



SOAR Manual

2005

SOAR

Manual

**Scholarship = Organization,
Attitude & Resources**

Tau Kappa Epsilon Fraternity



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INTRODUCTION

Purpose of the Scholarship Program

Tau Kappa Epsilon's Scholarship Program is designed to help each chapter and colony create an environment that fosters academic success in all members. Listed below is the focus of our Fraternity:

Scholarship - TKE expects each member to devote serious attention to academic performance. A strong academic record not only prepares you for success after you get your degree, but it represents your strength of mind to the world.

Character – Tau Kappa Epsilon shows members that there are basic principles of effective living such as integrity, honesty, patience, and fidelity. You can only experience true success and enduring happiness through life as you learn and integrate these principles into your basic character.

Leadership - TKE offers young men the opportunity to develop as leaders – and it prepares them to use those skills during their lifetime. Members are encouraged to take an active leadership role in chapter and campus activities.

Teamwork – Tau Kappa Epsilon believes that building relationships, unselfishness, and people caring about each other are the keys to successful teams. When chapters reach their potential, they will achieve a level of excellence in athletics, chapter business, campus activities, or anything they do.

Service – TKE is committed to instilling a sense of responsibility and contribution in all of our members. TKE enables chapters to provide service to their campus, community, and our international philanthropy.

Brotherhood – Tau Kappa Epsilon provides a family environment in which members establish solid friendships that last a lifetime. Tekes around the world act as a network of friends, which can be very beneficial, both personally and professionally. Stated in our Declaration of Principles, *"We believe that the essential elements of true brotherhood are love, charity, and esteem."*

While scholarship is largely an individual undertaking, it is important that the chapter maintains a Scholarship Program that enables members to reach their academic goals. Regardless of how the program is organized, the result must be an improved awareness of the importance of scholarship for the member and chapter as a whole.

Purpose of the SOAR Manual

The purpose of the SOAR Manual is to assist you in developing a Scholarship Program for your chapter. Numerous ideas are suggested for use and can be tailored for your specific program. SOAR is an acronym for Scholarship = Organization, Attitude, and Resources. The SOAR Manual is designed to help each chapter to organize activities, create positive attitudes, and provide resources to assist chapter members to attain academic success.

ROLES AND RESPONSIBILITIES OF THE HYPOPHETES

The Hypophetes is an elected officer of the chapter and leads the scholarship program. An elected officer has the respect and confidence of the entire chapter. Through his consistent communication with the chapter, the group realizes the importance of his position and the benefits that a strong scholarship program has upon the chapter. The Hypophetes also has custody of all ritualistic ceremonies and conducts all devotional exercises – although these duties are not in the scope of this manual. The specific duties of the Hypophetes in regards to the scholarship program are:

1. Establish scholarship goals and objectives for the chapter with a written program.
2. Lead the chapter in defining candidate and member standards concerning scholarship
3. Obtain scholastic information of all candidates and chapter members each semester for tracking purposes
4. Meet on a regular basis with the scholarship committee
5. To prepare reports for the Executive Board and
6. Meet regularly with the faculty advisor.
7. Work with the Hegemon to establish a scholarship program for the candidates
8. Educate the chapter on its scholarship standards and the institution's academic standards.
9. Utilize the institution's resources regarding academic counseling and workshops to enhance academic skills

The Hypophetes is in position to help members stay focused on the true reason why they are in school – to get a degree. A well designed and enforced scholarship program can have a profound, positive impact on the chapter, while a poorly designed program or no program at all, can result in members quitting or flunking out, and potential closure of the chapter.



The Importance of Scholarship

All members of Tau Kappa Epsilon are enrolled at a university or college in order to obtain a degree. Of course, the degree you receive is not the end product, but it is a steppingstone to get a good job in your field of expertise. With so many students graduating each year, the competition to get the job you want is fierce. One important piece of information that a recruiter will look at is your cumulative grade point average. That fact alone should motivate you to do your best in regards to academics. For the most part, *you* will decide how much effort you want to extend to be successful academically.

For the chapter, the success of the members in the academic world can determine the overall health of the chapter. The cost of poor scholarship cannot be underestimated. Placing academics on the back burner often results in members receiving poor grades. When too many members quit school or flunk out due to grades, the membership recruitment process becomes a greater struggle than necessary. Had the members been motivated to get better grades, they would still be contributing to the chapter and the chapter could add members through its recruitment efforts rather than replace lost members.

Increased recruitment activity to replace premature departures from the chapter is only the tip of the iceberg. When members leave school and are no longer active members, the chapter has less income to devote to the budget. Poor academic performance also creates an unusually high turnover in key chapter positions. In these situations, younger and less experienced members of the chapter are forced to fill these key positions. And with the chapter under-funded and always recruiting in order to fill vacancies left by members who are no longer in school, there is no doubt that member morale will be low.

If the chapter is below the All Men's GPA (Grade Point Average) and in the lower half of the fraternity rankings, this will give the other fraternities a recruitment advantage. A chapter that gets a reputation of poor scholarship will attract poor quality candidates. Also, poor scholarship will create a negative attitude among the Greek Affairs office and faculty, although the average chapter member may never notice.

The benefits of good scholarship will help the chapter in many ways. By retaining members you are recruiting to make your chapter stronger. By having more members the chapter will not have to harass itself over a shortage of funds. More candidates become available for officer or other chapter leadership positions and members are motivated to do whatever they can to help the chapter. Of course, one of the most useful aspects of good chapter scholarship is the benefit that can be offered to men seeking membership in the Fraternity.

Success begets success. The benefits of good scholarship are too great to ignore, while the cost of poor scholarship can be the loss of members or the chapter itself. A solid chapter scholarship program will enhance the fraternal experience for your members and provide the chapter with the resources it needs to thrive.

Measuring Success

Scholarship can be an excellent indicator of the overall health of the chapter. Before we look at how to measure scholastic performance, we must evaluate the condition of our current scholarship program.

