

Scholarship Program Checklist

As Scholarship Chairman, you need to determine your approach to the scholarship program. This will change based on the current state of your scholarship program. This resource offers three different checklists based on the needs of your chapter. Each of these options align with components described in the Scholarship Chair BRIEF, and you are encouraged to use this information in conjunction with that resource.

OPTION 1:

Your chapter is new and/or does not currently have a scholarship program OR your current scholarship program needs to be completely reimagined and starting over will be for the best.

If this describes your chapter, go to the “**Building a New Scholarship Program**” section of this document. As Scholarship Chair, you will follow a detailed step-by-step checklist to develop a strong scholarship program that meets the expectations and requirements of Delta Chi Fraternity.

OPTION 2:

Your chapter has a scholarship program in place; however, it is newer and needs consistent detailed reevaluation OR the program is no longer effective. The chapter may not be compliant with Delta Chi Fraternity’s expectations and requirements for Associate Member, member, officer, and chapter GPA and/or members are struggling to find academic success with the current program.

If this describes your chapter, proceed to the “**Large Overhaul of the Scholarship Program**” section of this document. As Scholarship Chair, you will need to lead an intense review and overhaul of the scholarship program.

OPTION 3:

Your chapter has a strong, well-established, and highly effective scholarship program. The chapter is compliant with Delta Chi Fraternity’s expectations and requirements for Associate Member, member, officer, and chapter GPAs. Members are currently finding academic success with the support of the scholarship program.

If this describes your chapter, proceed to the “**Review of a Strong Scholarship Program**” section of this document. As Scholarship Chair, you will only need to complete a review of a few resources, update chapter goals, and determine how you can continue cultivating academic excellence.

Building a New Scholarship Program

This option should be used if your chapter is new and/or does not currently have a scholarship program OR your current scholarship program needs to be completely reimagined and starting over will be for the best.

COMPONENT #1: SCHOLARSHIP ASSESSMENT

- ❑ Collect individual class schedules, majors, and current GPAs of members.
- ❑ Answer the scholarship assessment questions in the Scholarship Chair BRIEF.
 - Note: It would be helpful for the next Scholarship Chair if you typed your answers to the questions and saved them in an online cloud/database.
- ❑ Determine who your high academic achieving members are and solicit their help in supporting members who are struggling in similar classes and majors.
- ❑ Determine which members are not meeting your chapter's requirements for membership and those who are very close to not meeting standards. They will need extra support and guidance.

COMPONENT #2: GOAL SETTING AND PLANNING

- ❑ Have members set their own academic goals.
 - Note: Consider using these goals within your academic plan to celebrate and incentivize members to meet and exceed their goals.
- ❑ Using individual member goals and the results of your assessment, develop goals for the chapter.
- ❑ Create an action plan to achieve the chapter's goals.
- ❑ Create a plan with your scholarship committee for how you will specifically engage and support Associate Members while they are acclimating to their studies as part of the brotherhood.
- ❑ Create a monthly calendar breakdown for the entire year you are holding the Scholarship Chair position of important chapter events, fixed meetings, midterms, and finals.
- ❑ Create an academic development plan that works with your chapter's member development calendar. This looks like planned workshops, guest speakers, and facilitated conversation throughout the year during chapter meetings to help support your action plan.
- ❑ Work with your Scholarship Committee, ABT Scholarship Advisor, and/or Faculty Advisor to bring all these elements together to create your detailed scholarship program.

COMPONENT #3: CAMPUS RESOURCES

- ❑ Collect information (location, purpose, hours, and contact information) about all academic support services on your campus. Create and share this document with chapter members. *Examples:* writing center, tutoring center, campus library, and academic success center.
- ❑ Find information about academic opportunities and support for students and provide that information to chapter members. *Examples:* study abroad office, career/interview support, student support services/disability rights office, and a list of recommended places for studying on campus.
- ❑ Determine who or which office members should reach out to if they are concerned about treatment in a class and provide that information to chartered/provisional chapter members. *Note:* This person/office may vary widely from campus to campus. You will want to look for an academic ombudsman, Dean of Students office, or similar.

