

# FarmHouse International Fraternity

Director of  
Scholarship Resource



**Revised Fall 2005**

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**FarmHouse International Fraternity**  
**Director of Scholarship Resource**

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**THE CHAPTER AWARD OF EXCELLENCE**

The FarmHouse International Fraternity has established the Chapter Award of Excellence as our minimum standards program. It is designed to recognize Chapters that are operating at the performance level outlined in our By-Laws, policies, and handbooks. The criteria for the Chapter Award of Excellence are built upon basic expected performance in the various areas of chapter operations. As an officer of your Chapter, the criteria within your responsibility are identified in the box that follows.

**9. Intellectual Development & Scholastic Achievement (5 points)**

\_\_\_\_\_ *The chapter established and enforced grade requirements of at least a 2.3 out of 4.0 for holding chapter offices. (1 point)*

**Chapter GPA requirements for holding office** \_\_\_\_\_

\_\_\_\_\_ *The chapter established and enforced grade requirements of at least a 2.25 GPA for initiating new members. (1 point)*

**Chapter GPA requirements for initiation** \_\_\_\_\_

\_\_\_\_\_ *The chapter maintained and enforced a minimum academic standard of at least a 2.25 GPA for active members, with members below standard placed on academic probation. (1 point)*

**Minimum GPA required of active members:** \_\_\_\_\_

**What does academic probation include:** \_\_\_\_\_

\_\_\_\_\_ *A scholarship program was in place to assist all members with their academics, including (1 point if at least 6 marked)*

- |  |   |
|--|---|
| _____ <b>GPA competitions</b>                                    | _____ <b>Test file systems</b>            |
| _____ <b>Most improved GPA award</b>                             | _____ <b>Study hours/study halls</b>      |
| _____ <b>Progress reports</b>                                    | _____ <b>Scholarship banquet</b>          |
| _____ <b>Designated quiet hours/quiet areas</b>                  | _____ <b>Award for high GPA</b>           |
| _____ <b>Individual GPA goals</b>                                | _____ <b>Academic mentors for pledges</b> |
| _____ <b>Incentive programs (skip jars, Pizza for A's, etc.)</b> |   |
| _____ <b>Other</b> _____   |   |

\_\_\_\_\_ *The chapter is submitting a 2005-06 Chapter Programming Award application for intellectual development. (1 point)*

**SCHOLARSHIP PORTION (worth 20% of total Chapter Award of Excellence application – 40 points)**

\_\_\_\_\_ **GPA percentage above all-men's average on campus for calendar year (Jan.-Dec. '05) (20 points)**

Spring '05 Term \_\_\_\_\_ men x chapter/pledges average \_\_\_\_\_ GPA = \_\_\_\_\_

Fall '05 Term \_\_\_\_\_ men x chapter/pledges average \_\_\_\_\_ GPA = \_\_\_\_\_

grade points (A) \_\_\_\_\_ Total Men (B) \_\_\_\_\_ Total Chapter

(B) \_\_\_\_\_ Total Chapter Average / (A) \_\_\_\_\_ Total Men = (C) \_\_\_\_\_

4.00 Maximum grade attainable  
 minus (D) \_\_\_\_\_ Undergraduate All-Men's Average for academic year  
 = (E) \_\_\_\_\_ Campus differential

$$\frac{(C) \text{ \_\_\_\_\_\_ (Chapter Average)} - (D) \text{ \_\_\_\_\_\_ (All-Men's Average)}}{(E) \text{ \_\_\_\_\_\_ (Campus differential)}} = \text{ \_\_\_\_\_\_ } \%$$

- 30% or greater above all-men's average & higher (20 points)
- 20-29% above all-men's average (18 points)
- 10-19% above all-men's average (16 points)
- 0-9% above all-men's average (14 points)
- .1-9% below all-men's average (12 points)
- 10-19% below all-men's average (10 points)
- 20-29% below all-men's average (8 points)
- 30% or more below all-men's average (0 points)