Taking Inventory

An easy place to begin evaluating the importance a chapter has on scholarship is to take an inventory of the chapter's strengths and weaknesses relative to academic achievement. Consider the following questions:

1. Is scholastic ability a criterion for candidate selection?
2. Does the chapter require a minimum high school/college GPA for initiation? For holding office? To remain in "good-standing" with the chapter?
3. Is scholarship stressed throughout the Candidate Education Program? What about during the Member Education Program?
4. Does the chapter maintain "quiet hours"?
5. Does the chapter have a study aids file? A chapter library?
6. Is a Campus Advisor working with the chapter in regards to scholarship?
7. Are members of the chapter able and willing to tutor others?
8. Has the chapter budgeted money to support the scholarship program?
9. Does scholarship come up in chapter meetings? As a positive or negative reference?
10. Is there a consensus among members that scholarship is important?

The questions above will not tell you how well you are doing academically, but how much emphasis your chapter puts on scholarship. If you were able to answer yes to more than half of the questions above, you may already have the foundation of your scholarship program in place. If not, you now have a great place to start forming the base of your scholarship program.

Also, located in the appendix of this manual is a Chapter Academic Self-Assessment Tool. This assessment is more detailed than the ten-question inventory listed above, and may help your chapter identify additional areas of opportunity.

Another way to assess your chapter's scholarship program is to ask an expert to examine and critique your effort. You can ask a faculty member, Greek Advisor, TKE volunteer, or professional staff member to review your program. Work with the expert to find solutions for any problems identified and to plan the first step toward correction.

Measurement and Goals

Group scholastic averages for candidates and chapter members are available from the Greek Advisor. These scores should be analyzed in comparison with the All-Men's GPA on campus and with the other fraternities on campus. This will tell your members where the chapter stands in regards to academic performance among their peer groups.

You can also measure things such as dropout rates among members compared to attrition on campus, or what the average length of time required to get a degree is for a chapter member compared with the institutional average. If your chapter is below average in any of these areas, it is a good sign that your scholarship program needs to be reviewed.

Scholastic achievement may also be assessed by examining the relationship between chapter performance and scholastic goals set by the chapter. When deciding to set goals for the chapter, keep the following in mind:

- The goal must be realistic
- All members of the chapter must agree to the goal
- All members must believe that it is an important goal to obtain
- All members of the chapter must know what they must do in order to achieve the goal
- All members must form their own plan to achieve their designated GPA
- The goal must be discussed and/or reviewed on a weekly basis
- The Hypophetes is responsible for monitoring progress

If the chapter reaches its goal, make sure to take time and celebrate. If the chapter does not reach its goal, find out why so you can make adjustments for the next semester. For example, did the new members have a low GPA? Did the Candidate Education Program not stress the importance of academics? In order for the members to buy in and commit to new scholastic goals, the chapter must identify and overcome obstacles that got in the way of reaching their previous scholastic goals.

SCHOLARSHIP: KEY REASONS WHY WE HAVE FAILED IN THE PAST

1. **Poor member selection.** To have successful, productive contributing members, a chapter must recruit men who have the potential to succeed academically and who believe academics are a priority. Men who are likely to fail academically will not help build a strong and successful chapter and should not be extended a bid. Chapters should set academic expectations and standards – and enforce them.
2. **No organized scholarship program.** High academic achievement is most often found in chapters that have a Hypophetes who works to encourage academic achievement.
3. **Lack of goals.** Concrete individual and chapter academic goals – goals that are realistic, but still require some stretching to meet – motivate members by giving them something to strive for, an accomplishment to celebrate, and by reminding them of commitments they have made. Goals should be discussed and agreed upon by the entire chapter – remember, people support what they help create.
4. **Lack of motivation.** This is one of the difficult areas to address. The chapter officers must set the tone, educating members about the importance of academic excellence and always underscoring, in big and small ways, the chapter's commitment to excellence. Motivation can come through good recruitment, leadership, effective programming, awards and recognition, and member education.
5. **Over-emphasis on activities.** Chapter that are over-programmed with social and intramural activities often have trouble stressing the academic side of college. It is important that chapters balance activities with academics, just as members must learn to intelligently balance their lives and time commitments.
6. **Poor study skills.** Many students find that high school prepared them poorly for the level of work expected in college. The chapter should offer members seminars and resource materials in such areas as study skills, time management, note-taking, and test-taking strategies. Poor performance can be improved if the individual takes the initiative to learn proper skills and correct bad habits.
7. **Physical factors.** Poor eating habits, lack of sleep and exercise, and a chapter environment not conducive to studying (noisy, unclean, poorly lit) can contribute to poor academic performance. A chapter house is a member's home. It should be a place that promotes good health and a productive study atmosphere.



Planning For Success

Creating a semester or year-long chapter calendar is a good first step in establishing an academic friendly environment. The yearly calendar will help the chapter avoid scheduling major social functions or special programs during midterms and finals. Additionally, other academic related dates can be added to the calendar such as the last day to add or drop a class, and when you must apply for graduation. Any dates that relate to academics should be a part of the calendar.

Once the academic related dates have been established, you can fill in the rest of the calendar with Recruitment dates, brotherhood events, mixers, philanthropy events, candidate meetings, and formal/informal meeting dates. You will also need to plan for any Greek community events such as Greek Week and Greek Sing. Special events also must be considered such as RCB and Homecoming.

With the chapter calendar, you need to make sure that no specific week is too packed with activities and events where a member's academic responsibilities could be affected. The chapter must remember that each member has other responsibilities and extracurricular activities beyond those planned by the chapter. If the chapter itself is overextended, then the individual member will be swamped with various obligations.

Recruitment

Many variables and characteristics must be considered when recruiting men. Often the pressures of recruitment make it difficult to evaluate each potential member in terms of his potential for academic success. However, if scholarship is not an important consideration, your chapter's overall grades will decline along with the quality of your membership.

The fraternities on your campus that have the highest GPAs will flaunt them during recruitment because it's effective. It gets the attention of the better students who, in turn, stay in school and contribute to the chapter through graduation. Parents can easily influence a man's decision to join a fraternity, and the first variable they look at is grades. Overall, the serious student will weigh his chances of succeeding within a fraternity environment.

