

Kappa Beta Delta

International Honor Society

2019 Chapter of the Year Award Guidelines and Application

Purpose and Objective: The purpose of this award is to recognize the activities that promote the missions of Kappa Beta Delta and ACBSP, while supporting students' engagement and community service at the members' institutions. This award is presented to a KBD chapter that has achieved a significant accomplishment during the academic year. Accomplishments are, but not limited to:

- Exceptional membership growth.
- Over 200 hours of community service with verifiable impacts (evidences should be provided).
- Evidence of activities accomplished by the chapter that promoted Kappa Beta Delta and ACBSP at the college or in the community.

Eligibility: All Kappa Beta Delta Chapters in good standing with the organization and their institutions, with at least two (2) years of continued activity. The chapter candidate must be active at the time of the award decision (March 31). Previous winners of the award will be ineligible to re-apply for a period of two years.

Criteria: The Kappa Beta Delta Board of Directors has established two criteria for the selection of recipients. Each criterion is required, with a limit of **no more than 400 words used in response to each criterion**. Should an application be received containing criterion with more than 400 words, the application will be returned to the applicant for revision and resubmission. No deadline extensions will be granted for such revisions. These are the criteria the evaluators will be basing their decisions on. The more specific and concrete the response, the more beneficial to the evaluators.

- 1. Chapter Growth and activity (300 points):** Provide the evidence of chapter growth in membership and activity during the last two years. Describe some of the activities the chapter has been involved with.
 - 100 points:** Chapter membership growth
 - 100 points:** Chapter activity growth/ achievements
 - 100 points:** What has the chapter done to promote the mission of Kappa Beta Delta and ACBSP.
- 2. Leadership and Service (100 points):** This criterion assesses the extent to which the chapter has improved the leadership skills of the student-members and their eagerness to engage in community service. How many service hours has the chapter as a whole produced during the last year? Please provide the number of service hours, awards and recognitions the chapter received during the last year.
 - 25 points:** Service hours accumulated by the chapter during the last year their impact on the community.
 - 25 points:** Leadership training/ workshop organized and facilitated within the chapter in the last year.
 - 50 points:** Awards and recognitions received by the chapter as whole during the last year (chapter and individual students' awards).

Application Process: Only electronic submissions will be received. **Completed forms and all supporting files must be submitted to kbd@acbisp.org no later than March 31, 2019.** The application will be acknowledged by a reply stating that the application materials were received, are complete and the files could be opened and read. This reply will be sent within five business days of having received the materials. If you do

not receive an acknowledgement, contact the Member Services Manager at kbd@acbsp.org or by phone at 913-339-9356. Applicants who do not receive the award may re-submit in subsequent years.

Electronic Submission: Applications must be submitted electronically. Materials submitted are not returned and shall become the property of Kappa Beta Delta International Honor Society. Each nominee must utilize .PDF files or Microsoft Office Word format (version 2000 or newer), combined into one file where possible. All application materials should be sent as an attachment(s) to one e-mail, or as a simultaneous submission if the file size is too large. The files must be submitted as described below. Only these four files should be submitted. **If an application exceeds the word limit or does not follow the format, the application materials will be returned to the applicant for revision and resubmission.** Please name files using this format: Smith, Joe-Region1-File1

Selection Process: Following the selection of the Regional recipients as outlined in the previous section, a selection committee comprised of up to eight individuals, will select the Distinguished Advisor Award recipient.

Additional Recognition: Following the announcement of regional recipients the first week of April, a press release will be sent to the campus Media Relations office of each recipient for distribution to local and regional media contacts. Following the Annual Conference, a second press release will be sent to local and national media outlets, with the assistance of campus Media Relations offices.

Photos will be taken at the conference, and will accompany any press releases. Both regional and international recipients will receive a copy of those photos as an email attachment following the conference.

More Information: We welcome questions about the Distinguished Advisor Award application process and any suggestions on ways to improve the Teaching Excellence Award program. Please submit questions or comments to kbd@acbsp.org or use the following contact information:

Danielle Harter,
Accreditation Council for Business Schools and Programs
11520 West 119th Street, Overland Park, Kansas USA 66213
Phone: 913-339-9356 Fax: 913-339-6226
(kbd@acbsp.org)

KAPPA BETA DELTA CHAPTER OF THE YEAR AWARD

2016 CHECK LIST AND APPLICATION FORM

Check List

Only the following materials must be submitted for this nomination to be complete. Application materials that exceed the word limit noted below or do not follow the format will be returned to the applicant and will not be forwarded to the selection committee. Please name files using this format: **School-Chapter - (title of the attached document)**.

- **Application:** The completed application form.
- **Response:** A statement that includes a paragraph of no more than 400 words for each of the five criteria listed in the guidelines. Application materials that exceed the word limit or do not follow the format will be returned to the applicant for revision and resubmission.

Separately, please include the following items:

- **Recommendation:** Up to three letters of recommendations (One letter of recommendation must come from either the office of student life or the head of the ACBSP accredited business unit).
- **Service activities:** List and detailed description of service activities organized by the chapter urging the last year.
- **Leadership programs:** List and detailed description of all the leadership training opportunities provided to members by the chapter during the academic year.

For more information, contact Danielle Harter, ACBSP, Phone: (913) 339-9356, Fax: (913) 339-6226, Email: kbd@acbsp.org.

20XX CHAPTER OF THE YEAR AWARD APPLICATION FORM

This application form and supporting documentation must be sent to kbd@acbsp.org by January 31, 20XX. All materials shall become the property of Kappa Beta Delta International Honor Society. The decisions of the international selection committees will be final.

Name of Institution: _____

Kappa Beta Delta Chapter: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Year the chapter was created: _____

Name of the chapter Advisor and addresses of the chapter advisor (s):

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Name of the administrative authority overseeing the chapter:

(Accredited Business Unit's Dean or Director of Campus/Student Life Office)

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