**GPA percentage above all-men's fraternity average (10 points)**

Spring '05 Term      \_\_\_\_\_ men x chapter/pledges average \_\_\_\_\_ GPA = \_\_\_\_\_  
 Fall '05 Term      \_\_\_\_\_ men x chapter/pledges average \_\_\_\_\_ GPA = \_\_\_\_\_  
 (A) \_\_\_\_\_ Total Men      (B) \_\_\_\_\_ Total Chapter  
 grade points

$$(B) \text{ \_\_\_\_\_\_ Total Chapter Average} / (A) \text{ \_\_\_\_\_\_ Total Men} = (C) \text{ \_\_\_\_\_\_}$$

4.00 Maximum grade attainable  
 minus (D) \_\_\_\_\_ Undergraduate All-Men's Fraternity Average for academic  
 year  
 = (E) \_\_\_\_\_ All Fraternity Campus differential

$$\frac{(C) \text{ \_\_\_\_\_\_ (Chapter Average)} - (D) \text{ \_\_\_\_\_\_ (All-Men's Fraternity Average)}}{(E) \text{ \_\_\_\_\_\_ (All Fraternity Campus differential)}} = \text{ \_\_\_\_\_\_ } \%$$

- 30% or greater above all-men's fraternity average & higher (10 points)
- 20-29% above all-men's fraternity average (9 points)
- 10-19% above all-men's fraternity average (8 points)
- 0-9% above all-men's fraternity average (7 points)
- .1-9% below all-men's fraternity average (6 points)
- 10-19% below all-men's fraternity average (5 points)
- 20-29% below all-men's fraternity average (4 points)
- 30% or more below all-men's fraternity average (0 points)

**GPA Trends (10 points)**

GPA's for pledges & actives combined

<b>Spring 2003</b> _____	<b>Fall 2003</b> _____	<b>Average 2003</b> _____
<b>Spring 2004</b> _____	<b>Fall 2004</b> _____	<b>Average 2004</b> _____
<b>Spring 2005</b> _____	<b>Fall 2005</b> _____	<b>Average 2005</b> _____

- Chapters 30% above all-men's average for 2004 (all 10 points - could also record #2 below)
- 0.10 or more increase in last 3 years (10 points + 1 bonus point)
- 0.01- 0.09 increase in last 3 years (10 points)
- No change- 0.09 decrease in last 3 years (8 points)
- 0.10- 0.19 decrease in last 3 years (6 points)
- 0.20-0.29 decrease in last 3 years (4 points)
- 0.30 decrease and below (0 points)

## I. INTRODUCTION

One of the primary missions of FarmHouse Fraternity is to assist its members to do well academically. The purpose of this manual is to assist in the development and implementation of an effective scholarship program for all members of a chapter. It is strongly suggested that a Scholarship Committee led by the Director of Scholarship develop a program tailored to your campus and chapter. It is important to begin by emphasizing the importance of academics in our Fraternity. Scholarship is repeated through the Object that was created by our Founders. Today, more than ever, it is important for the Fraternity to place an emphasis on academics for the following reasons:

- Tuition and other costs are increasing.
- Academic competition is becoming more intense.
- Future opportunities are increasingly predicated on academic success.

Parents are concerned about the high costs of college and their child's academic success. Parents of fraternity members have a third concern; how will the fraternity affect my son's grades? A fraternity that helps its members do well academically is a sound investment. Chapters with good scholarship programs will have the support of parents and will retain members.

The students with the best grades have access to scholarships and more career opportunities after college. An increasing number of students are opting for graduate degrees. Only those students with the best academic records will have the opportunity to pursue an MBA, law degree, medical degree, or other course of graduate study. A college degree does not guarantee opportunity or success as it has in the past – many more members of the work force have college degrees than ever before. Advanced degrees are becoming increasingly important to the success-oriented individual, and increasingly harder to obtain.

Is your chapter preparing its members for today's competitive environment?

## **II. DIRECTOR OF SCHOLARSHIP**

### **Responsibilities**

The Director of Scholarship is responsible for coordinating the academic activities of the chapter. He is the Chairman of the Scholarship Committee and needs to emphasize the importance of academics to the chapter's operations and to the individual members. He does not have to have the highest GPA, but should be a good academic role model. Having this member on the executive team stresses the importance of scholarship and gives greater responsibility to this position.

