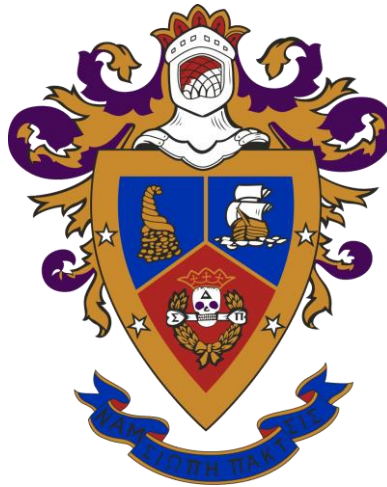


Vice President-Scholarship & Awards Officer Packet



Duties of the Vice President-Scholarship & Awards (VPSA)

(from Policy and Procedures Manual section B, policy 17)

- To ensure the chapter is informed about all opportunities for individual and chapter fraternal recognition.
- To coordinate and oversee the chapter's award application process, including nomination of a Collegian of the Year candidate.
- To serve as the contact person for the provincial and national Scholastic Development and Awards Committees.
- To develop programs to foster and recognize members' academic achievement.
- To educate members about university and Fraternity scholarship and academic development opportunities.
- To oversee the administration of any chapter scholarships.
- To promote to the university and local community any recognition received by members and/or the chapter.

Opportunities for Member and Chapter Recognition

Delta Sigma Pi offers over 20 opportunities for member and chapter recognition. Additionally there are multiple opportunities for chapters to recognize non-members for their service to the Fraternity. Information regarding all of these opportunities may be found in the [Awards and Recognition Manual](#).

The VPSA should ensure the chapter is informed about all recognition opportunities and promote participation in this Fraternity program.

Chapter Awards

Every year each chapter in the Fraternity has the opportunity to be recognized for the accomplishments they have completed throughout the previous school year. Regional, Provincial, and National Fraternity awards are given to chapters for Outstanding Service, Outstanding Professional Activities, the Most Improved Chapter, Outstanding Financial Operations, Outstanding Alumni Relations, Outstanding Scholastic Development, and the Most Outstanding Chapter.

In order to be eligible for an award a chapter must apply following the requirements found in the [Awards & Recognition Manual](#). The VPSA and/or any awards committee should inform chapter members and individual officers of the criteria and requirements of each award at the beginning of the school year. This will allow the chapter to plan ahead and submit the best possible applications.

Awards Application Process

The VPSA should help the chapter set goals for participation in Delta Sigma Pi's awards program. The goals should be set at the beginning of the academic year in order to ensure all award eligibility requirements are met throughout the year.

The VPSA is not expected to complete applications for all chapter awards. He/she should become familiar with the application process and chair a committee that is in charge of compiling the applications. In many cases, the VPSA will complete most but not necessarily all of the award applications.

The Awards & Recognition Manual provides the criteria and guidelines for applying for all Fraternity honors. If you have questions about the Fraternity's awards program or the application process, do not hesitate to contact your Provincial Scholastic Development & Awards Committee Chair, a member of the national committee, or Central Office staff.

Collegian of the Year

Each fall, the VPSA should promote and ensure that the chapter elects one of its members to be the chapter Collegian of the Year. Nominations need to be submitted online through the Hub form by October 15. The chapter candidate's application needs to be submitted online by November 15.

Programs for Academic Achievement

The goal of these programs should be to emphasize individual and chapter academic achievement. Steps toward this goal may include:

- Setting short- and long-term goals for the chapter's academic performance
- Promoting and recognizing individual and chapter achievement
- Facilitating positive interactions with faculty

- Stimulating career development programming for members

[Refer to the Academic Excellence Guide for more details.](#)

University and Fraternity Scholarships and Academic Development Opportunities

The objective of this duty is to ensure chapter members are aware of the variety of scholarship and academic development opportunities offered by Delta Sigma Pi and your university. These opportunities include, but may not be limited to:

- Delta Sigma Pi Leadership Foundation scholarships (A listing of these scholarships and guidelines for applying may be found [here](#).)
- University financial aid
- Non-Fraternity sponsored scholarships
- Tutoring programs offered through the university

Delta Sigma Pi Scholarship Key

Each spring Delta Sigma Pi awards the Scholarship Key to the graduating student with the highest cumulative academic average toward a degree in business administration or economics. The Scholarship Key is awarded to the highest honors student, whether the person is or is not a member of Delta Sigma Pi.

Your responsibility as VPSA is to ensure the Scholarship Key is awarded at your University/College. The Central Office staff will send an email to the business dean requesting the information of the winners and providing information about this honor. Ensuring updated contact information for the University Dean is correct on the chapter's Officer Report is important. You may wish to discuss a proper presentation of the Scholarship Key with the dean in advance of the commencement ceremonies. Based on appropriateness you may present the Scholarship Key at graduation, during a chapter meeting or another special event.

For more information, including history, visit the [Scholarship Key page](#).