COMPONENT #4: PROGRAM TRACKING AND ENFORCEMENT

- ❑ Make sure the chapter bylaws reflect member obligations for not meeting chapter GPA requirements and what academic probation/not in good academic standing entails.
- ❑ Educate your members about the program at the start of each term, communicate goals, current goal progress, and consistently educate on academic performance tips.
- ❑ Build a program for members who need academic support. This program should include regular check-ins with someone on the Scholarship Committee, working with a member in the same major with a focus on mentoring and academic support, attending a certain number of office hours/TA review sessions, etc. - anything that will help them grow academically.
- ❑ Work with the “F” to determine how you will handle situations involving members not following their academic support plan. There should be a consistent process in place and this should be clearly communicated to all members.

COMPONENT #5: INCENTIVES, REWARDS, AND CONSEQUENCES

- ❑ Work with the “D” to determine your scholarship budget.
- ❑ Poll your members to determine what incentives would work best for them in their academic pursuits.
- ❑ Create a system to compliment and help complete the action plan. This system could be an incentive program where members earn points to help them with their academics.
- ❑ Determine how you will recognize members who show good progress, meet their goals, and excel academically. This might be social media recognition for members who make the Dean’s List, recognition at a family weekend, or a small gift from the chapter. There are many options and this does not have to be expensive. You will need to determine the criteria for recognition and what the recognition is and will want to share this during a chapter meeting as a motivational tool.
- ❑ Think about how you will bring scholarship and academic success into each chapter meeting. You can share study tips, present on a campus resource, have a speaker come in to share on an academic topic, do a gift card draw for members who have earned a high grade on a test/paper/project, etc. There are so many ways to bring scholarship and academic success into each meeting.
- ❑ Determine what restrictions, if any, exist for members on academic probation and make sure that is clearly communicated to the entire chapter. It is important to keep members on probation involved with the chapter while also holding them accountable.

Large Overhaul of the Scholarship Program

This option should be used if your chapter has a scholarship program in place; however, it is newer and needs consistent detailed reevaluation OR the program is no longer effective. The chapter may not be compliant with Delta Chi Fraternity's expectations and requirements for Associate Member, member, officer, and chapter GPA and/or members are struggling to find academic success with the current program.

COMPONENT #1: SCHOLARSHIP ASSESSMENT

- ☐ Collect individual class schedules, majors, and current GPAs of brothers.
- ☐ Answer the scholarship assessment questions in the Scholarship Chair BRIEF.
 - *Note:* It would be helpful for the next Scholarship Chair if you typed your answers to the questions and saved them in an online cloud/database. They will be able to quickly see changes if they have access to your assessment.
- ☐ Determine who your high academic achieving members are and solicit their help in supporting members who are struggling in similar classes and majors.
- ☐ Determine which members are not meeting your chapter requirements for membership and those who are very close to not meeting standards. They will need extra support and guidance.
- ☐ Determine what is and is not working about your chapter's scholarship program. It could be helpful to talk to brothers, your ABT Scholarship Advisor, and/or Faculty Advisor as you consider these questions:
 - What incentives are members no longer responding to? Why?
 - Are the consequences effective? Why/why not?
 - Has the chapter had a large change in academic success recently? If so, what contributed to that?
 - Are Associate Members being adequately vetted for academic success/potential
 - How is scholarship addressed with potential Associate Members before offering a bid?
 - Have other IFC fraternities on campus made large academic improvements recently?
 - If so, what are they doing well?
 - What can you try to implement for your chapter?
 - Where do changes need to be made to encourage academic growth for individual members and the chapter as a whole?

COMPONENT #2: GOAL SETTING AND PLANNING

- ☐ Have members set their own academic goals.
 - *Note:* Consider using these goals within your academic plan to celebrate and incentivize members to meet and exceed their goals.
- ☐ Using individual member goals and the results of your assessment, develop goals for the chapter.
- ☐ Create an action plan to achieve the chapter's goals.
- ☐ Create a monthly calendar breakdown for the entire year you are holding the Scholarship Chair position of important chapter events, fixed meetings, midterms, and finals.
- ☐ Based on your assessment and review of the existing program, make necessary changes/updates to the items listed below:
 - Associate Member academic support plan
 - Academic development plan for the chapter

- Support plan for members not meeting the academic expectations and requirements of the Fraternity
- Overall scholarship program

These changes need to be clearly communicated to the chapter along with a rationale for the changes. It will be important to help your members understand the “why” behind these changes/updates.