- Oversee the intellectual growth of the members by establishing a Scholarship Program
- Chair the Scholarship Committee that ensures that the chapter follows the Program.
- Obtain the mid-term and semester grades of all members.
- Early in each semester, review all scholarship & grant possibilities with the chapter.
- Work with the VP - Recruitment to obtain the grades of prospective members.
- Help any member or prospective member having difficulty with his studies. Assist them in seeking the counsel of a faculty or university advisor.
- Ensure the chapter has a physical environment conducive to study.
- Invite and host speakers' series at meals or other times on pertinent academic topics.
- Plan events that honor academic success and faculty members.

### **Scholarship Committee**

The Scholarship Committee should have representatives from each class year and a faculty advisor. The Director of New Member Education and any other members involved with the new member education program should also be a part of the scholarship committee. The committee is charged with developing a scholarship program to assist all members in furthering their academic development. The committee must then ensure that the chapter and its members successfully implement these programs and policies. The following is a list of the major responsibilities of the committee:

- To promote a positive attitude toward scholastic achievement.
- Evaluate the academic needs of the chapter.
- To establish academic goals for the semester and academic year that cover:
  - Chapter GPA
  - Comparison to all men's average and all men's fraternity average
  - Programming goals
- To develop a chapter scholarship program.
- To develop a scholarship program specifically for New Members.
  - Study recommendations
  - Establish GPA goal
  - Method to monitor academic progress
  - Tutoring and Big/Little Brother assistance
- Ensure the chapter has a physical environment conducive to study.
- To recognize scholastic achievement and improvement.
- Individualized study programs, tutoring and additional assistance

### III. ESTABLISHING A SCHOLARSHIP PROGRAM

#### The Key to Good Scholarship

Academic success is all in the ATTITUDE of the chapter's members. Chapters that promote scholarship and develop a positive academic environment do well. Attitude is the key to individual and chapter success.

#### Steps to Improving Chapter Scholarship

There are 8 basic steps required to improve chapter scholarship.

1. Appoint a Scholarship Committee. Get organized!
2. Evaluate the academic needs of the chapter.
3. Set academic goals and minimum academic standards.
4. Develop a program to reach those goals.
5. Strive for cooperation with the college or university.
6. Monitor academic progress and continue to update and develop the program.
7. Repeat steps 2-7 continually.
8. Recruit an Academic Advisor to assist the group in steps 2-7.

#### Evaluating Academic Needs

Once a Scholarship Committee is in place, it will need to evaluate the current academic needs of the chapter. Several factors can negatively impact a chapter's dedication to good scholarship. The committee will need to determine which factors exist in the chapter and how to address them to improve the academic attitude of the chapter.

#### Problem Areas

- No organized scholarship program. It has been shown that chapters with a scholarship committee and an organized program do well academically.
- Over emphasis on activities. Chapters that find themselves over programmed with social and intramural activities have a more difficult time stressing the academic side of college life. There must be a positive balance of academics and extra-curricular activities.
- Scholarship is not a factor in membership selection. Past scholastic achievement can be a good predictor of future academic success. The entire chapter will benefit from recruitment that focuses on academically oriented new members.
- Lack of motivation! A difficult area to address, but one of the key factors to good scholarship. Motivation can come through leadership, role modeling, effective scholarship programming and positive new member education.
- Poor study skills. Many men who join fraternities did well in high school but find they do not know how to study in college. All good scholarship programs will help members improve their study skills.
- Physical environment. Is there a good study environment? Are there areas in which to study? Are there quiet or courtesy hours? What about lighting and study tables, not only in a chapter study area but in individual rooms as well?
- Lack of academic standards and "peer pressure" to improve scholarship. If there is a relaxed attitude among the members about academics, and little is known about minimum academic standards, there will be little incentive to perform well.

In assessing the academic needs of your chapter you will also want to look at the demographics of your membership. This should be in terms of age, fields of study, academic background, etc. Gauge the chapter against the competition. What are the all male, all fraternity and all campus GPA?

### **Setting Academic Standards**

The Scholarship Committee needs to determine the minimum academic standards for initiation, to be a brother in good standing, and to hold office. Some chapters also set minimum standards for participation in athletic events, social events, etc. Obviously, it is difficult to determine a student's exact GPA before grades are released at the end of a semester. However, most professors are willing to help by providing their current feelings about a student's work. These "midterm reports" can be extremely useful in estimating a member's GPA.

Initiation Requirement: Chapters are expected to require at least a 2.25 GPA for initiation.

Brotherhood Requirement: A similar 2.25 GPA minimum standard for remaining a part of the initiated brotherhood should be established and enforced. Any brother who falls below the minimum GPA should be placed on academic probation. The committee should discuss the terms of the probation with the member before placing the member on probation.

Holding Office Requirement: A higher 2.3 GPA standard should be set for the minimum GPA required to hold an office.

Chapters are encouraged to set higher academic expectations, dependent upon the all men's average on your campus.

### **Setting Academic Goals**

After evaluating the academic needs of the chapter, the Scholarship Committee will need to set academic goals. The best goals are obtainable (but not too easy), and measurable. Examples include:

- Chapter Grade Point Average: above the all men's and all fraternity GPA.
- 20% of all members on the Dean's List.
- 10% of all members in an academic honor society.
- No members are placed on academic probation or fail out of school.
- At least two academic programs for all members each semester.
- Implement an academic "buddy system."
- All graduating seniors have attended a career planning and placement program.
- Remodel chapter library/study area.

At the beginning of each semester, all members should submit a personal GPA goal to the Scholarship Committee. Upon receipt of these goals, the Scholarship Committee will need to briefly review these and discuss the goal with members whose goals are excessively high/low compared to previous performance. These personal goals can then be used for many things:

- Rewards can be given to those who meet or exceed their goal.
- A chapter goal GPA can be determined by averaging all of the individual goals. You will probably find that this chapter goal GPA will be significantly higher than previous results.

- Individual goals can be a good indication of a member's attitude toward school. We have all known people who only do enough to get by, when they are capable of much more.

### **Academic/Faculty Advisor**

Every chapter should have one of the 3 members of the Chapter Advisory Team serve as an academic advisor. This advisor does not have to be a member of FarmHouse. Many chapters have women who serve in this role. The academic advisor plays a critical tutoring role for the chapter. They should always be aware of the chapter's academic progress and be able to offer guidance and suggestions to the Scholarship Committee and to members who are experiencing academic difficulties. The academic advisor should be invited to formal dinners and to address the chapter on a regular basis. This will help to stress the importance of academics and serve to remind the chapter of its tie to the university.

From time to time the academic/faculty advisor may inquire what his or her responsibilities are for the role. The following are suggested expectations for the advisor that you may wish to modify as Director of Scholarship:

- Assist the chapter in exemplifying The Object of FarmHouse and the mission of the school.
- Help the chapter engage campus resources such as the Career Center or Counseling Center.
- Help the chapter achieve their scholarship goals.
- Review the chapter's scholarship program. If the chapter does not have a scholarship program, help the chapter create a program.
- Help chapter members who are having academic trouble.
- Meet with the new members and discuss with them how FarmHouse will help them achieve success at school and beyond.
- Share the chapter's successes with the school.
- Challenge the chapter to improve.

#### **IV. SUSTAINING A SCHOLARSHIP PROGRAM**

##### **Components of a Good Scholarship Program**

The Director of Scholarship will need to utilize a number of different components to develop a complete scholarship program. The following list of suggestions can offer some guidance. The committee will need to implement ideas that will work for their particular chapter.

Utilize Campus Resources. All colleges have an academic resource center. This is the best place to get assistance in developing a scholarship program. Encourage members to utilize this and other campus resources as well – your tuition pays for it. USE IT!

- Academic Resource Center
- Academic Counselors
- Chapter Faculty Advisors
- Career Development Office
- Campus Library
- Campus Tutoring Programs
- Greek Affairs Advisor

Academic & Career Presentations. Work in conjunction with the Total Member Education Chair to schedule speakers from the career development office, from the faculty, or from your alumni base to present a topic or program to the chapter. You can often schedule a brief presentation before a chapter meeting or dinner. Some suggestions are:

- Time Management
- Getting the Most from a Lecture
- Effective Study Skills
- Test Taking Skills
- Campus Resources
- Interview skills and resume writing.
- Career Planning
- Writing a Resume
- Interview Skills
- Marketing Yourself
- Dress for Success
- Graduate Schools

Establish a Positive Academic Environment. The chapter needs a positive academic environment, in both physical surroundings and attitude toward scholarship. Some important factors to remember:

- Physical surroundings – clean, comfortable, and with good lighting
- Maintain a chapter study area or library that has no outside distractions
- Quiet (or “courtesy”) hours are established and enforced
- Resources such as study guides and dictionaries are available
- Chapter stresses academic success
- Good scholarship is recognized and rewarded
- Social events do not conflict with academic demands
- Academics stressed in recruitment

- Post an academic bulletin board to keep members reminded of programs, application deadlines, and academic goals. Members should post notices for “help offered/ needed.”

