

McCune Annual Report

The McCune Annual Report is Sig Tau’s way of collecting information to better tell our story about the Fraternity. Not only does the report better help the Headquarters Staff determine areas of excellence and areas of need for our chapters, but chapter-based awards are determined from the information collected and classified by the Executive Cabinet Model, which the chapter uses. The following awards will be determined from the McCune Annual Report:

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

**Eligible w/ 75 points or higher in Finance & Operations Division

The report is to be submitted through an online portal that chapters will have access to at www.sigtau.org. Please read all submission requirements carefully as some questions require descriptions or attachments and do not round numbers. Chapters are advised to continuously compile and track the requested materials for ease of submission. All McCune Annual Reports must be submitted by **April 15 at 11:59 PM** and no late submissions will be accepted. Official membership numbers will be based upon April 15 roster. For specific questions about the McCune Annual Report, please email noblemen@sigtau.org.

Academics	Points (18)
Chapter GPA above 2.8 (additional points for each additional .1 point; up to 5 points)	5
Overall chapter GPA above the all-male undergraduate average	1
Overall chapter GPA above the all-IFC average	1
Overall chapter GPA above the all Greek average	1
Chapter has a written academic plan, which includes referrals to Standards Board for GPAs under 2.7 <i>(please include)</i>	3
Chapter offers incentive for high academic performance <i>(please describe)</i>	1
Chapter publicly recognizes members achieving high academic success <i>(please describe)</i>	1
Percentage of chapter inducted into Gamma Sigma Alpha Greek Academic Honorary <i>(if applicable; 1 point for every 10%, up to 5 points)</i>	5

Advancement	Points (28)
Alumni Relations	
Host an event for chapter and area alumni once per year <i>(please describe)</i>	2
Graduating members participate in Alumni Ritual	2

Foundation Fundraising

Percent of chapter that are members of Azure and White Giving Club <i>(2 points per each 20%)</i>	10
Average dollars per member contributed to chapter endowment <i>(2 points per each \$10)</i>	8
Chapter makes contribution of \$100 or more to Sig Tau Foundation designated to Chapter Endowment	2

Parent Relations

Hosts an event for parent(s) fall semester	1
Hosts an event for parent(s) spring semester	1
Chapter has a parent liaison that serves on Chapter Advisory Team	2

Communications

Points (31)

Social Media

Chapter uses and regularly posts on Facebook to communicate externally	3
Chapter uses Instagram and posts at least twice per month	3
Chapter uses Twitter and posts at least twice per month	3
Chapter operates a website that is updated at least once per semester	2
Chapter makes or shares a Founders Day Post	1
Chapter makes or shares a Fellowship Day Post	1
Chapter uses standard Headquarter designed (chapter specific) social media graphics throughout the year	10

Newsletter

Chapter publishes a Chapter Newsletter for Alumni, Parents, and Friends of the chapter at least once per semester <i>(please include)</i>	5
Chapter includes SigTau Headquarters (nobleman@sigtau.org) on Newsletter recipient list	1

Branding

Chapter adheres to branding guidelines published by Headquarters (include example flyer or design)	3
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Community Engagement

Points (76)

Campus Involvement and Engagement

Members (percent of chapter) involved in registered campus organizations outside of chapter <i>(1 point per each 10%, up to 5 points)</i>	5
Members (percent of chapter) involved in leadership roles or campus job outside of chapter <i>(2 points per each 10%, up to 6 points)</i>	6
Members (percent of chapter) inducted into the Fraternal Values Society or Order of Omega <i>(1 point per each 10%, up to 5 points)</i>	5

Greek Week

Chapter participates in campus-sponsored Greek Week activities	3
Chapter ranks within top 3 teams of Greek Week	3
Chapter wins Greek Week	2

Homecoming

Chapter participates in campus-sponsored homecoming activities	3
Chapter hosts event for alumni or family during Homecoming	2
Chapter nominates member for Homecoming Royalty	1
Member elected to Homecoming Royalty	1

Interfraternity / Greek Council

Chapter attends IFC meetings and is in good standing with IFC (or Greek Council)	5
Chapter has member(s) elected to IFC Executive Board (<i>1 point per member, up to 3 points</i>)	3

Philanthropy

Every member makes a charitable contribution to a non-profit (<i>fall 2016 semester</i>)	1
Every member makes a charitable contribution to a non-profit (<i>spring 2017 semester</i>)	1
Average dollars per member donated to charitable cause (<i>fall 2016 semester; 1 point per each \$10 raised, up to 5 points</i>)	5
Average dollars per member donated to charitable cause (<i>spring 2017 semester; 1 point per each \$10 raised, up to 5 points</i>)	5
Chapter hosts a philanthropy event for a local cause once per academic year	2
Chapter hosts a philanthropy event for Special Olympics once per academic year	3

Service and Volunteerism

Every member performs community service each semester (<i>fall 2016 semester</i>)	1
Every member performs community service each semester (<i>spring 2017 semester</i>)	1
Average service hours per member (<i>fall 2016 semester; 1 point per each 10 hours, up to 5 points</i>)	5
Average service hours per member (<i>spring 2017 semester; 1 point per each 10 hours, up to 5 points</i>)	5
Chapter hosts their own service events (<i>2 points for each semester</i>)	4
Chapter volunteers for Special Olympics event (<i>describe</i>)	2
Chapter adopts a local park, road, or other community space	2

Education & Wellness	Points (33)
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Health and Wellness