Scholarship as a Recruitment Tool

There are many things that your chapter can do in order to attract better scholars. For example, make it a point during your conversations or events to stress tutoring programs, scholastic incentives (scholarships), chapter study facilities, quiet hours, and the variety of majors in which members are enrolled. Have an advisor help prepare a letter for potential members and parents regarding scholarship.

Instead of your typical recruitment events, have a program devoted to an academic related subject. Sample topics include "How to take notes," "Test-taking skills," or "Selecting a major." It may help to have one of the topics presented for 20 minutes and then continue with your traditional recruitment event. After the presentation, informally ask rushees what they thought about the subject. You will probably be able to gauge how much they care about their academic future.

When you do have an academic accomplishment that you're proud of, be sure to promote it. Display charts, graphs, or other visual representations of your success. Publish statistics, pictures of outstanding scholars, a list of members' scholastic honors, etc. in your recruitment materials.

Evaluating Rushees

A student's study habits, attitudes and motivation are often established well before he arrives on campus. The chapter cannot always rely on changing a student's habits once he affiliates with the chapter. The best way to predict what a man will do academically is to determine what he has already done.

Try to determine the rushee's high school grades (if he is a first semester freshman) or college grades. You may be able to get this information from the registrar's office if the rushee signs a release. If you can't get official records, it still may be possible to get reliable "impressions" from high school teachers or the college faculty and staff.

Have a minimum GPA requirement to serve as an objective gauge against which to evaluate rushees. Don't make an exception unless you have substantial evidence that the rushee's previous academic performance does not reflect his current capabilities and motivation.

You can also discuss with the rushee his career aspirations, reasons for selecting his field of study, and his attitudes regarding class attendance, participation, and willingness to work hard to obtain his academic goals.

Candidate Education

The first semester during which a man joins a fraternity could be the most critical period of his college years. Many demands will be consuming his time and several interests will be competing for his energy. This critical term should serve to help the new member sort out his interests, set goals and priorities, and manage his time effectively.

Mentoring

Most students come to college assuming that they will have to study more than they did in high school. However, sometimes the signals students get during the early months of college life are contradictory. They may see upperclassmen loafing. They hear talk about social life and very little about academics. Students' concern and motivation for studying begin to fade. By mid-term, they are falling behind in their classes.

It is very important to help new students develop an accurate understanding of the curricular and extra-curricular demands of college life. One of the best means of establishing the proper academic "mind set" is to demonstrate by example. In the "Big Brother" program the upperclassmen should spend time reinforcing with the candidates the necessity for setting academic priorities and establishing good study habits. The importance of establishing a strong academic foundation during the early semesters of college life is necessary. Membership should begin with a thorough emphasis on scholastic achievement as the foremost goal of fraternity life.

The Candidate Scholarship Program

In *The Teke Guide*, scholarship is discussed regarding note-taking, test-taking, and scholarships. *The Hegemon's Manual* has information regarding goal-setting, time management, and academic related duties of the Big Brother. During the Candidate Education Program, candidates should be exposed to these topics. Ask an advisor or favorite faculty member to assist you in securing the necessary resources to present this information to the candidate class. Most universities have staff available to present these types of programs for you.

Personal study schedules are a solid tool the candidates can use on a weekly basis to outline the hours during which he plans to do nothing but study. Once these times are set, no other activity should intrude. The candidates should also define the place where they will study each week. Please note that the candidates should not be required to study together. Many students find it difficult to concentrate in that type of setting and end up wasting time or distracting others.

Monitor the academic progress of the candidates on a weekly basis using grades on exams and papers. The Big Brother should know when the new member has exams, tests, and term papers coming up. When a candidate is having difficulty, the Big Brother should find tutorial assistance for him. If desired, some chapters send out mid-term grade request forms to all their candidates' instructors requesting feedback on how the candidates are doing. As always, a signed release by the candidates is required.

In addition to the ideas and information listed above, several TKE affinity partners are available to provide academic related services to your chapter and its members. Two of those partners are *Success4Students* and *Targeting Success*. Information on both organizations is located in the appendix of this manual. For a full list of TKE affinity partners, including services such as *JobBound* who aids college students and recent grads in obtaining their first job, go to www.tke.org.

PRINCIPLES OF A SUCCESSFUL SCHOLARSHIP PROGRAM

1. **An impression must be made on freshmen.** Successful scholarship starts at the beginning but does not end there. Getting good grades cannot be viewed as a candidate-only activity. Often scholarship is stressed to candidates but not to Fraters. Instead, the logic is that Fraters are “off the hook”. This feeling is not an indication of a strong scholarship program.
2. **There must be constant reinforcement.** Scholarship is constantly talked about and stressed by the province volunteers, chapter advisor, Executive Board, scholarship committee, Fraters, etc. Also, many chapters utilize study tables to reinforce scholarship. Speakers are brought in from campus and the community or an alumnus is used to discuss the importance of scholarship. This occurs consistently through the academic year.
3. **Goal setting.** You cannot go anywhere unless you know where you are going. Goals need to be established on the individual level and on a group level. Additional goals are to be above the all-men’s average, win an Award of Excellence or to win the number one scholarship award on campus. Scholarship must be a written goal of the chapter.
4. **Quality and use of scholarship materials.** The available material for the members is a reflection of the scholastic efforts of the chapter. Successful chapters will not have poor material. Materials that each chapter should have include: a scholarship manual, test files, in-house tutoring program, paper critique service, class evaluation book, teach evaluation book, and advisors. Also, materials are to be used. They do not exist for their own benefit.
5. **Positive feedback.** Reward those who have done well. Have a positive approach to scholarship! This would include posting names of brothers with high grades, having scholarship dinners, awarding scholarships at special ceremonies, etc.
6. **Competition.** Fraters like to compete and academics provide the perfect opportunity. Competition between individuals, classes, rooms, fraternities on campus or within the Chapter are always a part of a successful scholarship program.
7. **Environment.** Produce an environment in the chapter house that is conducive to academic achievement. What does this accomplish? At the very least, it serves as a constant reminder of the importance of scholarship. For instance, does your chapter have quiet hours? Are they enforced? Do they actually exist or are they just a formality?
8. **Scholarship as a consideration in recruitment.** Some chapters may view this as an impossibility or “not our style”. If your chapter is not above the all-men’s average, then your “style” just might be the problem. You can solve your problem, before it becomes one, by recruiting men who have proven themselves in the classroom. Evaluate your chapter’s priorities.