Academic “Buddy System” Pair up brothers with each other and new members. Pairings do not have to be based on a student’s major, but on pairs that will work well together and those members who need the most help with those best suited to offer it.

- Make sure your partner goes to all classes.
- Study together, even if subjects are different.
- Use “peer pressure” in a positive way, to make sure you stay on top of your schoolwork.

Make Announcements at Chapter Meetings. The Director of Scholarship should remind members of some of the following at every meeting:

- Recognize individual members on achievement or honor societies
- The number of weeks until midterms, finals or other test dates
- Campus wide scholarship programs and resources
- Guest lectures and presenters on campus
- Scholarship and loans available from the college and the FarmHouse Foundation
- Application deadlines and test dates for graduate school tests
- Fraternity scholarship rankings
- Break down the cost per class session and then ask members how many classes they have missed in the last week

Scholarship handouts. Distribute relevant information to all members:

- Information from the campus academic resource center
- Information from the career planning and placement office
- Information on campus library services
- Information on campus tutoring programs
- Information collected from members – good professors, places to study, etc.

Develop a File of Course & Teacher Evaluations. Hand out course and teacher evaluation forms to all members prior to the end of each term. Note outstanding courses and post them on the chapter bulletin board prior to registration. Keep evaluations on file for future reference.

Job Bank. Post notices from the career development office about job fairs, company interview schedules on campus, resume workshops, internships and other notices. Be sure to post job information from alumni. Encourage Brothers to visit the FarmHouse International website in order to update their resume in the members only job bank ([www.farmhouse.org/jobbank/post.htm](http://www.farmhouse.org/jobbank/post.htm)).

Resume File. Collect the resumes of graduating seniors and recent graduates. Place these in a notebook to be used as examples for other members.

Chapter Newspaper & Magazine Subscriptions. The chapter will want to subscribe to at least one major newspaper and/or newsmagazine. Be aware of the world outside of campus!

Recognizing and Rewarding Good Scholarship. Recognize good scholarship and provide an incentive for members to do well. Some examples are provided later in this manual.

### **College Cooperation**

Good scholarship improves the chapter's relationship with the university. Good scholarship will be one of the prime factors that determine what sort of relationship a chapter will have with the institution. Other factors that will determine a chapter's relationship with the college will include:

- The role taken by a faculty advisor
- Frequency of officers meeting with the administrator and the relationship that is developed
- Chapter participation in college and community activities
- The chapter and individual member's discipline record

### **Monitoring Academic Progress**

Once the scholarship program has been implemented, it needs to be continually assessed and the Scholarship Committee needs to monitor the chapter's progress. Scholarship programming is a continually changing process. A good scholarship committee will be able to recognize the weaknesses in their program as time goes on and adapt their program to address those needs.

In monitoring the successes and failures of your chapter's scholastic program, the best way to tell how people feel about the program, to find out their attitude, is to ask them. Ask members how they feel about the minimum GPA requirements; ask how they feel about quiet hours, and so on. Especially follow up on members who are having trouble academically. Their attitude and opinions of the program are likely to have the greatest effect on the success or failure of the program. They are the ones who have the most to gain from the program.

### Grade Reports

One of the most essential tools in monitoring the academic progress of a chapter is the individual member's grade report. Many academic institutions will provide the Director of Scholarship with a printout of each member's current and cumulative GPA and credit hours. However, you will have to follow proper channels through proverbial "red tape." All academic institutions are going to require that each member sign a grade release sheet stating they agree that their grades may be released to you. Plan in advance, this can be a timely process. Getting a signature from everyone in the chapter can be difficult, but even after you get all the signatures, the university will take some time to process the information for you.

