



CHAPTER REPORT SCORING RUBRIC

CHAPTER REPORT ELEMENTS	POINTS
Cover Page – 5 points each	
Chapter name	
Region	
Location	
College/University	
Table of Contents – 15 points total	
Chapter Information – 5 points each	
Officers	
Address	
Contact information	
Email address	
Social media	
Website	
CSAF – 20 points	
PIAs (photos/flyers summary of events) – 5 points each event in each promram	
B&BB	
Social Action	
Education	
Sigma Beta Club	
Scholarship & Academic Achievement – 5 points each	
Academic performance of advised chapters	
Presentations & learning opportunities at chapter meetings	
Academic demographics (degrees)	
Recognize post-graduate commencements	
List GPAs (collegiate)	
Scholarships Received (collegiate)	
Special academic awards/achievements (collegiate)	
Graduating members (collegiate)	
Minimum of three community partnerships (collegiate)	
Membership Growth & Retention – 5 points each	
Chapter roster	
Chapter members' careers/demographics	
New initiates	
Transferred Members	
Collegaite to Alu,mni	
Chapter has a written retention policy	
Chapter has 85% rebtion of all eligible members	
Stats for grwth	
Indicate classification & goals (collegiate)	



Chapter Operations – 5 points each	
Chapter Meetings	
M.D.I. / State Conference	
WRC Attendance	
WRFBM Attendance	
Chapter management workshop	
Parliamentary Procedure Workshop	
MIP Certification	
Conclave Attendance (minimum of 3)	
Collegiate Advisors University Certification (CAU)	
Risk Management – 5 points each	
RM At-A-Glance (Sigma LMS)	
Anti-Hazing class/Certification	
Chapter Liability Insurance	
SBC Best Practices	
Special Projects, Activities, & Events – 5 points each	
Golf tournament	
Social Events	
Galas	
Sigma/Zeta Events	
Founders' Day Celebration	
Rededication Ceremony	
NPHC Events	
Chapter Report – Score 0 to 20 points for each	
Overall organization	
Presentation	
Attractiveness	
Creativity	
Relevance	
Use of photos (quality, resolution/sharpness)	
Use of Charts & Graphs	
Branding Compliance	

Total: