

McCune Annual Report: Academic Year 2018-2019

Sigma Tau Gamma Fraternity Headquarters is proud to present the McCune Annual Award Packet. The McCune, first presented in 1966, was created to provide a standard for achievement and recognition by which all chapters should strive to emulate. The McCune Annual Report is Sig Tau's way of collecting information to better tell the Fraternity's story and determine areas of excellence and areas of need for our chapters.

Chapter awards, based on IFC community size, are determined from the information collected in the McCune. Annual chapter awards include:

- Edward H. McCune Distinguished Chapter Award
- Earl A. Webb Most Improved Chapter Award
- Dr. Emmett Ellis Chapter Scholarship Award
- W.T. Hembree Campus Leadership Award
- Robert N. Jones Charitable Projects Award
- E. Kennedy Whitesitt Communication Award
- Thomas M. Hutsell Chapter Efficiency Award
- J. Gregory Rumpf Recruitment and Growth Award
- Michael Schermer & Doug Lichtenberger Foundation Advocate Award
- Ronald W. Erikson Alumni Engagement Award

The McCune acts as a road map to not only support the ideals and goals of our chapters, but also incorporate the Principles set by our Fraternity: Learning, Integrity, Excellence, Leadership, Citizenship, Brotherhood.

SUBMISSION GUIDELINES

- Submissions are reflective of the previous academic year*: **April 15, 2018 – April 14, 2019.**
- The McCune report is to be submitted using an online portal, SmarterSelect, at www.sigtau.org. Chapters are advised to continuously compile and track the requested materials for ease of submission. **Submission portals open on March 1, 2019.**
- All McCune Annual Reports must be submitted by **April 15 at 11:59 PM.** Chapters who submit reports after April 15 will receive a 100-point deduction from their overall score.
- Every standard is worth a point value listed next to it in the packet. The total number of points available for each section is listed next to the section title. McCune points compound in each category.
- Some standards require documentation to be attached. Those standards will be judged by the quality of the documentation, plan, position, or program submitted. Any standard with a check mark (✓) indicates information that will be verified by Headquarters and does not require submission documents from the chapter. Any standard with a yes or no (Y/N) will require a "yes" or "no" answer only.
- Official membership numbers will be based on April 15 and November 15 roster updates.
- For more information on the McCune Annual Report, please email noblemen@sigtau.org.

**Because campus partners do not typically release spring semester grades until the summer, spring GPA points are based on the chapter's GPA during the spring of the previous academic year.*

ACADEMICS	SM	POINTS (75)	ECO
Academics		75	Director of Recruitment (Academic Coordinator)
Chapter semester GPA equal to or greater than 2.5 in fall semester	✓	1	
Chapter semester GPA equal to or greater than 2.5 in spring semester	✓	1	
Chapter semester GPA equal to or greater than 2.75 in fall semester	✓	5	
Chapter semester GPA equal to or greater than 2.75 in spring semester	✓	5	
Chapter semester GPA equal to or greater than 3.0 in fall semester	✓	10	
Chapter semester GPA equal to or greater than 3.0 in spring semester	✓	10	
Chapter semester GPA equal to or greater than 3.5 in fall semester	✓	15	
Chapter semester GPA equal to or greater than 3.5 in spring semester	✓	15	
Chapter utilizes the Academic Success Program, University Academic Plan, or other chapter-specific academic success plan, which includes academic requirements for members at or below 3.0 GPA (include a copy of the plan and describe the plan in 500 words or less with any additional supporting materials attached)		10	
Chapter publicly recognizes members achieving academic success (describe in 300 words or less)		3	
Insufficient		< 16	
Proficient		16 - 40	
Excellent		> 40	