If the college/university will not release the information to the scholarship committee under any circumstances, find a way to collect reports from the members directly. It is obviously more difficult to track down every member of the chapter and require them to find their grade release, but it will be easier if the entire Scholarship Committee and other chapter officers assist you. Regardless, grade reports are a necessary part of tracking chapter and the individual academic progress. You might be surprised to find that some of the members struggling and others doing well rather than what you might anticipate. This is why you will need to adapt the scholarship program of the chapter so that each member can find the help he needs.

## **Scholarship and New Members**

### Recruitment

Academic achievement is once again a priority for the average student, due to rising tuition costs and more intense competition. More young men are looking for a fraternity experience that will not only enhance their social lives, but their academic and career prospects as well. University rankings of fraternity academic standings will point out how much emphasis a chapter puts on education relative to its peers. Potential members will be aware of this during the recruitment process. Chapters with low ratings must develop a good scholarship program for self-improvement and to raise the ranking, which will make them more appealing to potential members that place an emphasis on scholarship. Chapters should discuss their scholarship program with all potential members. Even chapters with a poor academic standing can attract new members dedicated to scholarship by emphasizing the new program and its commitment to academic achievement.

### Potential Members

Unless the men who are considered and selected for membership have the basic ability and motivation to fulfill the academic requirements for graduation, the fraternity cannot serve as a catalyst to the educational process. There are certain factors, related to the past performance and future goals of the individual, that should be considered before approving a prospective member.

- Appraise a man scholastically as you would socially or by any other measuring device.
- Discuss with each man his high school background in scholarship as well as his activities and social life.
- Do his long-range educational and professional goals reflect the thinking of someone serious about academics?
- If possible, examine his scholastic background. Subjects in high school, grades, class rank and admissions scores.
- He should understand the importance of the Scholarship Program and chapter policies concerning quiet hours, GPA requirements, etc.
- Be alert for upperclassmen that have already proven themselves academically. Many of the most outstanding leaders in the Fraternity world joined as upperclassmen.
- Offer a scholarship to incoming freshmen (male and female). The selection committee should consist of two chapter scholarship committee members and several university faculty/staff members. This opportunity provides incoming freshmen with a “first-hand” look at FarmHouse and fraternity life, while stressing our emphasis on academics. It also provides the chapter with a look at some outstanding potential members.

### New Member Education

It is crucial that the Fraternity stress good scholarship during the development of its new members. What they learn and the examples that are set for them will influence the future academic success of many members while they are completing their new member education program. Many men who join fraternities do very well in high school with minimum effort. However, once they reach college, they find it much more difficult to do well. Classes are more challenging, there are more outside distractions and there is less guidance from parents and teachers. The fraternity must teach new members how to adjust to the academic requirements of college. New members will look to experienced brothers for guidance. Chapters that create an atmosphere of belittling their new members will engender individuals who feel inferior, resulting in their poor academic performance. The Scholarship Committee will need to work closely with the New Member Educator to develop a scholarship component for the new member education program.

## V. ADDITIONAL RESOURCES

### Practices to Avoid

#### Study Tables

Study tables (or mandatory study hours) may not have the most positive impact on chapter scholarship. They definitely should not be a mandatory part of a scholarship program for new members. Some individuals study better at different times and in different environments. Many chapters opt for study tables only to find they have a limited effect and are discarded after a semester or two.

Chapters should have study tables as an option. If so, make sure the group at the table stays focused. Study tables have a habit of becoming conversation tables. If desired, you may have a study table monitor to ensure the group stays on track. The Scholarship Committee must constantly monitor the effectiveness of study tables.

Instead of study tables, many chapters have turned to a study log sheets, in which first year brothers and those on academic probation are required to submit study log sheets each week indicating day-by-day breakdowns of how much they've studied, working on homework assignments, worked on papers, prepared for exams, etc. These forms are required to be kept daily and turned into the Director of Scholarship weekly.

### Time Management Tips for Chapter Members

Develop a "TO DO" List – Be sure to integrate everything you have to do on one list. Keeping track of separate lists for your organization, your student role, and your personal life wastes time.

Break Down Big Projects – Even if they cannot be accomplished right away, think about how you can break them down to small parts and begin on a small part today. Do not put something off because it seems too big.

Set Priorities – Make decisions about what is most important and must be done today. Stars, checks, or a system of rating tasks "A" "B," "C," all work. The important thing is to decide what is important and then begin to work on it.

Do Top Priority Tasks First – It is easy to fall into the trap of doing low priority items because they are usually easier and require less time and effort.

