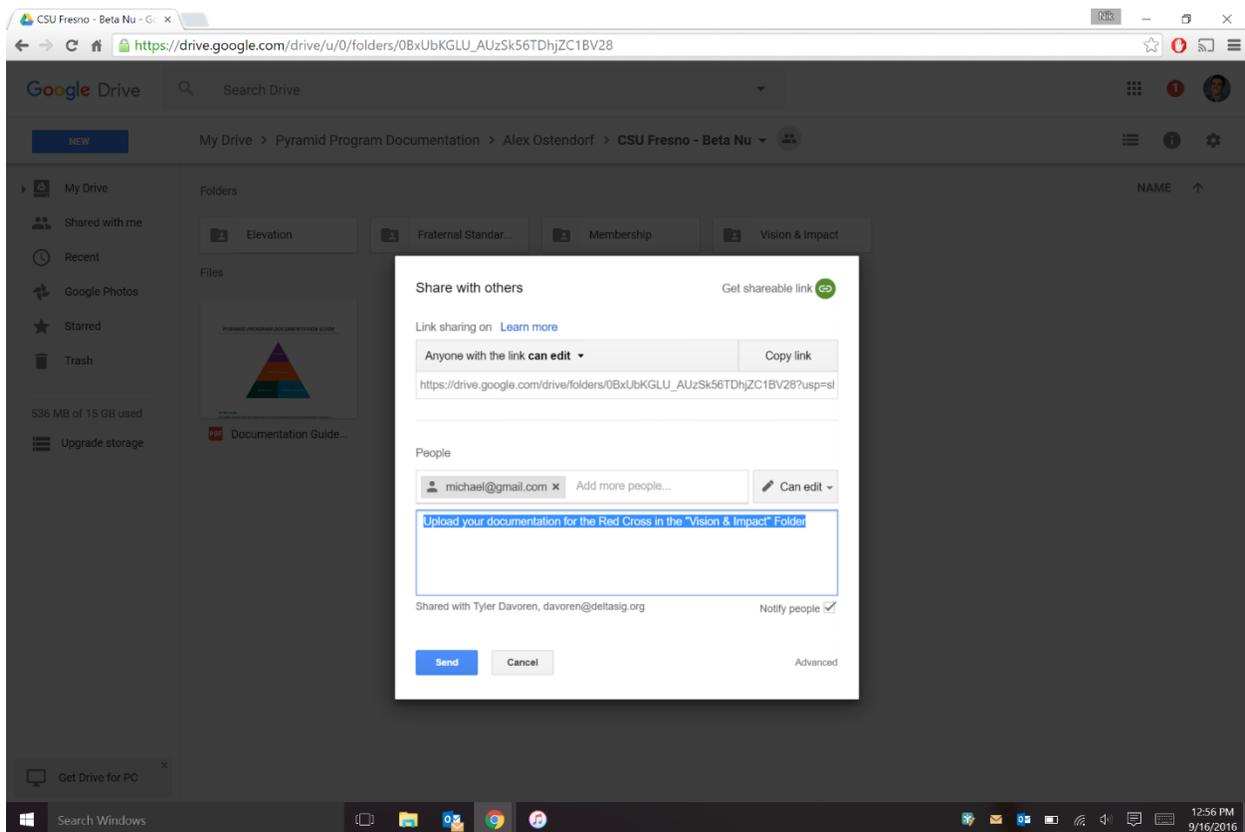
2. Chapter Officers can share the entire folder, or individual folders and files, with other members of the chapter, such as chairmen.



Right click on the main folder at the top of the page or one of the section subfolders (for example, “Elevation”).