Standards

Each chapter in Tau Kappa Epsilon is asked to develop specific standards to ensure the highest quality men are recruited and retained. These standards must be objective and measurable. The best time to set standards for your chapter is during a chapter retreat, where all members' ideas and comments may be heard, discussed, and agreed upon. The two types of standards each chapter should have are Recruitment Standards and Membership Standards.

Recruitment Standards

Recruitment Standards are set to identify highly qualified and motivated men who will assure the chapter continues to prosper. Sample Recruitment Standards include holding leadership positions in other organizations and having general involvement in extracurricular activities.

Minimum Recruitment Standards that are academic must include that the candidate is in good academic standing with the host institution or has qualified through a university entrance exam (SAT or ACT). Other possible academic-related standards may include but are not limited to:

- High school or past university academics results (GPA of 2.75)
- Reference letter from a former teacher or professor
- Has the ability and drive to excel as a scholar

All rushees will be expected to meet the recruitment standards set by your chapter in order to be considered for membership. As stated before, the only time the chapter should make an exception is when you have substantial evidence that the rushee's previous academic performance does not reflect his current capabilities and motivation.

Membership Standards

Like the Recruitment Standards, the chapter must establish a set of Membership Standards to reflect the kind of quality we expect from our members, and to ensure that everyone meets their fraternal obligations and actively participates in chapter events.

Sample Membership Standards include meeting financial obligations to the chapter and mandatory attendance at major chapter activities. Membership Standards that are academic-related may include but are not limited to:

- Maintaining a minimum GPA (3.0)
- Staying on track to graduate on time
- Obtaining an internship in your chosen field

With the implementation of Membership Standards, all members are expected to meet their obligations and be evaluated continuously.

Incentives and Recognition

Although there are many things the chapter can do to create a positive academic environment for the members, scholarship is an individual task. Each member will decide for himself how much effort and time he will contribute to his studies. However, chapter incentive and recognition programs, properly executed, can motivate individual academic achievement.

Incentives

Many different types of incentives can be offered in order to encourage academic excellence. A chart offering a reduction in the amount of dues you pay each semester pending the results of your previous semester GPA is listed below.

4.0 GPA = 20 percent reduction

3.5 GPA = 15 percent reduction

3.0 GPA = 10 percent reduction

The chapter may decide to offer incentives for scholarship improvement. For example, any member who had a 1.0 increase in their GPA from the last semester would receive a 10 percent reduction in chapter dues; a 0.5 increase in GPA would be a 5 percent reduction.

Cash awards can be awarded for the highest GPA and most improved GPA each semester for initiated members. The chapter could offer the same to the candidate class. A special monetary award can be given to a member who receives a 4.0.

These types of reductions and awards would only be available for members in good standing who are full-time students. The rules for the reductions and awards must be very clear so there is no misinterpretation.

It is also important to note that the discounts you offer must be incorporated into the chapter budget as a line item. Look at the previous semester's grade reports to determine how much you would not be collecting in dues because of the reductions, and how much you would have distributed for the cash awards. The incentive program is not meant to take money away from your normal operations.

The chapter could also establish minimum GPA's for members to participate in events or take on specific roles. For example, a minimum 2.25 semesterly GPA may be required for participation in intramurals or to attend chapter social events. The minimum GPA to be a Big Brother may be a 2.5 and to be an officer may be 2.75.

Recognition

At no cost to the chapter, members may receive a personalized certificate along with a monetary award from the TKE Educational Foundation recognizing accomplishments and excellence in academic performance. These awards are only available to full-time members in good standing with the chapter. Each award is available once a year.

- **Top Chapter Scholar** (highest accumulative GPA) – Designed for presentation to the chapter's most academically successful, initiated member - \$200.
- **Most Improved Chapter Scholar** (highest increase in GPA) – The Frater who has increased his GPA by the most points over the last year or semester is presented this award - \$200.
- **Top New Member Scholar** (highest accumulative GPA in the candidate class) – An award designed exclusively to recognize new members who have achieved academic excellence - \$200.
- **Straight A's Award** (received 4.0 GPA for semester or year) – Any initiated or new member of Tau Kappa Epsilon who earns a "Straight A" (4.0 on a 4.0 scale) Grade Point Average for a quarter or semester may apply for this award. This award includes a resolution from the TKE Educational Foundation and the distribution of a press release to hometown newspapers.

Recognizing individual accomplishments and success in achieving academic goals is an important part of any Scholarship Program. Be sure to distribute these awards at the chapter's Red Carnation Ball or other major event. Applications for these awards are located in the appendix.

This is also the opportune time to recognize the achievement of chapter academic goals. Have an advisor present a plaque or trophy to the chapter for achieving the goal. Upon accepting the token of achievement, have the Hypophetes or other designated person speak about the hard work and effort put forth to achieve your goal.

Personal and Chapter Responsibilities

The chapter can offer an excellent Scholarship Program to chapter members and candidates including the best methods and resources to achieve academic excellence – but the members themselves have to respond. Each member must take responsibility for himself in making the most of his collegiate opportunities. At the same time, the chapter must uncover any obstacles that may be in the way of academic success, while creating a Scholarship Program that helps each member achieve their academic best.

Personal Responsibility

For the most part, it is the individual's involvement, commitment, and energy that determines the extent of academic excellence he will achieve. The following list contains suggestions that can be used to make the most of your collegiate experience.