Cross-Out Items – When you have completed an item on your list, cross it out. Add new items when they occur. Take time to reorganize the list at least once a week, every few days, or whatever feels best for you. It is much easier to see what you need to do.

Watch Your Schedule – Leave time between meetings, classes, and other scheduled activities. Know yourself... If you tend to run late, plan for it in your scheduling. Allow some flexibility for emergencies.

Group Your Errands and Phone Calls – Think before you take off to do something. Can you do anything else you need to do in the same general vicinity? Errands can be grouped. Phones at times seem to be few and far between on campus, so try to group your phone calls, too.

Learn To Say “NO” – You are not always the best person to respond to a request. Sometimes you are doing yourself and your organization or your friends a disservice if you take on too many responsibilities without enough time to do them well. Do not spread yourself too thin.

Use “Bits” of Time Effectively – Very often in our days, we have 15-20 minutes, which we waste and that could be used to help us get control of our time and our life. Fifteen minutes can be used to make two phone calls, start a letter, review a chapter, and other things that need our attention. If you know what you have to do by using a “TO DO” list, you can make better use of bits of time.

Use a Calendar – Being able to “see” your daily, weekly, or monthly schedule is helpful in planning your time.

Decide Your Personal Goals – Very often we just “do” and do not take time to decide what is really important for ourselves. We need to assess if our current activities and involvements meet our personal goals. If you are so busy that you are not accomplishing what you want to, then something is wrong. Assess each activity and involvement opportunity and see if it is helping you move toward your personal goals.

Make A Positive Decision Regarding Your Activities – Because you have always been involved in a group, activity or event is not sufficient reason to continue. It must be valuable to you. It must be worth spending your time on. If it is not, then you should look for ways to reduce your involvement with that activity and find other ways to meet your needs.

#### Plan Your Time

- Schedule fixed blocks of time first - especially class.
- Include time for errands.
- Schedule time for fun/recreation/exercise/relaxation.
- Set realistic goals.
- Allow flexibility in your schedule.
- Study two hours for every hour in class.
- Avoid scheduling marathon study sessions.
- Set clear starting and stopping times.
- Plan for the unplanned.
- Stick to your plan!

#### **Recognizing and Rewarding Good Scholarship**

Many chapters have adopted a system of awards for recognition of scholarship. This contributes to a positive emphasis on scholarship. For this reason, whatever the type of award, the actual process of conferring these honors should be performed under the most favorable conditions. This could be accomplished at your chapter formal or at a designated “scholarship and awards banquet.”

A scholarship awards presentation would be an excellent opportunity for the chapter to stress the academic mission of the Fraternity. The presentation should be highlighted by a speech from an alumnus, a faculty member or an administrator. The actual awards presented should demonstrate the importance of scholarship and individual achievement. Plaques and engraved certificates are usually appropriate. Some suggested scholarship awards are:

Highest Grade Point Average: It is important to recognize the brother and new member who have excelled academically. Their high achievement is a positive reflection upon the chapter and the entire Fraternity.

Most Improved Grade Point Average: It is important to recognize a brother and a new member who have put forth the effort to improve their grade point average, thereby improving the overall academics of the chapter.

Dean's List: It is recommended to publicly recognize the brothers and new members who were placed on the Dean's List. Their high achievement is a positive reflection upon the chapter.

Outstanding Achievement: Publicly recognize the brothers and new members who achieved at least a straight "B" average for the term. (3.00 on a 4.00 system)

Attendance Award: If possible, check with professors on this award and present it to brothers who did not miss a class during the term.

You will also want to recognize members who have been inducted into academic honor societies such as Phi Beta Kappa, Beta Gamma Sigma, Mortar Board, Omicron Delta Kappa, Order of Omega, Delta Tau Alpha, Alpha Epsilon, Phi Eta Sigma, Golden Key and others. A scholarship awards banquet would also be an excellent opportunity to recognize members who have been involved in and contributed to campus activities and organizations.

### **Other Scholarship Incentives**

In addition to rewards, provide members with some other incentives. There is no limit to the number of ways to inspire members to work harder. Some of these incentives will be financial, but the chapter should keep in mind that academics are just as important as social activities – so your budget should reflect that.

