



# Alpha Phi Sigma

The Criminal Justice Honor Society

## 2019 CHAPTER AWARDS

### Please Read the Guidelines to Each Scholarship Carefully

- ◆ All Scholarships MUST be submitted electronically to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org).
- ◆ Scholarship MUST be submitted in PDF via e-mail. Hardcopies will NOT be accepted.
- ◆ Include a Scholarship Cover Sheet with each award. The Scholarship Cover Sheet is the Notice to Headquarters (letter of Intent) to apply for a scholarship.
- ◆ Place the NAME of the scholarship in the e-mail subject line.
- ◆ All entries will receive a confirmation e-mail upon receipt of information.

**DEADLINE**  
**for all Scholarships & Awards is**  
**January 12, 2020**

# Alpha Phi Sigma Community Service Project Award “Theme of the Year”

First place award \$500—Second place \$250—Third place \$125

## *Topic:* FAMILY VIOLENCE

Each year at the annual conference, the National Student Officers will select a “Theme” for the year. All chapters will choose at least one community project to follow the “Theme” throughout the year. The theme for this year is *FAMILY VIOLENCE*.

## GUIDELINES

### Guidelines for Presentation:

- Create a video or PowerPoint presentation that depicts the chapter's activity based on the Theme of the Year: *FAMILY VIOLENCE*.
- The presentation will take place in front of the judges and national assembly at the Alpha Phi Sigma annual conference in San Antonio, TX.
- Each entry will have **4 minutes** to present their project regardless of the format. Please keep your presentations within the stipulated time. Presentations lasting longer than the 4 minutes by 30 seconds will receive a reduction in points. Presentations lasting longer than the 4 minutes 30 seconds will be disqualified. Please plan accordingly.
- Chapters will be called randomly to present.
- Only chapters that submitted paperwork to Headquarters prior to the January 12 deadline will be able to present at the conference.

### Guidelines for Submission:

- Submit a written report to Headquarters that contains:
  - (1) a letter written by the agency’s staff projects coordinator stating and confirming the activities performed by the chapter, and
  - (2) a letter signed by the chapter advisor on chapter or university letterhead confirming the involvement and listing all the members who participated in the project, and
  - (3) both letters **MUST** be emailed to Headquarters by the scholarship deadline. Please make sure that letters include University and Chapter name.
- Submit a Scholarship Cover Form along with required documents to Headquarters via email.
- Deadline is **January 12, 2020**.
- Please put **THEME of the YEAR** in the e-mail subject line.

**\*\* Please note that chapters will no longer be handing the letters to the judges at the conference.**

**Headquarters will receive the information, review it, and add the points to the Rubrics upon submission.**

# Outstanding Chapter Goals Awards

## Unity—Leadership—Service

The Outstanding Chapter Goal Award will be presented to the chapters that have best shown exemplary efforts under each specific goal. **An award of \$300** will be awarded for each Goal.

Chapter Goal Awards will be judged at the Alpha Phi Sigma National Conference. Supporting documentation must be submitted along with Scholarship Cover Sheet (intent to enter contest).

### Guidelines for Presentation:

- ◆ A 3 minute video or PowerPoint presentation for each Goal.
- ◆ If a chapter applies for more than one goal, 3 minutes will be allotted to each presentation.
- ◆ Each chapter goal will be presented independently. Do not combine Goals in presentation.
- ◆ Chapters will present the specific goal when called upon.
- ◆ Goals will be presented in the following order:
  - ⇒ **Service Goal**
  - ⇒ **Leadership**
  - ⇒ **Unity**
- ◆ Chapters will be called randomly to present each Goal.

**Presentation of Chapter Goal Awards SHALL NOT include the THEME OF THE YEAR.**

An entry that includes the Theme of the Year as a Chapter Goal in their presentation will be disqualified from that Outstanding Chapter Goal Award judging.

### Guidelines for Submission:

Chapters must email Headquarters the following information in order to be judged at the conference.

- ◆ Scholarship Cover Sheet.
- ◆ 2019 Financial Report.
- ◆ 2019 Activity Report.
- ◆ Updated By-Laws if any (Please make sure we have a copy of the Chapter Bylaws at Headquarters).
- ◆ Minutes of Meetings.
- ◆ Supporting materials such as press clippings, chapter newsletters, and/or appreciation letters received by the chapter.
- ◆ Submit Scholarship Cover sheet with all required documents via email to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org)
- ◆ Put Outstanding Chapter Goal Award in the e-mail subject line.
- ◆ A confirmation e-mail will be sent upon receipt.
- ◆ Submission deadline is **January 12 2020.**

\*\* Please note that chapters will no longer be handing the folder with Minutes and clippings/letters to the judges at the conference.

