

Pytte Cup Guide



*Helpful Hints to Ease the Com-
pletion of your Application*

Using the Pytte Cup Guide

This handbook is designed to ease the completion of the Pytte Cup Application. The tips on the following page are included at the beginning of the application and aid with the completion of the application.

Each section of the form is explained and suggestions are given on where to find the requested information. The actual page from the Pytte Cup Application is on the right page and a page of hints on how to answer the questions is on the left page.

In addition, a programming form is included to aid in properly documenting chapter programs and a chapter member data form is included to help with collecting information from chapter members. The program form should be used to record information about chapter programs. It can be included with the application to clarify the details of chapter programming.

The chapter member data form should be copied (or downloaded from the Greek Life Website, greeklife.case.edu, under the Chapter Resources page) and distributed to all chapter members. After the completed forms are collected, the information should be compiled and used to answer the indicated questions.

IX. CHAPTER PROGRAMMING AND MEMBER DEVELOPMENT (Spring 2007 & Fall 2007)

This section is not for pledge education, but chapter programming.

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE THE INFORMATION REQUESTED:

- A. Does the chapter have a membership development program (other than the new member program or retreats) that includes regular activities for all members? Provide program outline _____
- B. Does the chapter have a faculty appreciative program? Provide invitation. _____
- C. Does the chapter have creative and diversified social programming? Provide examples. _____
- D. Does the chapter offer non-alcoholic brotherhood/sisterhood activities/programs? Provide documentation. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- E. List membership development programs on cultural or health awareness issues (i.e., AIDS, racism, sexism, etc.) and provide documentation for programs.

- F. List chapter programs that include career and placement guidance, leadership training, or etiquette training and provide documentation for the programs.

- G. List chapter programs that educate members on alcohol and drug awareness and provide documentation.

- H. List any chapter activities, other than social, the chapter sponsors with other campus organizations and provide documentation.

- I. List any other accomplishments that are relevant to this section that are not included in the questions above.

IX. Chapter Programming and Member Development

- A. Provide the program outline for the chapter's membership development program that includes regular activities for all member (other than the new member program and retreats).
- B. Provide the invitation for the chapter's faculty appreciation program.
- C. Provide examples of creative and diversified social programming.
- D. Provide documentation of non-alcoholic brotherhood/sisterhood programs.
- E. List membership development programs on cultural or health awareness issues (i.e., AIDS, racism, sexism, etc.) and provide documentation for those programs (Use "Chapter Program Report Form").
- F. List chapter programs that include career and placement guidance, leadership training, or etiquette training and provide documentation for the programs (Use "Chapter Program Report Form").
- G. List the chapter programs that educate members on alcohol and drug awareness and provide documentation (Use "Chapter Program Report Form").
- H. List any chapter activities, other than social, the chapter sponsors with other campus organizations and provide documentation.
- I. List any other accomplishments that are relevant to chapter programming and member development.

Getting the Most Points for your Application:

- The information requested in the application pertains only to the Spring and Fall semesters of the previous year. Do not include information from the current semester.
- When answering the questions, do not respond with elaborate statements. Please try to limit answers to the space provided. If more space is needed, additional pages can be attached (they must be properly labeled).
- Only include things that the chapter did, not what the chapter planned to do or was supposed to do.
- Provide documentation for all questions
 - ◇ Providing documentation means printed material that proves the completion of the question.
 - ◇ Examples of documentation are articles, posters, minutes, program outlines, sections of constitutions or bylaws, letters, invitations, attendance records, etc. (See or Ask Wes is not a form of documentation.)
 - ◇ When answering questions and providing documentation, try to convey the quality of your event, program, etc.; more points will be awarded to the chapters who have higher quality programs.
 - ◇ If documentation is not provided where it is asked, that category may not be awarded the full value of points that it deserves.
 - ◇ All documentation should be clearly labeled and placed, in question order, at the end of its respective category.
- Separate each category with some form of labeling.
- Do not include extra documentations that is not explained.
- If you can, fill in the last question of each section. It can't hurt.
- Do not leave questions or sections blank.
- If you do not do what the question asks, tell the judges what you do that might relate to the section or question.
- Please remember that applications that are concise, typed and bound are much easier to score.
- **Check your application before you submit it.**

Each application must be accompanied by a statement of verification from an advisor that verifies the information in the application is accurate. Chapters found falsifying information on the application will be disqualified from that section.

If you have any questions, feel free to call Wes Schaub at 368-1363

VIII. CHAPTER MANAGEMENT (Spring 2007 & Fall 2007)

President's Cup Chapter Member Data Form

Name: _____

Scholarship

1. List National fraternity, sorority, or Greek scholarships that you have won: _____

2. List scholastic honor societies that you are a member of (Phi Beta Kappa, Tau Beta Pi, etc.): _____

3. List any other scholarships that you have received: _____

Campus Leadership

4. List the campus activities in which you participate and any offices that you hold (do not include campus jobs): _____

5. List campus-wide speakers or educational programs that you have attended: _____

6. If you are involved with varsity athletics, list the sport and any special achievements (Captain, NCAA titles, etc.): _____

7. List specific campus events (Springfest, Homecoming, Snowball, Engineers Week, Hudson Relays, etc.) in which you have participated: _____

8. List any leadership conferences that you have attended: _____

Greek Leadership

9. Indicate if you are involved in any of the following organizations, and the position(s) that you hold: IFC/Panhel/J-Board, Order of Omega, Scholarship Commission/committees, or any other Greek leadership positions that you feel are relevant: _____

10. List any programs that you have attended that were sponsored by IFC/Panhel or the Greek Life Office (Greek III, risk management, leadership conference, etc.): _____

Philanthropy and Community Service

11. List the IFC/Panhel sponsored Greek service projects in which you have participated (philanthropy fair, Saturdays of service, Big Brother/Big Sisters, etc.): _____

12. List other chapters' philanthropy projects in which you have participated: _____

Number in the house _____ Capacity _____

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE THE INFORMATION REQUESTED:

- A. Has the chapter provided proof of the required amount of liability insurance? Provide certificate. _____
- B. Has a national representative visited your chapter within the last academic year? _____
- C. Has the chapter facility met all local fire, safety, and health codes? Provide documentation. _____
- D. Are the chapter goals written, posted and distributed to all actives and pledges? Provide copy of goals. _____
- E. Does the chapter conduct an annual retreat facilitated by someone other than an active member? Provide agenda. _____
- F. Does the chapter operate budgets in a financially sound way? Provide accounts receivable/accounts payable, etc. _____
- G. Is there a chapter master calendar prepared in advance, posted and properly distributed? Provide calendar. _____
- H. Does the chapter review risk management procedures with the chapter advisor during each academic term? _____
- I. Does the chapter operate a meal plan? Provide describe of the plan. _____
- J. Does the chapter have an active Chapter Advisor selected by the chapter? Provide name and job description. _____
- K. Does the chapter have a code of conduct? Provide copy of code of conduct. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- L. Explain the internal process used to hold members accountable for the fraternity's statement of individual and chapter responsibilities.
- M. Explain the process the chapter uses to ensure clean and sanitary living conditions and regular maintenance inside and outside the chapter facility including a cleaning program, work sessions, and inspections?
- N. Explain the chapter's reputation with the campus and community and how problems are addressed/handled with appropriate
- O. Explain and provide your chapter's crisis management program and its distribution to the chapter.
- P. Describe your chapter's point system and how it rewards members.
- Q. Explain the chapter's goal setting process and the progress made toward reaching those goals.
- R. Explain how the chapter advisor and/or advisory board are involved with chapter operations.
- S. List any other accomplishments that are relevant to this section that are not included in the questions above.

I. Overall Scholarship

List active, pledge/new member, and chapter GPA for Spring and Fall semesters. This information can be found on the Greek Life Website.

- A. Can be found in chapter bylaws or constitution (include section of bylaws or constitution).
- B. Can be found in chapter bylaws or constitution (include section of bylaws or constitution).
- C. Provide outline or description of written chapter scholarship program.
- D. Does the chapter have a designated study area? Where is it?
- E. Did the scholarship chair attend the monthly scholarship chair meetings? (Yes or No)
- F. Use "Chapter Program Report Form" or chapter equivalent for any programs that were conducted on study skills, time management, or any other scholarship related subjects.
- G. Faculty advisor name, title, and responsibilities.
- H. Describe the chapter scholarship awards program.
- I. Use "Chapter Member Data Form" entry number 1.
- J. Use "Chapter Member Data Form" entry number 2.
- K. Use "Chapter Member Data Form" entry number 3.
- L. List other accomplishments that are relevant to scholarship.

