

GRAND CHAPTER LEON STEWARD AWARD 2025



OUTSTANDING GUIDE RIGHT MEMBER

THE LEON W. STEWARD AWARD This award recognizes the most outstanding member of a Guide Right Program, named in honor of the founder of the National Guide Right movement of Kappa Alpha Psi Fraternity, Inc. To be presented at the 2025 Grand Chapter Meeting.

PERSONAL INFORMATION

Full Name of Nominee	
Mailing Address (Street)	
City, State, Zip Code	
Phone Number	
Province	
E-mail Address	
Grade Point Average (4.0 scale) <i>Include Official Transcript</i>	
Current High School	
High School Location	
Classification	

GUIDE RIGHT PROGRAM INFORMATION

Guide Right Chapter/Club	
Guide Right Advisor	
Name of Sponsoring Chapter	

GUIDE RIGHT INVOLVEMENT section 1

List years of Guide Right involvement.

EXTRACURRICULAR ACTIVITIES (include Guide Right Leadership positions) section 2. If necessary, please attach an additional sheet.

<u>Activity/Club</u>	Description (<i>include dates</i>)	Executive Leadership Position(s) Held

AWARDS/HONORS section 3. If necessary, please attach an additional sheet.

<u>Name of Program</u>	<u>Description</u>	<u>Date</u>

LEADERSHIP ESSAY section 4

Discuss your leadership experience. Maximum 500 words. If necessary, please attach an additional sheet.

CERTIFICATION

<u>Sponsoring Chapter</u>	<u>Signature</u>	<u>Date</u>
Polemarch		
Keeper of Records		
Guide Right Director		

OUTSTANDING GUIDE RIGHT MEMBER

AWARD INSTRUCTIONS & CRITERIA

Directions: Please follow the outline presented below.

1. Grand Chapter submissions for this award must first win their equivalent Province award.
2. **A certified/official high school transcript must be included.**
3. GPA (non-weighted) and transcripts should be cumulative of the student's academic career of either high school or middle school whichever is most recent.
4. Items of documentation are encouraged, i.e. newspaper clippings, citations, awards, photos, letters, transcript and all relevant supporting documents.
5. Provide a letter of recommendation. One from a teacher, peer, Kappa or community leader.
6. Points will be deducted from Essay for spelling or grammatical errors.
7. Provide a 60 second or less video of the applicant (mp4 format):
 - a. introducing himself and
 - b. discussing what achievement means to you
8. Information in sections 1, 2 and 3 should cover achievements since 2020.
9. **Chapter must have completed Guide Right Certification to be considered.**
10. All submissions must be electronic and uploaded via the Certification Portal.
11. **The deadline for submission is May 10, 2025. Submissions must be uploaded with the award application in one file, additional & supporting information in a separate file, and the video in a separate file, for a total of three files. The award application format must not be changed!**
12. The award will be presented based on point accumulation in the following categories:
 - A. GPA – (25 points)
 - B. Extracurricular Activities – (30 points)
 - C. GR Involvement – (15 points)
 - D. Letter of Rec – (5 points)
 - E. Essay (maximum 500 words) – (15 points)
 - F. Video – (10 points)

How to complete your award application form

1. Download the award application form to your computer.
2. Open the award application form using Adobe Acrobat Reader.
3. Complete the requested information in the fillable fields. Make sure you input the information that is requested.
4. Information that does not fit in the allotted space on the form shall be placed in the Supporting Documentation file. Instructions for that file are below.
5. Save the completed award application form to your computer and make sure the file name includes the name of the award.
6. **Sign form using a digital signature. You can also print out the form, sign using an ink pen, and rescan. Typed signatures will not be accepted.**
7. Upload the award application form to the Certification Portal.

How to complete your Supporting Documentation Document

1. Create a document that will contain the answers to the questions from the award application that will not fit in the allotted space on that form.
2. Each overflow answer will be separated by the name of the question it is answering, i.e. **“AWARDS/HONORS section 3.”** and a page break.
3. The additional information is the supporting pictures, articles, write-ups, newspaper clippings, citations, awards, transcript, and all relevant supporting information.
4. Save the completed Supporting Documentation document to your computer and make sure the file name includes the name of the award and **“SUPPDOC”**.
5. Upload the Supporting Documentation document to the Certification Portal.

How to prepare your Video Presentation

1. Create your video presentation.
2. Your video presentation should be 60 seconds or less and be in the .mp4 format.
3. Save your video presentation. The file name should include the name of the award and **“VIDPRES”**.
4. Upload the file to the Certification Portal.

Award Rubric

Award Rubric					
CATEGORY	INSTRUCTIONS				TOTAL POINTS
Grade Point Average on 4.0 scale *Certified Transcript required (unweighted)	Max 25 pts	1pt awarded per tenth of GPA from 2.1 to 4.0. Score _____	Additional points: 4.0 = 5pts 3.9 = 4pts 3.8 = 3 pts 3.7 = 2 pts 3.6 = 1pt Score _____		Max 25 pts
Extracurricular Activities (see section 2 and 3)	1pt each activity/year; 1 pt per leadership position per year; 1 pt per honor/award; 3pts per executive leadership position per year) (max: 30 points)				Max 30 pts
Guide Right Involvement (see section 1)	(max:15 points)	Three points for each per year in the program. Score _____			Max 15 pts
Leadership Essay (see section 4)					Max 15 pts
Video	Max 10 pts				Max 10 pts
Letter Of Recommendation	Maximum 5 points.	Letter from a teacher, peer, Kappa or community leader Score _____			Max 5pts

Total Points _____