1. Seek out a faculty member who can be an intellectual mentor, an advisor, and a friend. If that person is involved in research or other projects, get yourself involved in one or more of them.
2. Take advantage of academic advisors, counseling and tutoring services during your first two years of school. They can help you determine your major, create your class schedules, succeed in class, and make sure you graduate on time.
3. Attend college full time and try to limit your employment to 15-20 hours per week. If you must work, try to find a job on campus.
4. Be involved on campus in clubs, organizations, peer counseling, tutoring, Student Government, student activities, etc. outside of the Fraternity that will require you to draw upon what you have learned in your course work.
5. Make sure to take at least one internship, co-op, or independent study course during your college career.

Also note that as a member of the chapter your actions and performance in the classroom no longer affect only you. Your GPA and ability to graduate will reflect upon the Fraternity and its members. If you are doing well, provide help to others. In contrast, if you need assistance, take the time to ask for help.

Chapter Responsibility

The chapter also has a responsibility to look for warning signs of poor academic performance. If the chapter's GPA has been on the decline, or if you've noticed that a few individuals have been having difficulties with grades, take time to pinpoint the problem from a chapter perspective. Some negative influences may include:

- The chapter calendar is overloaded
- Alcohol is being abused
- The chapter has not offered or arranged sessions on how to take notes/how to take tests/how to study
- The expectation for members to succeed academically has not been established
- The chapter does not have a qualified advisor that is responsible for helping members succeed academically
- The Candidate Education Program does not explain the importance of scholarship and/or is too over burdensome for the candidates and members

If you identify any of these problems (or others) as barriers for your chapter and its members to succeed academically, be sure to find a solution as soon as possible. Chapter volunteers, the Greek Advisor, Campus Faculty, and the TKE Professional Staff are excellent resources to help your chapter overcome these obstacles and create a positive environment for academic success.

MOTIVATION FOR SCHOLARSHIP

Motivating members to excel academically can be one of the most challenging jobs facing the scholarship chairman. A chapter must first make a commitment to scholarship, and then take steps to motivate members. Through a concerted effort by your chapter's leadership to emphasize high scholarship and to publicize scholarship award opportunities, the academic performance of your chapter improves.

What can a chapter do to help its members improve scholarship motivation:

1. Give recognition of scholarship achievement made by individuals.
 - Too often, the "activities person" or the "athlete of the year" over shadow the scholar in terms of recognition
 - Reward the progress made by less capable students, as well as their accomplishments of the honor students
2. Be good role models to candidates and younger members.
3. Use a bulletin board to report the progress of groups and individuals. Set up competition between rooms or by pairing off brothers with the highest and lowest scholarship.
4. Provide good study conditions (quiet and free from distraction).
5. Award prizes for scholarship improvement and achievement, as well as for membership in academic honoraries.
6. Invite faculty and business professionals to talk on the importance of academic achievements and its relevance to post-graduate life.
7. Emphasize scholarship during recruitment and candidate education.
8. Examine the use of the chapter's time. Is too much time going toward busy work, athletics, social events, etc.?
9. Encourage and remind members to use the resources available on campus, i.e., advisors, counselors, reading and study clinics, libraries, etc.
10. Arrange an annual "Scholarship Dinner."
11. Enlist the support of alumni in recognizing scholarship performance through scholarships and awards
12. Issue a formal challenge to another fraternity or sorority.
13. Develop a positive attitude toward scholarship. Don't wait until the scholarship situation in your chapter becomes desperate. Prepare early and plan ahead.

MORE IDEAS THAT WORK

- Keep a file where members contribute their old tests or class notes, as study aids for other members taking the same classes in the future. (And remember, such files are almost useless unless kept organized and up-to-date.)
- Invest in several good computers and printers (or ask chapter alumni to help), and keep them in a quiet, secure room where your members can write papers, check e-mail, etc., without fighting for a place in the campus computer clusters.
- Send letters to parents to parents of members with high semester GPAs, or who reach the academic goals they set for themselves.
- Write to all parents to describe the chapter's scholarship program and how it will help their sons succeed in college.
- Help members get more out of college and take advantage of unique campus or local resources - - organize a group tour of the art museum, or an evening at a concert or a play. Let members bring their girlfriends. There's safety in numbers, so people who wouldn't normally do these things themselves just might go in a group.
- Incorporate scholarship recognition in Homecoming, at the Red Carnation Ball or Founders Day programs.
- Arrange for the candidates and any interested brothers to get a tour of the library facilities and information about its special resources and services.
- Present awards to the campus' best teachers or chapter members' favorite professors.
- Invite faculty members, deans, and other guests to the house or to dinner on a regular basis, not just once a year.
- Schedule a chapter class schedule planning session (ask the chapter advisor to be present to help), where brothers can compare previous and future classes and teachers.
- Distribute evaluation forms for Fraters to list the best and worst professors and classes, and keep this information readily available and updated.
- Assign rooms by GPA.
- Assign parking spaces by GPA.
- Provide a big calendar with dates of major exams in popular classes, course drop deadlines, mid-term and final exam weeks, etc.
- Remind your fellow Fraters: The job market is tight. Employers want smart people and hard workers, not hard partiers.

- Put up an “I need help” sheet for members and candidates to sign.
- Put up an “I can help” sheet for members and candidates to sign.
- Most campus administrators and academic deans will support any effort which involves the recognition of high academic achievement – do not hesitate to ask.
- Bulletin board for nation and international news to heighten awareness of current events and issues.
- Have members post class schedules on their doors so they can wake each other up and get to class.
- Ask the campus career center, academic help centers, library, theater, etc. to put the chapter on their mailing lists – and make sure information gets posted.
- Good academic performance requires good health – find and post information about nutrition, exercise, flu shots, etc.
- Hunt down and make available information about the GREs, LSATs, GMATs, and MCATs.
- Put a book about resume writing in the chapter library.
- Provide incentives to brothers who recruit strong academic candidates during recruitment.
- Have members drop a quarter in a jar for every class missed; put the money toward scholarship.
- Recognize a scholar of the week at chapter meetings
- Hold a semesterly dinner for each Frater who scores a 3.0 GPA or higher
- Send information of chapter and individual successes to the Offices of the Grand Chapter for publication in THE TEKE.