FINANCE AND OPERATIONS	SM	POINTS (340)	ECO
Finance and Billing		200	Director of Finance + President (Secretary, Marshall, and Treasurer)
Chapter owes \$2,000 or less to HQ for current academic year by April 15 (National Dues and Fees Register)	✓	10	
Chapter owes \$0 to HQ for current academic year by April 15 (National Dues and Fees Register)	✓	25	
Chapter owes \$1,000 or less to HQ in prior-year debt by April 15 (National Debt Reduction Register)	✓	10	
Chapter owes \$0 to HQ in prior-year debt by April 15 (National Debt Reduction Register)	✓	25	
Chapter operates with a line-item budget (attach a copy of the budget)		10	
Chapter votes on and approves budget each semester for the proceeding semester	Y/N	5	
Chapter uses <u>only</u> OmegaFi for managing and saving finances (no local bank account)	Y/N	10	
Chapter completes Form 990 (Tax Form) before October deadline	✓	20	
Chapter meets October 1 deadline for payment of Member Safety Fee	✓	30	
Chapter Secretary takes minutes at weekly chapter meetings (attach a copy of meeting minutes)		5	
Chapter Secretary takes minutes at weekly Executive Cabinet meetings (attach a copy of meeting minutes)		5	
Chapter submits current Constitution and By-Laws to HQ (please submit in PDF form)		30	
Executive Cabinet hosts an officer transition meeting or retreat (describe retreat in 500 words or less and attach supporting documents: schedule, notes, transition materials, etc.)		15	
Insufficient		< 120	
Proficient		120 - 175	
Excellent		> 175	

Reporting and Deadlines		140	Director of Finance + President
Chapter enters all Executive Cabinet officer position updates (with current and correct contact information) in Vault by December 1	✓	30	
Chapter submits spring Association Report through Vault by March 1	✓	10	
Chapter submits spring Initiation Report through Vault by April 1	✓	15	
Chapter updates Vault member and billing rosters (for fall) by April 15	Y/N	30	
Chapter updates Vault member and billing rosters (for spring) by November 15	Y/N	30	
Chapter submits fall Association Report through Vault by October 1	✓	10	
Chapter submits fall Initiation Report through Vault by November 1	✓	15	
	Insufficient	<120	
	Proficient	120 - 139	
	Excellent	140	

RECRUITMENT & RETENTION	SM	POINTS (205)	ECO
Recruitment		175	
Chapter has written Recruitment Plan for the fall semester and distributes it to members before the semester begins (attach written plan, calendar of events, etc.)		10	Director of Recruitment (Academic Coordinator, Diversity Coordinator, Recruitment Coordinator)
Chapter has written Recruitment Plan for spring semester and distributes it to members before the semester begins (attach written plan, calendar of events, etc.)		10	
Chapter recruits in summer months (describe in 300 words or less)		5	
Chapter reviews Sig Tau's Diversity and Inclusion Policy before fall recruitment	Y/N	10	
Chapter reviews Sig Tau's Diversity and Inclusion Policy before spring recruitment	Y/N	10	
Chapter members participate in move-in day, orientation, or other opportunities to meet new students and introduce them to campus (describe in 300 words or less)		5	
Chapter uses principles-based criteria to evaluate potential new members (describe in 300 words or less)		5	
Chapter participates in campus or IFC sponsored recruitment events (describe events the chapter participated in in 300 words or less)		5	
Chapter recruits without alcohol - including recruitment events and bid day	Y/N	30	
Chapter utilizes ChapterBuilder to manage prospective new member names	Y/N	5	
Full chapter has access to ChapterBuilder	Y/N	5	
Chapter utilizes a recruitment or book scholarship in one or both semesters of recruitment (describe in 150 words or less the scholarship and amount awarded)		5	
Chapter presents to student organizations or sororities to generate names in one or both semesters of recruitment (list organizations to which you presented)		5	
Bids to be given out are determined by a vote of the Recruitment Committee and not all chapter membership (describe in 150 words or less the bid determination process)		5	
Chapter extends bids only to individuals with a GPA of 2.5 or higher in fall semester	Y/N	10	
Chapter extends bids only to individuals with a GPA of 2.5 or higher in spring semester	Y/N	10	
Chapter achieved its recruitment goal in the fall semester (in 150 words or less, describe your recruitment goal for the semester and how it was met)		15	

Chapter achieved its recruitment goal in the spring semester (In 150 words or less, describe your recruitment goal for the semester and how it was met)		15
Chapter's first event following bid day does not include alcohol (describe in 300 words or less)		10
	Insufficient	< 100
	Proficient	100 - 150
	Excellent	> 150

