

# Alpha Phi Alpha Fraternity, Inc

## Georgia District Association



Dr. Everett B. Ward, General President  
Benny G. Hand, District Director

Dr. Jamie Riley, Executive Director  
Enow Taye Ayuk, Asst. District Director

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Greeting Brother's!

It's that time again. All chapters are urged to update their website by removing all monikers, images of apes, and any items not keeping within the Alpha image. All chapters are also required to have the Alpha Phi Alpha mission and vision statement added to the website. On the evaluation sheet you will see an area where you are to list your chapter website address. Chapter evaluations are simply audits of each respective chapter. The evaluations lets the District Director know that chapters are compliant with the various programming and administrative functions expected of each chapter.

In essence, your chapter evaluation is a report card detailing all the hard work you've done for the fraternal year. What I urge Brothers to do is call or email me with any questions you may have before turning in your chapter reports to make sure that you have everything requested of you. To make this easier you will see an attached checklist to aid you with gathering your report. I have asked Bro. Eric Russell of Tau Epsilon as the Co-chair of Chapter Evaluations. Again, I'm always available for any questions or concerns that you may have. Thank you and I look forward to working with you.

Fraternally, I am

**Bro. Michael W. Fuller**

Chair of Chapter Evaluation  
Georgia District Association  
fullerwmike@yahoo.com  
678.358.2293

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Founders

Henry A. Callis • Charles H. Chapman • Eugene K. Jones • George B. Kelley • Nathaniel A. Murray • Robert H. Ogle • Vertner W. Tandy

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## **Chapter Evaluation Item Checklist**

### **PURPOSE**

*This checklist is to provide instructions on how to correctly provide documentation for each category of the chapter evaluation. The main categories of the evaluation are as follows: 1) Chapter Admin Information 2) Convention Attendance 3) District Awards & Participation 4) National Programs 5) Special Programs 6) District Leadership Programs 7) Intake Participation 8) Reclamation & 9) Chapter Awards & Recognitions 10) Chapter Programs & Initiatives. Under each category you will see specific items that will be assessed, and appropriate documentation will need to be provided. Please put evaluation and supporting documentation in binding form. Make sure the evaluation is the first page of the report.*

### **Categories**

#### **1. Chapter Admin Information**

- A. Under the chapter admin category please provide documentation for chapter demographics. (Example of documentation would be a copy of chapter directory from Alphanet).
- B. Provide printed copy of chapter's constitution
- C. For undergraduate chapters, please provide a letter of good standing from your university's greek office. Be sure letter also includes current chapter GPA.
- D. Please affix chapter's seal.
- E. Chapter advisor should affix signature for undergraduate chapter.
- F. Please provide a current list of chapter officers risk management certification. This should be a letter signed by your Area Director, or a print out from Alphanet.

#### **2. Convention Attendance**

Provide a list of your chapter's delegate for each convention. Include registration forms as appropriate documentation or wipes of delegate badges.

#### **3. District Awards & Participation**

List and provide your chapters involvement at District (i.e. Awards such as Brother of the Year, step show, oratorical contest, etc.) Proper documentation would be pictures, and a written brief detailed summary.

#### **4. National Programs**

Provide documentation showing that you have completed the following: Go-to-High School Go-to-College, A

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Voteless People is a Hopeless People, Project Alpha, and Brother's Keeper. Pictures and a written brief detailed summary of the event would be appropriate documentation.

### 5. Special Programs

Provide documentation showing that you have completed either Big Brother/Big Sister, Boy Scouts of America, March for Babies, or the Miss Black and Gold Pageant. Pictures and a summary write up of the event would be appropriate documentation. Bonus points can Bonus points of two (2) points each will be given to chapters who partake in each additional special program

### 6. District Special Programs

Provide roster of chapter brothers that have attended the college brother empowerment, spring leadership Summit, and Georgia District Alpha Day at the capital.

### 7. Intake Participation

Provide roster of chapter brothers that have attended the fall or spring intake. If no intake for the chapter, chapters are required to participate with duties for either spring or fall IMDP process.

### 8. Reclamation

For graduate chapters, please provide list of reclaimed brothers, pictures, or a written brief summary of reclamation programs or events.

### 9. Chapter Awards & Recognitions

This category is for possible bonus points to your score. In order to receive points provide proper documentation such as pictures and/or a written brief detailed summary of the award or recognition for the chapter. *Bonus Points awarded will be under the discretion of the chapter evaluation committee.*

### 10. Chapter Program & Initiatives

This category is for possible bonus points to your score. In order to receive points provide proper documentation such as pictures and/or a written brief detailed summary of the award or recognition for the chapter. *Bonus Points awarded will be under the discretion of the chapter evaluation committee.*

### 11. Chapter Assessment

Provide copies of receipt of payments from Alphanet to verify on time payment of Grand Tax, Insurance, District Fees, and Regional Fees.

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Alpha Phi Alpha Fraternity, Inc.  
Graduate Chapter Evaluation  
Georgia District



**PLEASE COMPLETE THE CHAPTER INFORMATION BELOW BUT DO NOT GRADE YOURSELF!**

Date:	Chapter:		
Key:	Area:		
Location:			
Chapter Website:			
Brother Completing Evaluation:			
<b>Evaluation Criteria</b>			
		<b>Possible Points Earned</b>	<b>Total Points Earned</b>
<b>Chapter Admin Information:</b>			
Chapter has Permanent P. O. Box		4	
Chapter Seal Available		4	
Chapter Ritual Available		4	
Chapter Constitution on File		4	
Chapter Directory & Officers (List Active Members provide printed list from Alphanet)		4	
Chapter Officers Risk Management Certified		2	
Chapter Website Provided		2	
<b>Convention Attendance:</b>			
Chapter Delegate Strength at the following:			
District Convention		4	
Regional Convention		4	
<b>District Awards &amp; Participation:</b>			
<i>Chapters should have participated in at least 3 award competitions and/or provided judges to judge various awards and competitions (i.e. scholars bowl, step show, chapter of the year, Augustus M. Witherspoon Award)</i>		12	
<b>National Programs:</b>			
<i>Chapter participated in the following:</i>			
Go-to-High School, Go-to-College		4	
A Voteless People is a Hopeless People		4	
Project Alpha		4	
Brother's Keeper		4	
<b>Special Programs:</b>			
<i>Chapter participated at least two(2) of the following:</i>		8	
Big Brothers/Big Sisters			
Boy Scouts of America			
March Of Dimes Donation (\$350 - Undergraduate chapters; \$750 - Graduate Chapters)			
Miss Black & Gold Pageant			
Leadership Development Institute			
<b>District Special Programs:</b>			
<i>Chapter participated in the following:</i>			
Spring Leadership Summit		4	
Georgia District Alpha Day at the Capital		4	
<b>Intake Participation:</b>			
<i>Chapter participated in one(1) of the following:</i>		4	
Spring 20 Intake or Fall 20 Intake			
<b>Reclamation:</b>			