COMPONENT #3: CAMPUS RESOURCES

❑ Review existing campus resources available to members and make any necessary updates, additions, and deletions to the campus resources materials. Share the updated document(s) with chapter members.

COMPONENT #4: PROGRAM TRACKING AND ENFORCEMENT

❑ Review the chapter bylaws to ensure they reflect member obligations for not meeting chapter GPA requirements and what academic probation/not in good academic standing entails.

❑ Educate your members about the program at the start of each term, communicate goals, current goal progress, and consistently educate on academic performance tips.

❑ Based on your assessment and review of the existing program, make necessary changes/updates to the items listed below. These changes need to be clearly communicated to the chapter along with a rationale for the changes. It will be important to help your members understand the “why” behind these changes/updates, including:

- Plan for members needing additional academic support
- How to address situations involving a member not following their support plan.

COMPONENT #5: INCENTIVES, REWARDS, AND CONSEQUENCES

❑ Work with the “D” to determine your scholarship budget.

❑ Based on your assessment and review of the existing program, make necessary changes/updates to the items listed below. These changes need to be clearly communicated to the chapter along with a rationale for the changes. It will be important to help your members understand the “why” behind these changes/updates.

- Incentive program
- Recognition of member showing progress/growth, meeting their goals, and/or excelling academically
- How you will bring scholarship and academic success into each meeting
- Restrictions for members on academic probation

Review of a Strong Scholarship Program

This option should be used if your chapter has a strong, well-established, and highly effective scholarship program. In this case, the chapter is compliant with Delta Chi Fraternity's expectations and requirements for Associate Member, member, officer, and chapter GPAs. Members are currently finding academic success with the support of the scholarship program.

COMPONENT #1: SCHOLARSHIP ASSESSMENT

- ❑ Collect individual class schedules, majors, and current GPAs of members.
- ❑ Answer the scholarship assessment questions in the Scholarship Chair BRIEF.
 - *Note:* It would be helpful for the next Scholarship Chair if you typed your answers to the questions and saved them in an online cloud/database. They will be able to quickly see changes if they have access to your assessment.
- ❑ Determine who your high academic achieving members are and solicit their help in supporting other members who are struggling in similar classes and majors.
- ❑ Determine which members are not meeting your chapter's requirements for membership and those who are very close to not meeting standards. They will need extra support and guidance.

COMPONENT #2: GOAL SETTING AND PLANNING

- ❑ Have members set their own academic goals.
 - *Note:* Consider using these goals within your academic plan to celebrate and incentivize members to meet and exceed their goals.
- ❑ Using individual member goals and the results of your assessment, develop goals for the chapter.
 - *Note:* As a strong academic chapter, your goal needs to be designed to push the chapter forward. Ensure your goal(s) will charge the chapter to grow while also being attainable.
- ❑ Create an action plan to achieve the chapter goals.
- ❑ Create a monthly calendar breakdown for the entire year you are holding the Scholarship Chair position of important chapter events, fixed meetings, midterms, and finals.
- ❑ Create an academic development plan that works with your chapter's member development calendar. This looks like planned workshops, guest speakers, and facilitated conversation throughout the year during chapter meetings to help support your action plan.
- ❑ Work with your Scholarship Committee, ABT Scholarship Advisor, and/or Faculty Advisor to make any needed edits to the chapter's scholarship program.

COMPONENT #3: GOAL SETTING AND PLANNING

- ❑ Review existing campus resources available to members and make any necessary updates, additions, and deletions to the campus resources materials. Share the updated document(s) with chapter members.

COMPONENT #4: PROGRAM TRACKING AND ENFORCEMENT

- ☐ Review the chapter bylaws to ensure they reflect member obligations for not meeting chapter GPA requirements and what academic probation/not in good academic standing entails.
- ☐ Educate your members about the program at the start of each term, communicate goals, current goal progress, and consistently educate on academic performance tips.
- ☐ Based on your assessment, make any changes/updates to the plan for members needing additional academic support and the actions taken when a member is not following their academic support plan.

COMPONENT #5: INCENTIVES, REWARDS, AND CONSEQUENCES

- ☐ Work with the “D” to determine your scholarship budget.
- ☐ Based on your assessment, make any changes/edits to the incentive structure, recognition program, bringing scholarship and academic success to each meeting, and restrictions for members on academic probation.