



PYRAMID PROGRAM

Delta Sigma Phi's college chapter awards program, the Pyramid Program, is rooted in the values and strategic plan for the Fraternity, Vision 2025. Delta Sigma Phi believes in, and built Vision 2025 around its three historical values: Culture, Harmony, and Friendship. At the end of each academic year, chapters have the opportunity to win the Pyramid of Excellence award or the Chapter of Distinction award.

Pyramid Program Instructions:

The Pyramid Program is divided into four areas: Chapter Operations, Culture, Harmony, and Friendship. In each area, applicants will find categories with a description of what constitutes as an essential operation, improved operation, and high performing operation. In addition, applicants will find the tool that should be used to submit the information in each category as well as due dates, a link to the form, and the college chapter officer responsible for submitting the materials.

Note: If you are unable to meet any of the deadlines indicated in this document, please consult your Chapter Support Specialist.

Scoring Your Chapter's Pyramid Program:

1. Essential Operations: College chapters who achieve at this level are eligible for Delta Sigma Phi college chapter awards and will receive 1 point towards their overall score.
2. Improved Operations: College chapters who achieve at this level will receive 2 points towards their overall score.
3. High Performing Operations: College chapters who achieve at this level will receive 3 points towards their overall score.

College chapters will have the opportunity to gain at least 3 points per category. If there is an "X" in either the "improved" or "high performing" columns that means that only one or two points is the maximum that chapters can receive for that category. For example, under "Chapter Operations", the category "chapter bylaws" is only worth one point as there is an x in both "improved operations" and "high performing operations". Chapters will receive zero points if they do not achieve at one of the three levels.

Chapter Operations

Each chapter of Delta Sigma Phi Fraternity will strive for excellence in chapter operations.

Category	Essential Operations	Improved Operations	High Performing Operations	Submission Tool	Officer Responsible
Chapter Bylaws	Chapter bylaws are reviewed by executive officers and submitted to Fraternity HQ.	X	X	Chapter bylaws are due at the beginning of the Fall term. If the chapter makes changes to their bylaws during the academic year, the chapter must resubmit their bylaws by the close of the academic year. Form: College Chapter Bylaws Form Due: October 15 th	Sergeant at Arms
Chapter Meetings	Chapter organizes no fewer than fifteen chapter meetings that meet quorum annually.	Chapter organizes no fewer than twenty chapter meetings that meet quorum annually.	Chapter organizes no fewer than twenty-five chapter meetings that meet quorum annually.	Tool: Chapter Attendance Tracker provided by Fraternity HQ. Form: Chapter Attendance Tracker Form Due: <i>Fall:</i> February 1 st <i>Spring:</i> April 1 st	Secretary
Chapter Reports	All fraternity reports are submitted by designated deadlines annually. Reports include: <i>Status Report, R&A Form, New Member Report, Men Not Initiating Report if applicable, Badge Request Form, Chapter Officer Update report, and Chapter Operations Survey.</i>	X	X	Forms: Forms and Reports page on Delta Sigma Phi website. Due: varies for each form	President

<p>Financial Plan</p>	<p>Chapter is current on all dues and fees by designated dates. Chapter submits budget, 990, and OmegaFi or LegFi adoption.</p>	<p>Chapter is current on all dues and fees by designated dates. Chapter submits budget, 990, and OmegaFi or LegFi adoption.</p> <p>Chapter designates 2.5% of budget to savings.</p>	<p>X</p>	<p>Tool: Chapter must submit Chapter Budget utilizing the Chapter Budget Template provided by Fraternity HQ: Semester Schools Quarter Schools</p> <p>Form: College Chapter Budget Form</p> <p>Due: At the first payment of the semester/term</p> <p><i>Note: Chapter Support Specialist will provide confirmation of LegFi or OmegaFi adoption and submission of 990 if chapter utilizes LegFi or OmegaFi</i></p>	<p>Treasurer</p>
<p>Fraternity Policy</p>	<p>Chapter reviews Fraternity policies in at least one of the following ways twice annually:</p> <p>Chapter members complete online LAMP modules on Fraternity policy (confirmation via CSS)</p> <p>AND/OR</p> <p>Presentation hosted by campus professional, alumni, or HQ staff member.</p>	<p>Chapter reviews Fraternity policies in at least one of the following ways twice annually:</p> <p>Chapter has 80% of members complete online LAMP modules on Fraternity policy (confirmation via CSS)</p> <p>AND/OR</p> <p>Presentation hosted by campus professional, alumni, or HQ staff member.</p>	<p>X</p>	<p>Form: R&A Form; The Lamp</p> <p>Due: <i>Fall:</i> September 15th <i>Fall (Quarter Schools):</i> October 15th <i>Spring:</i> March 15th</p>	<p>President and Sergeant at Arms</p>

Culture

Delta Sigma Phi encourages the pursuit of knowledge and intellectual development in our chapters and members.