VII. ALUMNI/AE PROGRAMMING (Spring 2007 & Fall 2007)

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE THE INFORMATION REQUESTED:

- A. Does your chapter have an Alumni/ae Relations Program? Provide copy of program.
- B. Does your chapter publish an Alumni/ae newsletter? How often? _____ Provide copy/ies of newsletter.
- C. Does your chapter recognize outstanding Alumni/ae service? List awards and winners.
- D. Do you sponsor an Alumni/ae event in celebration of your Founder's Day? Provide invitation.
- E. Does your chapter have a house corporation that meets at least once per school term? Provide meeting minutes.
- F. Does your advisor or house corp. person attend Alumni Greek Council Meetings?
- G. Does your chapter produce an Alumni/ae membership directory? Provide copy of cover and first 2 pages.
- H. Does your chapter have a web page for alumni to access current information on the chapter? Provide a sample.

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- I. List all programs/activities your chapter sponsored for Alumni/ae (football games, teas, etc.). Provide invitations.
- J. Explain how the Alumni/ae are actively and regularly involved in the planning and execution of Alumni/ae program events and the Alumni/ae newsletter.
- K. Explain how the chapter promotes networking with alumni/ae? Provide any supporting documentation.
- L. List any other accomplishments that are relevant to this section that are not included in the questions above.

VII. Alumni Programming

- A. Provide a copy of your chapter's Alumni/ae relations program.
- B. How often does your chapter publish an Alumni/ae newsletter? Provide copy/ies of the newsletter.
- C. List awards and winners for your chapter's recognition of outstanding Alumni/ae service.
- D. Provide an invitation for an Alumni/ae event that is sponsored by your chapter in celebration of your Founder's Day.
- E. Provide meeting minutes from your chapter's house corporation (must meet at least once per semester).
- F. Does a member of your house corporation or your chapter advisor attend Alumni Greek Council Meetings? (Yes or No).
- G. Provide the cover and first two pages of your chapter's Alumni/ae membership directory.
- H. Provide a sample of your chapter's webpage that allows Alumni/ae to access current information about the chapter.
- I. List all programs and activities sponsored for Alumni/ae (football games, teas, etc.)
- J. Explain how the alumni/ae are actively and regularly involved in the planning and execution of Alumni/ae program events and the Alumni/ae newsletter.
- K. Provide plans for networking between active members and alumni/ae.
- L. List any other accomplishments that are relevant to alumni programming.

I. OVERALL SCHOLARSHIP (Spring 2007 & Fall 2007)

GPA - Actives	Spring _____	Fall _____
GPA - Pledges/Associate Members	Spring _____	Fall _____
GPA - Chapter	Spring _____	Fall _____

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE DOCUMENTATION REQUESTED:

- A. Do you have a chapter grade requirement for holding office? Provide section of bylaws or constitution. _____
- B. Does your chapter have a grade requirement for initiating? Provide section of bylaws or constitution. _____
- C. Does your chapter have a written scholarship program? Provide program outline or description. _____
- D. Does the chapter have a library or other designated study area in the chapter facility or on campus? Where? _____
- E. Did the scholarship chair attend the monthly scholarship chair meetings? _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- F. List programs, presenters, and outlines of outside resource people used by the chapter to conduct seminars on study skills, time management, etc.

- G. Provide name, title, and responsibilities of the chapter faculty advisor.

- H. Describe the chapter scholarship awards program.

- I. List names and awards of any national fraternity, sorority, or Greek scholarships members of the chapter have won.

- J. List members' names and societies of any scholastic honor societies (Phi Beta Kappa, Tau Beta Pi, etc.) any members of the chapter have won.

- K. List members' names and any outstanding scholarships they received.

- L. List any research opportunities members are involved.

- M. List any other accomplishments that are relevant to this section that are not included in the questions above.

II. Recruitment Excellence

Write number of people pledged in each semester and total number of members.

- A. List recruitment goals.
- B. Provide a copy of summer mailings or emails that are sent to chapter members.
- C. List membership criteria that are established before the recruitment process.
- D. Provide the agenda from a membership recruitment seminar that the chapter has held (at least one per year).
- E. Is the recruitment program based on non-alcoholic function? (Yes or No)
- F. Sororities only: Did the Chapter take quota during formal or informal recruitment?
- G. Fraternities only: Provide a copy of letter sent to freshmen men.
- H. Name of Greek Carnival boot, number of chapter participants who helped with move-in, number of chapter members who were Orientation Leaders or Coordinators, and any other Greek recruitment events during new student orientation and the number of chapter participants.
- I. Explain the chapter's recruitment process.
- J. List any other accomplishments that are relevant to recruitment.