Retention		30	Director of Recruitment + Director of Education and Wellness (Retention Coordinator, Recruitment Coordinator, New Member Education Coordinator)
Chapter retained 80% + of initiates from Association to Initiation in spring semester	✓	5	
Chapter retained 80% + of initiates from Association to Initiation in fall semester	✓	5	
Chapter retained 90% + of initiates from Association to Initiation in spring semester	✓	10	
Chapter retained 90% + of initiates from Association to Initiation in fall semester	✓	10	
	Insufficient	< 10	
	Proficient	10 - 29	
	Excellent	30	

EDUCATION & WELLNESS	SM	POINTS (405)	ECO
Brotherhood and Standards		60	Director of Member & Community Engagement + Standards Board Chairman (Secretary & Brotherhood Coordinator)
Chapter hosts a brotherhood retreat once per year which includes a chapter goal setting session (describe in 500 words or less and include chapter goals)		8	
Chapter hosts 2 + brotherhood meals, events, or chapter activities in the spring semester (describe each event in 150 words or less)		5	
Chapter hosts 4 + brotherhood meals, events, or chapter activities in the spring semester (describe each event in 150 words or less)		10	
Chapter hosts 2 + brotherhood meals, events, or chapter activities in the fall semester (describe each event in 150 words or less)		5	
Chapter hosts 4 + brotherhood meals, events, or chapter activities in the fall semester (describe each event in 150 words or less)		10	
Chapter has a functioning Standards Board with Chairman, Secretary, and 3 (three) additional members	Y/N	7	
Standards Board Chairman conducts training for Standards Board members at least once per year (describe the training that takes place in 300 words or less)		15	
	Insufficient	< 17	
	Proficient	17 - 49	
	Excellent	> 49	

Membership Enrichment, Health, & Wellness		170
Chapter reviews Member Safety and Wellness Policy and Chapter Crisis Protocols with members in fall semester	Y/N	30
Chapter reviews Member Safety and Wellness Policy and Chapter Crisis Protocols with members in spring semester	Y/N	30
Chapter hosts Academic Advising/Services Office or similar (to present on resources, tutoring, support, and other services) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		10

Chapter hosts Service/Engagement/Volunteering Office or similar (to present on events, resources, and opportunities to give back to the campus/community) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		10	President + Director of Education & Wellness + Director of Member & Community Engagement (Health and Wellness Coordinator, Ongoing Member Education Coordinator, Sexual Violence Prevention Coordinator, Social Coordinator)
Chapter hosts Diversity, Equity, and Inclusion Office or similar (to present on intercultural events and opportunities on campus or provide a workshop on inclusive language, gender and sexual orientation, racial and ethnic identities, equity vs. equality, Safe Zone training, Social Justice Institute, etc.) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		20	
Chapter hosts Wellness Services Office or similar office (to present on office and resources or a workshop on mental health and wellness, stress management, diet and exercise/healthy living, etc.) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		10	
Chapter hosts Wellness Services Office or similar office (to present a workshop on sexual wellness, violence prevention, bystander intervention, or alcohol management) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		20	
Chapter hosts Campus or Community Police (to present a workshop on emergency operations, sexual assault prevention, hostile intruder response, personal safety, theft and crime prevention, hosting safe social events, etc.) at a chapter meeting at least once a year (describe the content presented by the office in 300 words or less)		20	
Chapter has no Member Safety Policy Violations in an academic year or has reported any Member Safety Policy Violations to Headquarters within 24 hours of the event	✓	20	
	Insufficient	< 80	
	Proficient	100 - 149	
	Excellent	> 149	

New Member Experience		80	Director of Education and Wellness + Director of Finance (New Member Education Coordinator, Marshall, Treasurer)
Chapter adds all new members and their contact information to Vault within 48 hours of bid signing	Y/N	10	
Chapter uses Path of Principles program for new member education	Y/N	10	
Chapter reviews Sigma Tau Gamma Anti-Hazing Policy with new members prior to beginning the Path of Principles	Y/N	10	
Chapter conducts Associate Member ceremony after Path of Principles: Week 2	Y/N	10	
Chapter conducts Initiation Ceremony after Path of Principles: Week 4	Y/N	10	
All Associate Members' associate fees are paid before the Association Ceremony is conducted	Y/N	15	
All Associate Members' initiation fees are paid before the Ritual of Initiation is conducted	Y/N	15	
	Insufficient	< 60	
	Proficient	60 - 69	
	Excellent	> 69	