SAMPLE AGENDA OF SCHOLARSHIP COMMITTEE

The scholarship committee needs to approach each semester with an organized plan. The following is a sample agenda of a scholarship committee:

1. The beginning of the semester
 - establish committee membership
 - update (establish) written scholarship program
 - review academic history of chapter
 - give a copy of written scholarship program to all committee members and advisor
 - develop chapter goals for semester
 - update chapter on goals and efforts of scholarship program
 - distribute goal setting forms to chapter members
 - inform the chapter of designated study hours and quiet areas of the chapter house
 - reserve speakers for semester
 - place ad in paper congratulating members who made above a 3.0 the previous semester
 - highlight the 4.0 Fraters
 - send letter and copy of ad to parents
2. Prepare for rush
 - acquire list of potential members
 - highlight those with strong academic backgrounds
 - prepare a chapter fact sheet on your scholarship program
3. Work with the candidates
 - inform the class on the scholarship program
 - invite speakers to address the candidates
 - educate the candidates on campus resources
 - provide to advice to candidates on their schedule for the upcoming semester
4. Once the term is underway
 - have speakers address the entire chapter
 - distribute academic performance evaluations
 - conduct monthly meetings with chapter advisor
 - keep scholarship board current with latest news
 - announce awards to be given out during the term
 - review and update scholarship program when necessary



TKE Educational Foundation

The mission of the TKE Educational Foundation is to strengthen our brotherhood in Tau Kappa Epsilon by providing a tax-advantaged means to establish and support scholarships, support leadership development training, promote excellence in academic achievement, enhance personal and social values, and assure that the Foundation's assets are applied only to those purposes permitted by applicable tax law and those purposes for which the funds were originally solicited and contributed.

The programs that are provided by the Foundation are essential to the quality of the collegiate experience. Listed below is a description of the specific program initiatives made possible by the Foundation through generous alumni support for collegiate members in good standing.

Named Scholarship Funds

All scholarship awards are designed to encourage academic excellence, foster leadership skills and enhance the personal development of deserving students in pursuit of their college degrees, while having specific criteria to meet. Applications for the Named Scholarship Awards are typically due in May of each year and can be downloaded from www.tkefoundation.org.

All-Teke Academic Team

In order to qualify for the All-Teke Academic Team, applicants will emphasize a balanced approach to fraternity life which entails active chapter participation and acceptance of leadership roles, while maintaining high academic achievement. One member of the team will be selected as the recipient of the prestigious John A. Courson Top Scholar Award. Applications for the All-Teke Academic Team are typically due in February of each year and can be downloaded at www.tkefoundation.org.

Designated Chapter Scholarship Funds

The TKE Educational Foundation provides assistance to chapters desiring to establish their own permanent scholarship fund in order to make awards to deserving chapter members. The scholarships are funded through donations from the chapter's members and alumni. A \$5,000 scholarship fund corpus is required before any scholarships can be awarded by the chapter.

SOAR Scholarship Program

An acronym for Scholarship = Organization + Attitude + Resources is SOAR. SOAR assists chapters to organize a comprehensive Scholarship Program that focuses on creating a positive learning environment and establishing attitudes necessary for academic success. It also provides recognition and monetary awards for chapter scholars achieving academic excellence.

TKE Leadership Academy

Since its inception in 1990, nearly 400 TKE collegiate members have had the opportunity to be selected for the Leadership Academy, an innovative leadership training experience.

Professional and trained TKE facilitators provide a week-long intensive approach to organizational management, group dynamics, leadership quality and self-development. Applications for the TKE Leadership Academy are typically due in March and interested members can apply online at www.tkefoundation.org. A \$125 tuition fee is due upon acceptance to the Academy, but the cost of travel, lodging, meals, and educational programming for the week are paid for by the TKE Educational Foundation.

Chapter Management Training

The TKE Educational Foundation provides grant funding for the programming at the Regional Leadership Conferences, Conclave, or other venues. Through these types of programs, knowledge is gained in all aspects of chapter management, financial operations, risk management, academic achievement, candidate and member education, ritual, and personal development.

Collegiate Programming Assistance

Grants for non-TKE leadership training or educational awareness programs are available for programs such as the Undergraduate Interfraternity Institute (UIFI), a leadership development program for the North-American Interfraternity Conference. Through an application process, members may qualify for registration assistance through the Foundation.

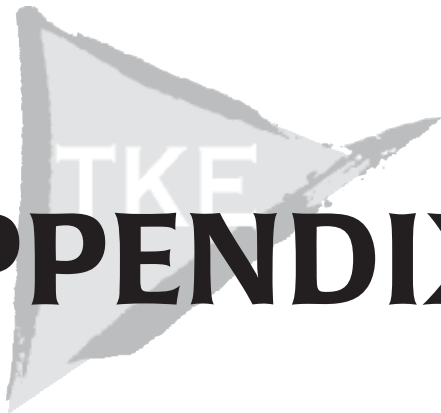
Life Loyal Teke

Life Loyal Teke is a program for alumni and graduating seniors that seeks to build on the vital traditions of Tau Kappa Epsilon as the Fraternity for Life. As Life Loyal Tekes, the alumni Fraters who participate have an opportunity to strengthen both their local chapters and the International Fraternity, thus creating a stronger bond for both alumni and collegiate Fraters.

Those who enroll in the Life Loyal Teke program are recognized for their exemplary commitment. While supporting the Fraternity, they also receive additional benefits associated with the Life Loyal Teke program. Four of those benefits are listed below that specifically relate to a successful chapter Scholarship Program.

- A special members-only Web site where you will have access to an Internet directory database of Life Loyal Tekes throughout the Grand Chapter. This information will prove to be invaluable in expanding your TKE network.
- A special TKE online Career and Job Center. This resource will help each Life Loyal Teke member in preparing to find a job and to locate a job through members around the world.
- A portion of the Life Loyal Teke fee is earmarked to endow collegiate programming for academic achievement and leadership development, and for chapter housing assistance (educational aspects of house operations).
- Alumni networking events across North America with prominent Tekes.