Chapter hosts or attends program related to managing stress, suicide prevention, or general mental health	2
Chapter hosts or attends program related to personal health and wellness	1
Chapter hosts or attends program related to member safety and policies	2
Chapter hosts or attends program related to alcohol / drug education	2
Chapter has no Member Safety Policy Violations	5
Chapter did not violate any campus or governing council policies during the reporting year.	5

New Member Education

Chapter uses the Path of Principles Program fully	3
Chapter reviews hazing prevention expectations with full chapter	2
Chapter utilizes outside speakers (alumni and university staff/faculty) to enhance the new member program.	1

Ongoing Education

Chapter hosts or attends program related to academic achievement*	1
Chapter hosts or attends program related to career preparation*	1
Chapter hosts or attends program related to leadership*	1
Chapter hosts or attends program related to intercultural awareness and diversity*	1
Chapter hosts or attends program related to life after college*	1
<i>*1 additional point for 75% attendance or greater</i>	

Finance & Operations	Points (114)
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Finance and Billing

Chapter owes \$0 to Headquarters (from current academic year) by April 15	10
Chapter has no prior-year debt with Headquarters	5
Amount owed to chapter through active billing (OmegaFi Billing Roster) is less than \$50/member	3
Chapter sends members with debt owed to chapter to Standards Board	1
Chapter sends members with debt owed to chapter to collections	3
Chapter meets October 1 deadline for payment of Member Safety Fee to Headquarters	10
Chapter operates with a line-item budget (attach)	3
Chapter only uses OmegaFi for managing and saving finances (no local bank)	20
Chapter uses an Officer Purchasing Card (<i>1 point for each additional card, up to 3 points</i>)	4
Chapter votes and approves budget each semester for the proceeding semester (1/1)	2

Meetings and Minutes

Chapter records minutes of each chapter meeting (<i>attach example</i>)	2
Chapter records minutes of each Executive Cabinet meeting (<i>attach example</i>)	1
Executive Cabinet hosts an officer transition meeting/retreat (<i>include agenda</i>)	2
Chapter makes minutes of past chapter meetings accessible to members	1

Reports & Roster

Chapter submits spring Association Report through OmegaFi by March 1	2
Chapter submits spring Initiation Report through OmegaFi by April 1	2
Chapter submits returning fall roster through OmegaFi by April 15	3
Chapter submits fall Association Report through OmegaFi by October 1	2
Chapter submits fall Initiation Report through OmegaFi by November 1	2
Chapter submits returning spring roster through OmegaFi by November 15	3

Ritual

Chapter conducts Associate Member ceremony after week 2 (<i>3 each Fall/Spring semester</i>)	6
Chapter conducts Initiation Ceremony after week 4 (<i>3 each Fall/Spring semester</i>)	6
Chapter conducts 4th Degree Ritual after week 8 (<i>3 each Fall/Spring semester</i>)	6
All associate fees are paid before Ceremony of Associate Member is conducted	5
All initiation fees are paid before Ritual of Initiation is conducted	5

Standards Board

Chapter Standards Board meets twice per month, at minimum	3
Secretary records minutes of Standards Board meetings	2

Housing (if applicable)	Points (12)
Chapter has a house, suite, or shared living space	Y/N (12)
What is the capacity of the house?	1
How many members currently live in the facility?	1
City or campus safety inspection dates (<i>1 point for each Fall/Spring semester</i>)	2
Chapter has house rules or member use agreement (attach)	2
Chapter uses OmegaFi Vault to bill and collect security deposits and rent	2
Chapter has a live-in House Director (House Mom or Dad, Advisor, or Graduate Assistant)	3
House has security? (please describe systems in place)	1

Member Engagement	Points (46)
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Brotherhood

Chapter hosts eight (8) brotherhood meals per semester (<i>3 points for each Fall/Spring sem.</i>)	6
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Retreat

Chapter hosts a brotherhood retreat once per year which includes goal setting session <i>(include agenda)</i>	3
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National Programs

Recent initiates attend Noble Man Institute <i>(1 per attendee; max of 10 points)</i>	10
Chapter sends required number of delegates to Grand Chapter	2
Chapter sends additional attendees to Grand Chapter <i>(1 per attendee; max of 10 points)</i>	10
Required officers attend Webb Academy <i>(5 points per officer)</i>	15

Recruitment	Points (57)
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Recruitment

Chapter achieved its recruitment goal in the fall semester	7
Chapter achieved its recruitment goal in the spring semester	7
Chapter has a written recruitment plan <i>(2 points for each Fall/Spring semester)</i>	4
Chapter recruits without alcohol <i>(includes recruitment events and bid day)</i>	2
Chapter uses principles-based criteria to qualify new members	2
Chapter participates in campus or IFC sponsored recruitment events	1
Chapter utilizes ChapterBuilder to manage prospective names	5
Chapter recruits only members with previous GPA of 2.5 or higher	2
Chapter utilizes a recruitment or book scholarship	1
Chapter presents to student organizations or sororities to generate names	1
Bids are determined by vote of recruitment committee	1
Full chapter has access to ChapterBuilder	10

Retention

Chapter retained 90% of initiates from Association to Initiation <i>(spring 2016)</i>	5
<i>Bonus points for each additional 100% retained</i>	2
Chapter retained 90% of initiates from Association to Initiation <i>(fall 2016)</i>	5
<i>Bonus points for each additional 100% retained</i>	2

**McCune Annual Report Due
April 15**

Division	Points Available
Academics	18
Advancement	28
Communications	31
Community Engagement	76
Education & Wellness	33
Finance & Operations	114
Housing	12
Member Engagement	46
Recruitment	57
Total	415