Programming		165	
1 + new member attends Noble Man Institute in November	✓	5	
2 + new members attend Noble Man Institute in November	✓	10	
Chapter sends 1 delegate to Grand Conclave/Endeavor	✓	10	
Chapter 2 + delegates to Grand Conclave/Endeavor	✓	20	

President attends Webb Academy in January (position holder, not substitute)	✓	30	Executive Cabinet
Director of Finance attends Webb Academy in January (position holder, not substitute)	✓	30	
Director of Recruitment attends Webb Academy in January (position holder, not substitute)	✓	30	
Director of Member and Community Engagement attends Webb Academy in January (position holder, not substitute)	✓	30	
	Insufficient	< 150	
	Proficient	120 - 164	
	Excellent	165	

CAMPUS ENGAGEMENT	SM	POINTS (110)	ECO
Campus Engagement and Leadership		110	
Twenty-five percent (25%) or more chapter members are involved in at least one registered campus organization outside of chapter (please include a list of each member's name and an example of another organization he participates in on campus)		5	Director of Member and Community Engagement (IFC Delegate, Fundraising Coordinator, Greek Week Coordinator, Homecoming Coordinator, Social Coordinator, White Rose Coordinator, Faculty Relations Coordinator)
Fifty percent (50%) or more chapter members are involved in at least one registered campus organizations outside of chapter (please include a list of each member's name and an example of another organization he participates in on campus)		10	
Seventy-five percent (75%) or more chapter members are involved in at least one registered campus organizations outside of chapter (please include a list of each member's name and an example of another organization he participates in on campus)		15	
Chapter participates in campus-sponsored Greek Week activities (describe in 200 words or less)		7	
Chapter participates in campus-sponsored Homecoming activities (describe in 200 words or less)		7	
Chapter attends regular IFC or Greek Council meetings during the fall semester and takes notes, relaying information back to chapter (please include an example of notes taken during IFC meetings).		7	
Chapter attends regular IFC or Greek Council meetings during the spring semester and takes notes, relaying information back to chapter (please include an example of notes taken during IFC meetings).		7	
Chapter is in good standing with IFC, Greek Council, or Student Activities Office (please include a letter from the IFC, Greek Council, or Fraternity/Sorority Life Advisor on campus)		7	
Chapter competes in at least one intramural event or sport on campus during the academic year (describe in 200 words or less)		5	
Chapter hosts a White Rose Formal during the academic year, recognizing a White Rose during the event OR otherwise recognizes a White Rose (describe in 200 words or less)		5	
Chapter hosts or co-hosts a social event with an IFC or Panhellenic Organization, following the Fraternity's Member Safety and Wellness Policy (describe in 300 words or less)		5	
Chapter hosts or co-hosts a social event with an NPHC, MGC, or multicultural campus organization following the Fraternity's Member Safety and Wellness Policy (describe in 300 words or less)		5	
Chapter hosts or co-hosts a social event with a non-Greek campus organization following the Fraternity's Member Safety and Wellness Policy (describe in 300 words or less)		5	
Chapter promotes or supports an initiative to raise awareness of at least one important cause each year such as National Hazing Prevention Week, National Suicide Prevention Week, Sexual Assault Awareness and Prevention Month, Mental Illness Awareness Week, Human Rights Day, etc. (describe in 500 words or less the actions the chapter took to support the initiative)		5	

Chapter hosts at least one fundraiser per year to generate funds for the local organization. (describe the event in 300 words or less)		5	
Chapter recognizes or thanks campus faculty and/or staff member(s) at least once per academic year (describe in 300 words or less)		10	
	Insufficient	< 46	
	Proficient	40 - 89	
	Excellent	> 89	