Category	Essential Operations	Improved Operations	High Performing Operations	Submission Tool	Officer Responsible
Academic Performance	<p>Submitted academic plan and grade reports for all terms.</p> <p>Chapter GPA is at or above the all men's GPA.</p>	<p>Submitted academic plan and grade reports for all terms.</p> <p>Chapter GPA is at or above the all campus GPA.</p>	X	<p>Tool: Chapter submits academic plan via the Academic Plan template provided by Fraternity HQ.</p> <p>Form: Grade Report Form</p> <p>Due: <i>Fall:</i> February 1st <i>Winter (Quarter Schools):</i> April 1st <i>Spring:</i> September 1st <i>(Note that we will need the Spring report by June 1st for awards purposes)</i></p>	Vice President of Membership Development or Academic Chair
Campus Education	<p>Chapter meets all campus requirements for attendance at Fraternity/Sorority Life educational programs.</p>	X	X	<p>Email or letter confirmation from University staff that oversees Fraternity and Sorority Life.</p> <p>Form: Campus Education Attendance Verification</p> <p>Due: June 1st</p>	President

Career Development	Chapter hosts or participates in at least one career development workshop annually. Workshops cannot be facilitated by an undergraduate.	Chapter hosts or participates in at least two career development workshops annually. Workshops cannot be facilitated by an undergraduate.	Chapter hosts or participates in at least two career development workshops annually. Workshops cannot be facilitated by an undergraduate.	<p>Form: Program/Presentation Reporting Form</p> <p>Due: Upon completion of program</p>	Vice President of Membership Development or Vice President
		50% of members meet with a university appointed career services employee to discuss career planning	75% of members meet with a university appointed career services employee to discuss career planning	<p>Tool: Career Planning Tracker</p> <p>Form: Career Planning Tracker</p> <p>Due: After each workshop/presentation. No submissions will be counted after June 1st</p>	
Chapter Officer Education	All executive officers and committee chairmen complete the designated LAMP module(s) related to their specific position. Executive officers participate in transition and training workshop/retreat facilitated by chapter advisor, campus professional, or national representative. Workshop should take place within one-month of elections.	X	X	<p>Tool: Officer Transition Confirmation</p> <p>Form: Officer Transition Confirmation Form</p> <p>Due: Upon completion of officer transitions</p>	President
Fraternity Education	Participation in each Delta Sigma Phi National Fraternity educational program: Delta Sigma Phi LEAD Weekends and Presidents Academy. At least two members submit completed applications for the Leadership Institute.	X	X	<p>Confirmation from Chapter Support Specialist</p> <p>Due: Please see application due dates for all Fraternity programming for the 2019-2020 academic year.</p>	President

Fraternity Education	Participation in each Delta Sigma Phi National Fraternity educational program: Delta Sigma Phi LEAD Weekends and Presidents Academy. At least two members submit completed applications for the Leadership Institute.	X	X	Confirmation from Chapter Support Specialist Due: Please see application due dates for all Fraternity programming for the 2019-2020 academic year.	President
New Member Education	New members complete Delta Sigma Phi's Fraternity's 6 week New Member Program.	New members complete Delta Sigma Phi's Fraternity's 4 week New Member Program.	X	Form: New Member Report Due: To be submitted following the Pinning Ceremony	New Member Educator
	100% of new members complete part 1 of GreekLifeEdu with in the first two weeks of the new member education process and part 2 by designated deadlines.	100% of new members complete part 1 of GreekLifeEdu with in the first two weeks of the new member education process and part 2 by designated deadlines.	X	Confirmation from Chapter Support Specialist	
Prevention Programming	Chapter completes two prevention programs, with minimum 80% chapter attendance, in two of the 4 following areas: alcohol, drugs, hazing and sexual assault prevention.	Chapter completes three prevention programs, with minimum 80% chapter attendance, in three of the 4 following areas: alcohol, drugs, hazing and sexual assault prevention.	Chapter completes four prevention programs, with minimum 80% chapter attendance, in the four areas: alcohol, drugs, hazing and sexual assault prevention.	Form: Program/Presentation Report Form Due: After each workshop/presentation. No submissions will be counted after June 1 st	Sergeant at Arms
			Chapter has not been found responsible for violating Fraternity policy throughout the academic year.	Confirmation from Chapter Support Specialist	

Harmony

Members of Delta Sigma Phi commit themselves to high standards of conduct and bettering themselves and the world around them.