For additional information about the Life Loyal Teke program or to enroll, please go to www.tke.org/LLT or call the Offices of the Grand Chapter at (317) 872-6533.

The logo consists of a light gray, stylized triangle pointing to the right. Inside the triangle, the letters "TKF" are written in a white, sans-serif font.

APPENDIX

CHAPTER ACADEMIC SELF-ASSESSMENT TOOL

This assessment has been provided so you can find potential gaps in your scholarship program. As you read through the list, check the items that your program currently addresses. Anything left unchecked can be an opportunity to enhance your chapter's academic performance.

Academic Performance Audit

- ☐ Are member GPAs checked each semester?
- ☐ Is progress toward graduation checked each semester?
- ☐ If the school has an "early warning" system, does the chapter use it?
(that is, a mid-semester academic warning system)
- ☐ Does the chapter host academic programs?
- ☐ Does the chapter have a stated philosophy and vision which includes high expectation for all its members?
- ☐ Does the chapter consider adaptations for members with disabilities?

Recruitment Audit

- ☐ Is academic performance a membership selection criteria?
- ☐ Does the candidate education program address academic performance?
- ☐ Is academic performance monitored during the candidate education program?
- ☐ Does the candidate education program support academic performance?
(does academic performance have priority?)
- ☐ Do incentives exist to encourage academic excellence?

Environment Audit

- ☐ If there is a chapter house, is there a conducive environment for academic work?
(a good study area, etc.)
- ☐ Are academic support programs held for the chapter?
(time management, tutorials, etc.)
- ☐ Are final exam schedules posted?
- ☐ Have you been visited by a Chapter Consultant?
(and discussed academic standing of the Chapter?)

___ Does the chapter maintain an academic library?

Brotherhood Audit

___ Do members visit the Chapter Advisor and individual academic advisors?

___ Is the chapter climate assessed for healthy member relations?

___ Does an academic "big brother/little brother" program exist?

___ Are College Academic Support Services listed in a prominent place?
(office contact numbers, hours of operation)

___ Does the chapter take advantage of its academic strengths?
(do brothers tutor members, offer assistance?)

___ Are member class schedules posted?

College/University Audit

___ Does the chapter meet with the College Greek Advisor to
review chapter (academic) standing and areas of concern?

Chapter Management Audit

___ Are policies in place to address poor academic performance?
(limited intramural activity, limits on leadership positions, etc.)

___ Are policies in place to recognize positive academic performance?

___ Are policies in place to support a conducive academic environment
(study hours, quiet hours, "no new member activities" schedule)

___ Do scholarships exist to assist and promote good academic performance?

___ Do incentives exist within the chapter to promote academic success?
(compete for best fraternity GPA, etc.)

___ Is the chapter's academic standing/performance a meeting agenda item?

___ Does the chapter discuss its academic weaknesses?

Does someone monitor this list of items? Is there follow-up?

SUCCESS4STUDENTS

What is Success4Students?

Success4Students provides chapters with everything they will need to establish a successful and hassle-free time management and study skills workshop. In this workshop, topics such as motivation, goal setting, weekly planning, procrastination, time management, in-class effectiveness, speed reading, memory, and note-taking strategies will be covered. Whether you currently offer a study skills program or would like to add one to your new member program, Success4Students will provide substantial added value to your organization.

Why Should You Use Success4Students?

Success4Students has narrowed down the three primary reasons that most students do not realize their full academic potential: (1) poor time management; (2) poor study strategies and (3) poor study skills. Their workshops have dramatically improved the effectiveness and academic performance of many high school and college students. Over 99 percent of the 19,000 students who have taken the course indicated they were very satisfied or satisfied with this workshop, with 98 percent indicating they would recommend it to a friend.

How does Success4Students Work?

Success4Students provides you with a guide that includes step-by-step instructions for the workshop. You simply introduce the program, stop the video at designated times and introduce activities that reinforce the course concepts. Each student will receive an interactive workbook and 12 weeks of Internet follow-through support. After completing the program, they will know how to set and achieve goals, get done what needs to be done (on time), and memorize anything quickly, easily, and permanently. They will also dramatically increase their reading speed and balance their life inside and outside the classroom.

For further information please contact:

**1Quest Learning
2151 Harvey Mitchell Pkwy. S.
Suite 209
College Station, TX 77840
(979) 764-0080**

TARGETING SUCCESS

What is Targeting Success?

Targeting Success is a CD based multi-media workforce development curriculum that integrates and teaches goal setting, job search, and money management skills. Targeting Success motivates and empowers individuals to take control of their career and financial futures by focusing on "Success" as an attainable result of their personal skills, talents, and motivation. With the completion of the Targeting Success program, individuals possess a personal portfolio that includes career and financial goals, a professional resume (three formats to choose from: chronological, functional, or combination), a strategy for attacking the job search process, a personal budget, and a savings and investment plan.

Why Should You Use Targeting Success?

Targeting Success is unique in integrating goal setting, job searches, and financial planning into a single, educationally effective curriculum that is cost effective. Targeting Success users succeed – whether you are the institution that provides it or the person who uses it! We have field tested Targeting Success and it works. Because lessons in Targeting Success begin with a pre-test and end with a post-test, you can objectively demonstrate your achievements. Targeting Success can be delivered through an individual CD, a network, or a T-1 line – however you choose, Targeting Success works.

How Does Targeting Success Work?

Targeting Success is a competency based and personal portfolio driven curriculum. Each lesson in Targeting Success begins with a pre-test that establishes the user's base knowledge. Users are then exposed to a mix of facilitated audiovisual and print resources that maximize their motivation and learning. This includes a personal mentor that fully narrates each lesson, portfolio brainstorming and worksheets, and expert interviews that spur users toward achievement. Each lesson in Targeting Success is self-paced and driven by the construction of either the user's career or financial portfolio. Targeting Success lessons end with a post-test. Incorrectly answered post-test questions isolate for the user those portions of the Targeting Success curriculum they need to review.