COMMUNITY ENGAGEMENT	SM	POINTS (265)	ECO
Community Connections		100	
Chapter hosts an event for parent(s) during the academic year (describe the event or events in 300 words or less)		10	Director of Member and Community Engagement (Parent Relations Coordinator, Homecoming Coordinator, Faculty Relations Coordinator, Social Media Coordinator, Newsletter Coordinator, Alumni Relations Coordinator, Website Coordinator)
Chapter has a Parent Advisor (Include the advisor's name and email address)		5	
Chapter has a Faculty Advisor (Include the advisor's name and email address)		10	
Chapter has an Academic/Education Advisor (Include the advisor's name and email address)		5	
Chapter has a Recruitment Advisor (Include the advisor's name and email address)		5	
Chapter has a Finance Advisor (Include the advisor's name and email address)		5	
Chapter has a Member Safety and Standards Advisor (Include the advisor's name and email address)		5	
Chapter has a Member Engagement Advisor (Include the advisor's name and email)		5	
Chapter has a Community Engagement Advisor (Include the advisor's name and email)		5	
Chapter has a Ritual Advisor (Include the advisor's name and email address)		5	
Chapter hosts at least one event for alumni each year outside of Homecoming (describe the event in 300 words or less)		5	
Chapter publishes a Chapter Newsletter for alumni, parents, and friends of the chapter at least once per academic year (attach a copy of the newsletter)		10	
Chapter hosts an alumni or parent event during Homecoming (describe the event in 300 words or less)		5	
Chapter uses Facebook to connect with one another, campus, and community (include an image showing use of the page)		5	
Chapter uses Twitter to connect with one another, campus, and community (include an image with an example of Tweets from the account)		5	
Chapter uses Instagram to connect with one another, campus, and community (include an image with an example of posts from the account)		5	
Chapter uses standard Headquarter's designed (chapter specific) social media graphics throughout the year (include an image with example of branding on social media accounts)		5	
	Insufficient	< 40	
	Proficient	30 - 80	
	Excellent	> 80	

Philanthropy, Service, and Charitable Projects		165	
Chapter averages at least \$10 or more/member donated to a philanthropic cause in the fall semester (please include total number of dollars raised per member and in total by the chapter for each philanthropic cause supported in the fall semester)		10	
Chapter averages at least \$10 or more/member donated to a philanthropic cause in the spring semester (please include total number of dollars raised per member and in total by the chapter for each philanthropic cause supported in the spring semester)		10	

Director of Member and Community Engagement
 (Philanthropy Coordinator, Service Coordinator)

Chapter averages \$20 or more/member donated to a philanthropic cause in the fall semester (please include total number of dollars raised per member and in total by the chapter for each philanthropic cause supported in the fall semester)		15
Chapter averages \$20 or more/member donated to a philanthropic cause in the spring semester (please include total number of dollars raised per member and in total by the chapter for each philanthropic cause supported in the spring semester)		15
Twenty-five percent (25%) or more of chapter contributes to a philanthropy event of another campus organization at least once per academic year (list members and describe the philanthropic cause(s) in 300 words or less)		5
Twenty-five percent (25%) or more of chapter contributes to a philanthropy event for a local cause at least once an academic year (list members and describe the philanthropic cause in 300 words or less)		5
Seventy-five percent (75%) or more of chapter contributes to a philanthropy or service event in support of Special Olympics once per academic year (list members and their contributions and describe the event in 300 words or less)		15
Twenty percent (20%) or more of chapter members belong to the Azure and White Giving Club (based on average of April 15 and November 15 Roster numbers)	✓	10
Chapter makes a contribution of \$100 or more to their Sig Tau Foundation Chapter Fund each year	✓	10
Chapter provides members with education on the purpose of the Sig Tau Foundation (describe in 300 words or less)		10
Chapter averages 10 or more service hours per member contributed to a service event in the fall semester (please include total number of hours contributed per member and in total by the chapter for each cause supported in the fall semester)		10
Chapter averages at least 10 or more service hours per member contributed to a service event in the spring semester (please include total number of hours contributed per member and in total by the chapter for each cause supported in the spring semester)		10
Chapter averages 20 or more service hours per member contributed to a service event in the fall semester (please include total number of hours contributed per member and in total by the chapter for each cause supported in the fall semester)		15
Chapter averages at least 20 or more service hours per member contributed to a service event in the spring semester (please include total number of hours contributed per member and in total by the chapter for each cause supported in the spring semester)		15
Seventy-five percent (75%) or more of chapter participates in the service event of another campus organization at least once per academic year (list attendees and describe the event(s))		5
Seventy-five percent (75%) or more of chapter participates in a service event for a local cause at least once an academic year (list attendees and describe the event(s))		5
Insufficient		< 65
Proficient		65 - 135
Excellent		> 135