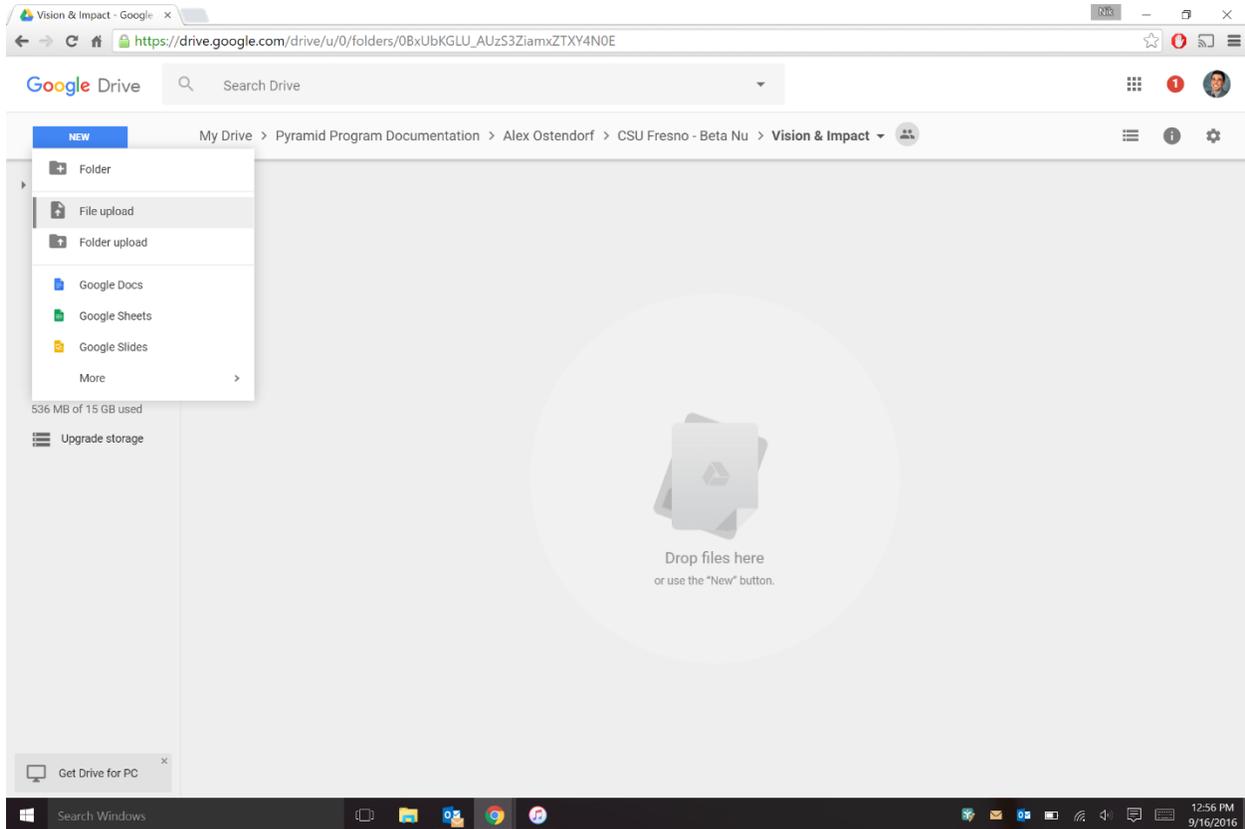
- a. Choose “Share” to share the folder with a specific email address(es)
- b. Choose “Get Sharable Link” to share a link to the folder [NOTE: Any person who obtains the link will have access to the folder. To limit access, share directly with someone who has a gmail account]

Step 2 Cont'd



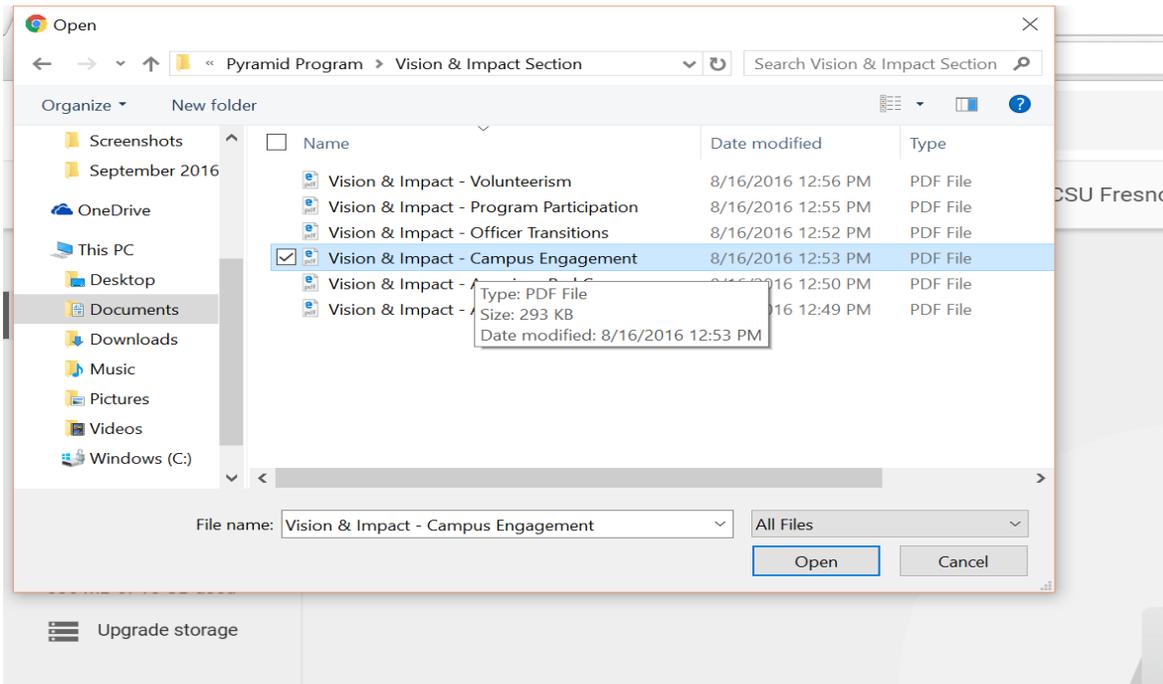
When sharing, you can include multiple email addresses and a note with instructions for those receiving the folder.