For further information or individual consultation please contact:

**The Financial Education Company, LLC.
P.O. Box 1162
Ashland, Ohio 44805
(419) 282-2236**

TKE EDUCATIONAL FOUNDATION

8645 Founders Road
Indianapolis, IN 46268-1393
317-872-6533 • (Fax) 317-875-8353 • tef@tke.org

APPLICATION FOR TOP CHAPTER SCHOLAR AWARD

The TKE Educational Foundation, as part of the SOAR Academic program, is pleased to offer a personalized certificate to recognize academic success within TKE chapters. This award carries with it a \$200 scholarship award. **Complete and return this application with a copy of the applicant's most recent grade transcript (may be student issued).** Please allow three weeks to process application.

USE THIS FORM to request a certificate for the **Top Chapter Scholar Award**.

Please indicate recipient's:

TKE Chapter _____ School _____

Major Course of Study _____ GPA _____

Name of Top Chapter Scholar as it is to appear on the certificate (please print):

Date to be inscribed on the certificate _____
(such as date of planned certificate presentation)

Name and contact information of person completing application

Name _____ Telephone number or e-mail address _____

Please indicate to whom certificate/scholarship award should be sent:

Name _____ TKE Position _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Telephone number _____ e-mail address _____

(This form may be duplicated for subsequent year applications.)

Send completed form, along with copy of most recent grade transcript (may be student issued copy), to the TKE Educational Foundation at the above address.

TKE EDUCATIONAL FOUNDATION

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Indianapolis, IN 46268-1393
317-872-6533 • (Fax) 317-875-8353 • tef@tke.org

APPLICATION FOR MOST IMPROVED CHAPTER SCHOLAR AWARD

The TKE Educational Foundation, as part of the SOAR Academic program, is pleased to offer a personalized certificate to recognize academic success within TKE chapters. This award carries with it a \$200 scholarship award. **Complete and return this application with a copy of the applicant's most recent grade transcript (may be student issued).** Please allow three weeks to process application.

USE THIS FORM to request a certificate for the **Most Improved Chapter Scholar Award**.

Please indicate recipient's:

TKE Chapter _____ School _____

Major Course of Study _____ GPA _____

Name of Most Improved Chapter Scholar as it is to appear on the certificate (please print):

Date to be inscribed on the certificate _____
(such as date of planned certificate presentation)

Name and contact information of person completing application

Name _____ Telephone number or e-mail address _____

Please indicate to whom certificate/scholarship award should be sent:

Name _____ TKE Position _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Telephone number _____ e-mail address _____

(This form may be duplicated for subsequent year applications.)

Send completed form, along with copy of most recent grade transcript (may be student issued copy),
to the TKE Educational Foundation at the above address.

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APPLICATION FOR TOP NEW MEMBER SCHOLAR AWARD

The TKE Educational Foundation, as part of the SOAR Academic program, is pleased to offer a personalized certificate to recognize academic success within TKE chapters. This award carries with it a \$200 scholarship award. **Complete and return this application with a copy of the applicant's most recent grade transcript (may be student issued).** Please allow three weeks to process application.

USE THIS FORM to request a certificate for the **Top New Member Scholar Award**.

Please indicate recipient's:

TKE Chapter _____ School _____

Major Course of Study _____ GPA _____

Name of Top New Member Scholar as it is to appear on the certificate (please print):

Date to be inscribed on the certificate _____
(such as date of planned certificate presentation)

Name and contact information of person completing application

Name _____ Telephone number or e-mail address _____

Please indicate to whom certificate/scholarship award should be sent:

Name _____ TKE Position _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Telephone number _____ e-mail address _____

(This form may be duplicated for subsequent year applications.)

Send completed form, along with copy of most recent grade transcript (may be student issued copy), to the TKE Educational Foundation at the above address.

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STRAIGHT A STUDENT AWARDS

The TKE Educational Foundation has adopted a program of recognition for undergraduate and graduate Fraters who have achieved academic success.

Please complete the forms below for those members of the chapter who received straight "A's" for a term. Send completed forms, along with a copy of the grade transcript for each applicant (may be student issued), to the TKE Educational Foundation. A resolution and letter of congratulations will be returned for each application.

<p>TKE Educational Foundation</p> <p>ATTACH A COPY OF GRADE REPORT</p> <p>Name_____</p> <p>first middle last</p> <p>Chapter_____ Scroll No._____</p> <p>School_____</p> <p>School Class:</p> <p>____ Freshman ____ Sophomore ____ Junior ____ Senior</p> <p>Class Year _____ Overall GPA _____</p> <p>Major_____</p>	<p>TKE Educational Foundation</p> <p>ATTACH A COPY OF GRADE REPORT</p> <p>Name_____</p> <p>first middle last</p> <p>Chapter_____ Scroll No._____</p> <p>School_____</p> <p>School Class:</p> <p>____ Freshman ____ Sophomore ____ Junior ____ Senior</p> <p>Class Year _____ Overall GPA _____</p> <p>Major_____</p>
<p>TKE Educational Foundation</p> <p>ATTACH A COPY OF GRADE REPORT</p> <p>Name_____</p> <p>first middle last</p> <p>Chapter_____ Scroll No._____</p> <p>School_____</p> <p>School Class:</p> <p>____ Freshman ____ Sophomore ____ Junior ____ Senior</p> <p>Class Year _____ Overall GPA _____</p> <p>Major_____</p>	<p>TKE Educational Foundation</p> <p>ATTACH A COPY OF GRADE REPORT</p> <p>Name_____</p> <p>first middle last</p> <p>Chapter_____ Scroll No._____</p> <p>School_____</p> <p>School Class:</p> <p>____ Freshman ____ Sophomore ____ Junior ____ Senior</p> <p>Class Year _____ Overall GPA _____</p> <p>Major_____</p>

Name and contact information of person completing application:

Name _____ Telephone number or e-mail address _____

Please indicate to whom resolution(s) should be sent:

Name _____ TKE Position _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Telephone Number _____ e-mail address _____

(This form may be duplicated)