VI. Outstanding Citizenship (Spring 2007 & Fall 2007)

Don't list the activities of individuals, only activities of the chapter. (Use other sheets if necessary.)

Name of charity	Type of event	Total # of hrs. worked	Total # of members involved	Money raised	Other collected (blood drive, clothes, cans, food)
-----------------	---------------	------------------------	-----------------------------	--------------	--

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Total number of projects _____

Total number of community service hours completed _____

Total number of philanthropy money raised _____

Total number other donations _____

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE THE INFORMATION REQUESTED:

- A. Did your chapter reach their 2005-06 community service goal? _____
- B. Did your philanthropy chair attend monthly philanthropy chair meetings? _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- C. Explain how your chapter respects the rights of neighbors to preserve the quiet and peaceful enjoyment of their property.

- D. List the IFC/Panhel sponsored Greek service projects the chapter participated in and the number of participants in each.

- E. List the service projects the chapter sponsors for the university and the benefits of the projects.

- F. List other chapter's philanthropy projects in which your chapter participated.

- G. List any other accomplishments that are relevant to this section that are not included in the questions above.

VI. Outstanding Citizenship

Provide information regarding chapter community service/philanthropy events.

- A. Did your chapter reach their portion of the 365 days of community service goal? (Yes or No)
- B. Did your philanthropy chair attend the monthly philanthropy chair meetings? (Yes or No)
- C. Explain how your chapter respects the rights of neighbors to preserve the quiet and peaceful enjoyment of their property.
- D. Use "Chapter Member Data Form" entry number 11.
- E. List the service projects that the chapter sponsors for the university and the benefits of the projects.
- F. Use "Chapter Member Data Form" entry number 12.
- G. List any other accomplishments that are relevant to philanthropy and community service.

II. RECRUITMENT EXCELLENCE (Spring 2007 & Fall 2007)

Number of Persons Pledged	Spring _____	Fall _____
Chapter Membership	Spring _____	Fall _____
Does chapter membership meet the campus average?	Spring _____	Fall _____

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE DOCUMENTATION REQUESTED:

- A. Does the chapter set goals for each recruitment period and evaluate once the period has ended? Include goals. _____
- B. Does the chapter send out summer mailings or email to members? Provide copy of mailing. _____
- C. Does the chapter establish membership criteria prior to the recruitment process? Include criteria. _____
- D. Does the chapter have a membership recruitment seminar for members at least once per year? Provide agenda. _____
- E. Is the chapter's recruitment program based on non-alcoholic functions? _____
- F. Did the chapter take quota during formal or informal rush? (Sororities only) _____
- G. Does your Chapter provide a first year scholarship? (Fraternalities only) Provide copy of application. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- H. Did your chapter participate in Greek rush activities during new student orientation?

Greek carnival _____	name of booth _____
Freshmen move in _____	# of chapter participants _____
Orientation coordinators or leaders _____	# of chapter participants _____

List other events and # of chapter participants.

- I. Explain the chapter's recruitment process.

- J. List any other accomplishments that are relevant to this section that are not included in the questions above.

III. Pledge/New Member Retention and Education

Number of persons pledged and initiated for Spring and Fall semesters.

- A. New member attendance records for chapter functions, committees, and meetings.
- B. Copy of new member manual that is used to educate pledge/new members.
- C. Copy of written Big Brother/Little Brother or Big Sister/Little Sister program.
- D. Syllabus of new member program.
- E. Copies of material sent to the parents of the new members.
- F. Copy of agenda and purpose of pledge/new member retreat.
- G. Provide a written description of the educational steps that are taken to prevent hazing and/or a copy of a written hazing policy or educational program about stopping hazing (can be a local or national publication).
- H. Use "Chapter Member Data Form" entry number 4 for new members.
- I. Describe post-initiation training or chapter ritual education/orientation that the chapter provides that includes both the new members and the brothers/sisters.
- J. Provide copy of plans for introducing new members to the Greek community.
- K. List any other accomplishments that are relevant to new member retention and education.

V. GREEK LEADERSHIP (Spring 2007 & Fall 2007)

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE DOCUMENTAION WHEN REQUESTED:

- A. Did your chapter reach a standards score of 85% or higher? _____
- B. Did your chapter have perfect attendance at IFC/Panhel meetings? _____
- C. Did the chapter create positive PR through printed or electronic material not including classies? _____
Provide up to 5 different examples. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- D. List all the national fraternity/sorority awards, or Greek/campus awards for which your chapter has been recognized.