3. Use the “New” icon at the top left to upload a file or folder to one of the four section folders

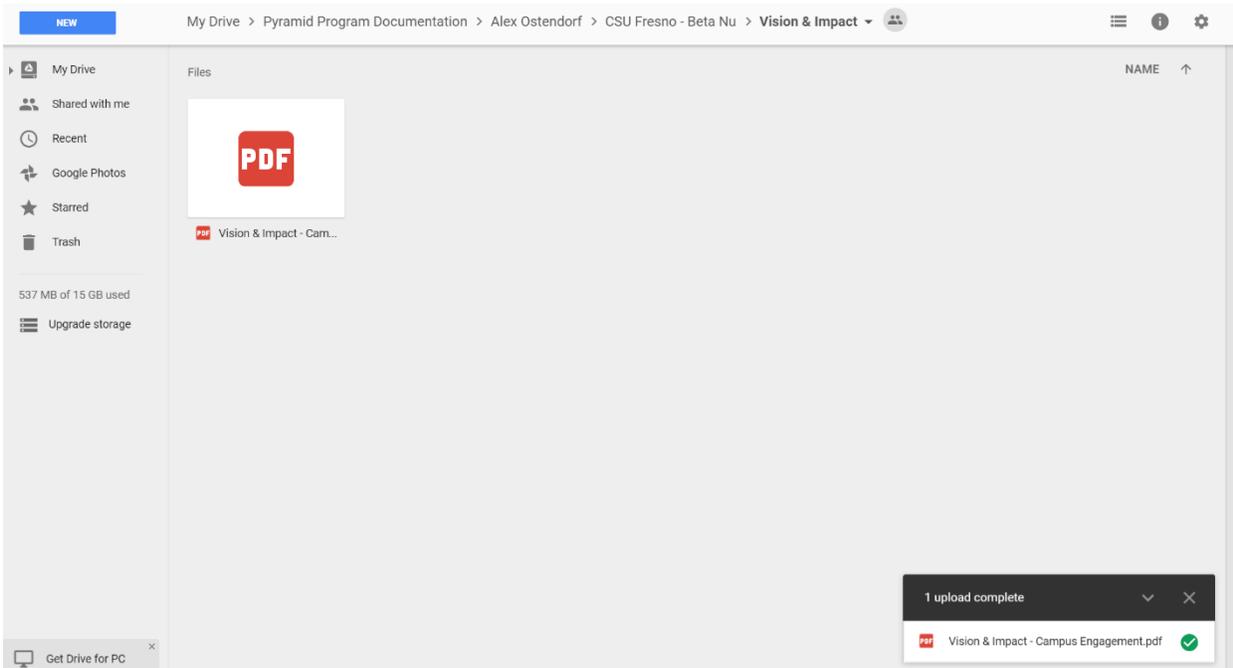


After opening the “Vision & Impact” subfolder, or any section subfolder, look to the top left, click “new” and choose whether to upload a file, folder, or to create a new file using Google Drive.

4. Name the documentation you wish to upload: “[SECTION] – [COMPONENT]”



This step is critical to reduce confusion during the grading process and will allow Chapter Support Specialists and Chapter Secretaries to have a better grasp of what has been submitted and what still needs to be collected/submitted.



When uploaded, the documentation uploaded here is titled “Vision & Impact – Campus Engagement.” You will see the file appear in the folder and a confirmation appear at the bottom right corner of the window indicating that the file has successfully been uploaded.

- 5. If you would like your Chapter Support Specialist to review your documentation prior to the June 1, 2017 deadline, simply send him an email.**

For Additional questions, please reach out to your Chapter Support Specialist or Patrick Hall, Director of Chapter Support, at hall@deltasig.org