Category	Essential Operations	Improved Operations	High Performing Operations	Submission Tool	Officer Responsible
Campus Involvement	Chapter participates (25% or more in attendance) or hosts at least one campus event with a non-fraternity/sorority student organizations or with a campus department.	Chapter participates (25% or more in attendance) or hosts at least one campus event with a non-fraternity/sorority student organizations or with a campus department.	Chapter participates (25% or more in attendance) or hosts at least one campus event with a non-fraternity/sorority student organizations or with a campus department.	<p>Tool: Email or letter from representative from partner organization containing description of event and number of attendees.</p> <p>Form: Campus Engagement Tracker Form</p> <p>Due: June 1st</p>	Vice President of Membership Development
		80% of members are members in at least one additional student organization.	<p>80% of members are members in at least one additional student organization.</p> <p>15% of members serve as an elected officer in another student organization.</p>	<p>Tool: Campus Engagement Tracker</p> <p>Form: Campus Engagement Tracker Form</p> <p>Due: June 1st</p>	

Community Support	Chapter submits Community Support Plan provided by Fraternity HQ.	Chapter submits Community Support Plan provided by Fraternity HQ.	Chapter submits Community Support Plan provided by Fraternity HQ.	Tool: Community Support Plan Form: Community Support Plan Due: June 1 st	Vice President or Philanthropy Chair
	Chapter hosts and/or participates in at least one service and/or fundraising event annually to benefit a local community partner. 50% or more of the chapter must be in attendance.	Chapter hosts and/or participates in at least two service and/or fundraising event annually to benefit a local community partner. 50% or more of the chapter must be in attendance.	Chapter hosts and/or participates in at least three service and/or fundraising event annually to benefit a local community partner. 50% or more of the chapter must be in attendance.	Tool: Chapter Attendance Tracker Form: Chapter Attendance Tracker Due: <i>Fall:</i> February 1 st <i>Spring:</i> February 1 st	
Interfraternal Community	Chapter attends at least 80% of IFC meetings	X	X	Confirmation from council executive officer Form: Interfraternal Community Form Due: June 1 st	President
Member Support & Accountability	Members of the Standards Board must complete LAMP module for Standards Board members. Chapter completes the Standards Board Verification form.	X	X	Confirmation from Chapter Support Specialist; The Lamp Form: Standards Board Verification Form Due: October 15 th	Sergeant at Arms

Friendship

Members of Delta Sigma Phi Fraternity form lifelong bonds based on the values of our ritual and secured by honesty, integrity, and care.

Category	Essential Operations	Improved Operations	High Performing Operations	Submission Tool	Officer Responsible
Recruitment	Submitted new member recruitment plan	Submitted new member recruitment plan	Submitted new member recruitment plan	Tool: Chapter utilizes Fraternity's Recruitment Plan Template . Form: Recruitment Plan Form Due: <i>Fall:</i> September 15 th <i>Spring:</i> December 1 st	Vice President of Recruitment or Recruitment Chair
		Active use of ChapterBuilder.	Active use of ChapterBuilder.	Confirmation from Chapter Support Specialist	
			Chapter reached the chapter's designated membership goals outlined by Fraternity HQ	Confirmation from Chapter Support Specialist	
Retention	Chapter retains 90% of new members annually.	X	X	Form: Men Not Initiating Report Due: Following the chapter's Initiation Ceremony	Vice President of Member Development or New Member Educator
Ritual	Membership attendance greater than 70% for each Ritual event. Ritual events include; Pinning Ceremony, Informal and Formal Initiation, All-Chapter Ritual Review, Officer Transition Ceremony, and Alumni Recognition Ceremony.	Membership attendance greater than 80% for each Ritual event.	Membership attendance greater than 90% for each Ritual event.	Form: Chapter Attendance Tracker provided by Fraternity HQ. Due: <i>Fall:</i> February 1 st <i>Spring:</i> June 1 st	Secretary and Sergeant at Arms

<p>Social & Brotherhood Events</p>	<p>Chapter hosts at least two social or brotherhood events without alcohol annually. Special Events Form must be submitted for each event.</p>	<p>Chapter hosts at least three social or brotherhood events without alcohol annually. Special Events Form must be submitted for each event.</p>	<p>Chapter hosts at least four social or brotherhood events without alcohol annually. Special Events Form must be submitted for each event.</p>	<p>Form: Special Events Form</p> <p>Due: Forms due prior to each event. Forms submitted after June 1st will not be counted</p>	<p>Vice President or Social Chair for social events</p> <p>Vice President of Membership Development, or Brotherhood Chair for brotherhood events</p>
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Additional Chapter Accomplishments

Chapters are encouraged to share any individual or chapter accomplishments from the academic year. Please note that additional accomplishments will not award the chapter any credit. This section is simply to help us recognize chapter and individual member achievements.

Category	Submission Tool	Officer Responsible
<p>Chapter & Individual Accomplishments</p>	<p>Form: Chapter News Form</p> <p>Due: At any time. Submissions made after 6/1 will not be reviewed.</p>	<p>Any individual/chapter</p>