Headquarters will receive the information, review it, and add the points to the Rubrics upon submission.

\* The Chapter Goals awards is different from the Outstanding Yearbook competition.

## Outstanding Yearbook Competition

### \$300 and a certificate

Put your crafting skills to work and create the best yearbook to compete along with other chapters!

When the chapter created the yearbook, bring it to the conference where a panel of judges will judge the yearbooks. Students do not have to present the yearbook. A great yearbook speaks for itself.

The yearbook shall include photographs, but may also include newspaper clippings, local chapter newsletters, flyers, appreciation letters, and other items that illustrate the chapter's commitment to the ideals of Alpha Phi Sigma throughout the year. \* Please note that the Outstanding Yearbook competition is different from the Chapter Goals awards.

#### Guidelines:

- ◆ The yearbook may be a scrapbook style, photo album style, or printed format. Get creative!
- ◆ Chapters attending the conference must bring their yearbook to the conference.
- ◆ Yearbook may be presented as a book, scrapbook, or other paper format. (No videos or projected formats).
- ◆ A Scholarship Cover Sheet must be e-mailed to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org) prior to deadline.
- ◆ Please put **Outstanding Yearbook** in the email subject line.
- ◆ A confirmation e-mail will be sent upon receipt.
- ◆ **Deadline is January 12, 2020.**

#### Judging:

- ◆ Yearbooks must be brought to the conference to be judged.
- ◆ Judging will be conducted by judges only. No students need to present the yearbook.
- ◆ Yearbook content and originality will be judged.

## Website Awards—Must Apply

### \$100 Award for chapters having and maintaining a current website

This award is to encourage chapters to have and maintain a chapter website. Judges will determine if the website is up to date and shares important APS information such as but not limited to, Advisors contact information, list of upcoming events, a link to Headquarters' website, chapter officer's information, application process, chapter bylaws, etc.

#### SUBMISSION:

- Submit Scholarship Cover Sheet and chapter website address via e-mail to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org)
- Deadline is **January 12, 2020.**
- Please put **WEBSITE COMPETITION** in the e-mail subject line.
- A confirmation e-mail will be sent upon receipt.

**Websites not containing current information as of date of December 2019  
are not eligible for award**

## **“STAR” Chapter Award**

\$250 and a Certificate

The Star Chapter will be awarded at National Conference. There may be more than one winner per year.

### **Guidelines for “Star” Chapter Award:**

- ◆ Have had at least one student who attended the previous conference.
- ◆ The chapter advisor or assistant advisor must have attended at least one Advisor Meeting at the previous year’s conference.
- ◆ Have at least one student who applied for an Alpha Phi Sigma scholarship at the previous year’s conference.
- ◆ Sponsor one “Theme of the Year” activity.
- ◆ Held a minimum of one induction ceremony the previous year.
- ◆ File an annual Chapter Financial Report for the year preceding the annual conference by January 12, 2020
- ◆ File an annual Chapter Report for the year preceding the annual conference by January 12, 2020.
- ◆ Timeframe of above listed events is January 1, 2019 to December 31, 2019.

### **Application Procedures:**

- ⇒ Submit a letter detailing all of the required information listed above (including the name of student who attended 2019 conference and student who submitted a 2018 scholarship) and the reason why your chapter should be granted “Star” Chapter Award.
- ⇒ Submit Scholarship Cover sheet via e-mail to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org)
- ⇒ Submit all required documentation along with Scholarship Cover Sheet to Headquarters by email. No hardcopies accepted.
- ⇒ Deadline is **January 12, 2020**.
- ⇒ Please put **“STAR” CHAPTER AWARD** in the e-mail subject line.
- ⇒ A confirmation e-mail will be sent upon receipt.

## **Advisor of the Year Award**

\$400 and a Certificate

Any chapter applying for the Advisor of the Year must submit a written recommendation with a detailed letter stating why the chapter advisor deserves this honor. The local chapter executive board, and at least three fourths of the chapter’s active members, must support the nomination by signing the recommendation letter.

The letter should include a description of the advisor’s rapport with members, longevity, activities he/she has overseen or participated in, and his/her ability to motivate and lead.

- Advisor may receive award once every 3 years. (If Award is received in 2019, Advisor will be eligible to receive award again in 2022)

### **Submission:**

- ⇒ Submit Scholarship cover sheet and all additional materials only via e-mail to [headquarters@alphaphisigma.org](mailto:headquarters@alphaphisigma.org). No hardcopies.
- ⇒ Deadline **January 12, 2019**.
- ⇒ Please put **ADVISOR OF THE YEAR** in the e-mail subject line.
- ⇒ A confirmation e-mail will be sent upon receipt.