- E. List names, with current offices, of any of your members holding positions in the following:
 - 1. IFC/Panhel/JBoard
 - 2. Order of Omega members
 - 3. Scholarship Commission/committees/Smart Leaders/Rush Guides
 - 4. Other Greek leadership positions that you feel are relevant._____

- F. List programs your chapter has attended (including number of members attending) that were sponsored by IFC/Panhel or the Greek Life Office (i.e., Greek III, risk management, leadership, etc.).

- G. List events in which your chapter participated in Greek Week and where your chapter placed.

- H. List any other accomplishments that are relevant to this section that are not included in the questions above.

V. Greek Leadership

- A. Did your chapter reach a standards score of 85% or higher? (Yes or No)
- B. Did your chapter have perfect attendance at IFC/Panhel meetings? (Yes or No)
- C. Provide five ads or articles that provided positive public relations (PR) for your chapter.
- D. List the national fraternity/sorority awards, or Greek/campus awards for which your chapter has been recognized.
- E. Use "Chapter Member Data Form" entry number 9.
- F. Use "Chapter Member Data Form" entry number 10.
- G. List the events in which your chapter participated in Greek Week and where your chapter placed.
- H. List any other accomplishments that are relevant to Greek leadership.

III. PLEDGE/NEW MEMBER RETENTION AND EDUCATION (Spring 2007 & Fall 2007)

Persons Pledged Spring _____ Fall _____

Persons Initiated Spring _____ Fall _____

ANSWER THE FOLLOWING QUESTIONS YES OR NO AND PROVIDE DOCUMENTATION REQUESTED:

- A. Are pledges/new members included in chapter operations, committees, and meetings? Provide attendance records. _____
- B. Does the chapter have a new member manual or supplement to the national program? Include manual. _____
- C. Does the chapter have a written Big Brother/Little Brother, Big Sister/Little Sister Program? Include program. _____
- D. Does the pledge/new member program consist of a wide variety of activities and sessions? Provide syllabus. _____
- E. Does the chapter send any material to the parents of pledges/new members? Include material. _____
- F. Does the chapter hold a retreat for the new members? Include agenda and purpose. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- G. How is the member development program void of hazing activities and any activity questionable in purpose?

- H. List pledges/new members and the campus activities in which they participate.

- I. What kind of post-initiation training or chapter ritual education/orientation program does the chapter provide that includes pledges/new members and brothers/sisters?

- J. How are new members introduced to the Greek community?

- K. List any other accomplishments that are relevant to this section that are not included in the questions above.

IV. Campus Leadership

Use "Chapter Member Data Form" entry number 4 (list on a separate sheet of paper).

- A. List the non-social events that the chapter sponsors as campus wide programming and provide publicity posters or agendas.
- B. Use "Chapter Member Data Form" entry number 5.
- C. Describe your chapter's participation in University Parents' Weekend (i.e., Greek Open Houses, etc.)
- D. Use "Chapter Member Data Form" entry number 6.
- E. List intramural sports in which the chapter participated and the places won.
- F. Use "Chapter Member Data Form" entry number 7.
- G. Use "Chapter Member Data Form" entry number 8.
- H. List any other accomplishments that are relevant to campus leadership.

IV. CAMPUS LEADERSHIP (Spring 2007 & Fall 2007)

(On a separate piece of paper, list all members of your fraternity/sorority, all campus organizations in which they are members and the offices they hold. Do not include campus jobs. Only list activities/organizations members' participated in the spring and fall of 2007 and only include offices held in spring and fall 2007. Do not list varsity athletics.)

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE THE INFORMATION REQUESTED:

- A. List events other than social that the chapter sponsors as campus wide programming. Provide publicity posters or agendas.

- B. List campus wide speakers or educational programs (i.e., Sex, Drugs & Rock 'n' Roll) that your chapter has attended and number of members attending.

- C. Describe your chapter's participation in University Parents Weekend.

- D. List members, sport, and any special achievement of members involved with varsity athletics, i.e., captains, NACA titles, etc.

- E. List intramural sports in which the chapter participated and places won.

- F. List specific campus events (Winter Carnival, Homecoming, Engineers Week, Hudson Relays, etc.) in which your chapter participated and the number of members who participated.

- G. List any leadership conferences your members have attended and the names of the chapter participants.

- H. List any other accomplishments that are relevant to this section that are not included in the questions above.