

2025 GRAND CHAPTER UNDERGRADUATE GUIDE RIGHT CHAPTER OF THE YEAR AWARD



THE UNDERGRADUATE GUIDE RIGHT CHAPTER OF THE YEAR AWARD – an award to be presented at the 2025 Grand Chapter Meeting to the most outstanding undergraduate Guide Right Programs. Chapters are awarded in the winner (first), silver (second) and bronze (third) awards for the large, medium and small chapter categories.

GENERAL GUIDE RIGHT PROGRAM PROFILE section 1

Name of Guide Right Program	
Sponsoring Chapter	
Name of Guide Right Director	
Email & Phone Number of Guide Right Director	
Total Number of Days Met with Students (include National & Province Meetings students participated in)	
Total Number of Guide Right Students	
Total Number of Financial Brothers in the Chapter	
Province	

NATIONAL GUIDE RIGHT PROGRAM(S) section 2

Check all National Guide Right Programs your Chapter has participated:

Core Programs (5pts for each, if there participation in each category College Prep, Social Action, Financial Literacy & College Success)(if not at least one participation in each category then its 3 pts for each), information requested on parentheses on a separate page

College Prep

- Naviance (# of students)
- College Signing Day
- Virtual College Conversation (List dates & number of students for each session)
- Virtual College Tour (List dates & number of students for each session)
- College & Career Assessment & ACT Workshop (List dates & number of students)

Social Action/Community Service

- #KLregister2vote (# of students)
- Community Service project (List dates, # of students & the activity engaged in)

College Success

- Mentoring Former Kappa Leaguers (list dates & students)
- National Mentoring for former Kappa Leaguers (list dates & students)
- Your Next Steps program (list dates & students)

Financial Literacy

- Number of Students

National Initiatives (2pts for each) information requested on parentheses on a separate page

- STEM (List dates, # of students & activity)
- NSBE Jr (# of students)
- NKL Debate Tournament
- NKL Competition Math Competition
- NKL Competition Poetry Slam Competition
- NKL Competition SWAG Design
- KL Presidents Forum (# of students)
- Best Practices (List submissions to the Best Practices Committee)
- GR Mentor Training (List dates & who participated)
- Close Up Civic Engagement (# of students)
- IGRAD (# of students)
- Aviation Program(# of students)
- #iamachievement (# of students)
- #whykappasmentor (# of students)

PROVINCE GUIDE RIGHT PROGRAM(S) section 3

List all Province Guide Right programs participated in: ([#] of students; [#] total number of days & dates, including Province Student of the Year Participation)

If necessary, please attach information to this form.

LOCAL GUIDE RIGHT PROGRAM(S) section 4

List all Local Guide Right programs ([#] of students; [#] total number of days & dates)

If necessary, please attach information to this form.

GUIDE RIGHT COMMUNICATIONS section 5

List all submissions to Kappa League TV and NGR Social Media and provide your Guide Right social media oversight policy.

If necessary, please attach information to this form.

DESCRIBE YOUR MAJOR COMMUNITY SERVICE PROJECT & IT'S IMPACT section 6

If necessary, please attach information to this form.

CERTIFICATION

This is to certify that the information provided is valid.

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

INSTRUCTIONS & CRITERIA

Directions: Please follow the outline presented below.

1. **Grand Chapter submissions for this award must first win their equivalent Province award.**
2. Designations of large, medium and small chapter will be determined by the number of financial Brothers in the Grand Chapter database on the submission deadline.
3. This submission should cover activities from **March 1, 2024 to March 1, 2025.**
4. **Chapter must have completed Guide Right Certification to be considered.**
5. One submission per Province in each of the small, medium and large categories is allowed.
6. Items of documentation are encouraged, i.e. newspaper clippings, citations, awards, and all relevant supporting documents. Each submission should show proof of participation. The minimum information we need is the DATE, ACTIVITY NAME, and number of students. The additional information is the supporting pictures, articles, write-ups, etc.
7. **The deadline for submission is May 10, 2025. Submissions must be uploaded to the Certification Portal. Submissions must be uploaded with the award application in one file, additional & supporting information in a separate file, and the powerpoint or video presentation in a separate file, for a total of three files. The award application format must not be changed!**
8. **Please provide a letter of recommendation from a student, parent or community leader.**
9. The Award will be determined based on point accumulation in the following categories:
 - A. Guide Right Initiatives (40 points)
 - B. Letter of Recommendation (5 points)
 - C. Guide Right Community Service project – (10 points)
 - D. Measurements of Guide Right Impact – (15 points)
 - E. Guide Right Communications – (10 points)
 - F. Guide Right Presentation – (15 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. The minimum information we need is the DATE, ACTIVITY NAME, and number of students.
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. **“GUIDE RIGHT PROGRESS section 5”** and a page break.
3. The additional information is the supporting pictures, articles, write-ups, newspaper clippings, citations, awards, and all relevant supporting information. Each submission should show proof of participation.
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 PowerPoint or Video Documentation

1. Create your PowerPoint presentation or video presentation.
2. Limit your **PowerPoint to 5 pages**. If you choose to do a video, your video presentation should be **60 seconds or less and be in the .mp4 format**.
3. Save the completed PowerPoint to your computer and make sure the file name includes the name of the award and **“PWTPNT”**. Your video presentation file name should include the name of the award and **“VIDPRES”**.
4. Upload the file to the Certification Portal.

Guide Right Certification Rubric

CATEGORY	INSTRUCTIONS				TOTAL POINTS
Guide Right Initiatives (see section 2, section 3 & section 4) max 40 pts	Award points for all applicable descriptions (max: 40 points)	5 pts for each National Core Program (must have one program in each of College Prep, College Success and Social Action or its 3pts per Core program) Score_____	2 pts for non-Core National Initiatives and Province Program Score_____	1 pt per Local Program Score_____	Max 40 pts
Community Service Project (see section 6) max 10pts	Describe your major community service project & its impact				Max 10 pts
Guide Right Impact (see section 1) (max 15pts)	Take the total number of students involved and the number of days they met and divide by 4.				Max 15 pts
Guide Right Communications (see section 5) max 10 pts		1 pt for each submission to KLTV or NGR Social Media Score_____		Documentation of Social media oversight policy (max 5 pts) Score_____	Max 10 pts
Guide Right Presentation Max 15 pts	60 second or less video of your program or 5 page powerpoint presentation				Max 15 pts
Letter of Recommendation					Max 5 pts

Total points_____