- Steak and Beans Dinner: Most chapters hold an annual steak and beans dinner to recognize brothers who achieved academically in the past semester. There are many variations of this program – for some brothers with 3.0 GPA or higher the prior semester eat steak, those below eat steak. Some base the cut off at the chapter GPA goal, others allow those with a certain level of improvement in GPA to also eat steak.
- High Grade Point Average Scholarship: Reward the brother and new member who earn the best grade point averages. You can often arrange to pay a part of their tuition directly to the university.
- Pledge Incentives: Arrange to cover a portion of the Initiation Fees of new members above a set GPA.
- Dues Reduction: Outstanding scholarship can often be rewarded with a reduction in dues or fees to a particular event such as a chapter formal.
- Room Drawing: The member with the highest grade point average has first choice of rooms, second highest chooses second and so forth.
- Competition: Challenge a sorority to a chapter vs. chapter GPA competition. Losers make the winners' dinner.

- Congratulation advertisements: Publish the list of your outstanding scholars and honor society members in the school newspaper.
- Congratulation letters to parents: Send a congratulatory letter to the parents of members making a 3.0 or better. Let them know that the chapter appreciates good scholarship.

The only limit to the number of incentives available is your imagination. The Scholarship Committee should have a budget and develop incentives as part of the program's costs. Some chapters have a specific fundraiser each year for the chapter's scholarship fund. Money generated through this fundraiser may go towards scholarships, computer equipment and academic tutoring for the members.

### **FarmHouse Academic Awards, Scholarships and Student Loans**

FarmHouse offers several awards and scholarships to promote academic excellence. Contact the International Headquarters for more information.

Summa Cum Laude. This is the highest academic award that FarmHouse presents each year, given to chapters that perform academically at 30 percent above the all-men's average on campus.

Chapter Programming Award. This award is presented not solely on the basis of chapter GPA but rather on the demonstration of an effective scholarship program.

Chapter Award of Excellence Award. Chapters are awarded points based on the scholarship program and also the chapters' GPA in comparison to the all-men's average, all-men's fraternity average and the chapters' past GPA performance.

Regional Leadership Conferences. Each year many FarmHouse Foundation Councils make available dollars for Leadership and Education grants scholarships covering registration fees to participate in the Regional Leadership Conferences. Please check with your Association.

The FarmHouse Foundation. The FarmHouse Foundation is a private, not-for-profit organization, which grants scholarships to both graduate and undergraduate students. The Foundation restricts awards to students attending institutions where FarmHouse currently maintains an active chapter. Foundation scholarships are based on academic performance, leadership and need. Applications for scholarships are thoroughly reviewed by the Foundation. Please see the Foundation's section of the website at [www.FarmHouse.org](http://www.FarmHouse.org)

## Scholarship Programs Checklist

The first step in developing an effective scholarship program is to assess your current program. The following list is given to assist you in evaluating your current program and to provide you with some of the expectations the International Fraternity has for your scholastic program. Your Scholarship Program should include:

- Assistance for the Entire Chapter
- Guest Speakers
- Library Tours for New Members
- Academic Advisor is Involved
- Quiet Hours are Established and Maintained
- Computers are Available for Members
- Study Room is Established and Maintained
- Social Events do not Conflict with Academic Demands
- Recognition of Standards
- Minimum Grades to join Fraternity
- Minimum Grades to be Initiated
- Minimum Grades to Hold a Chapter Office
- Minimum Grades to Maintain Membership
- Recognition for Achievement
- Congratulations letter to Brothers/Parents of Brothers
- Ads in Campus Newspaper
- Notices to Brothers Hometown Newspapers
- Scholarship Recognition Banquets/Desserts
- Announcements at Meetings
- Posted Notices on Chapter Bulletin Board
- Trophies/plaques
- Other Incentives
- Recognition for Improvement
- Assistance for Academic Difficulty
- Tutoring Referrals
- Study Groups Referrals
- Developing Skills or Academic Advising Office Referrals
- Career Development Referral
- Meeting with Chapter Faculty Advisor
- Sanctions for Low Academic Performance
- Scholarship Contracts
- Assigned Study Hours/Week
- Assigned Meetings with a Scholarship Advisor
- Midterm Grade Reports Required
- Loss of Privileges (social, athletic, voting, other)
- Suspension of Membership

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