Omega Psi Phi Fraternity, Inc.

International Achievement Week
Training Guide
Purpose of this guide

Ω To educate Chapters about the Achievement Week awards

Ω To train Chapters on properly completing the required forms for the Achievement Week awards submissions

Ω To enhance the quality and experience of the Achievement Week award submissions
International Mission

Ω ACHIEVEMENT WEEK OBSERVANCE

Originally designed to promote the study of Negro life and history, Achievement Week is observed in November of each year and is designed to seek out and give due recognition to those individuals at the local and international levels who have made noteworthy contributions towards improving the quality of life for Black Americans. A High School Essay Contest is to be held in conjunction with Achievement Week. This contest is open to all college-bound high school seniors. College scholarships are awarded to the winners, each of whom must submit an essay on a theme/topic chosen by the fraternity. This contest is a phase of the International Achievement Week Observance.
# International Committee

**Chairman:** Bro. Greg Burnett, Sr.

**1st District:** Bro. Sharrieff Christmas

**2nd District:** Bro. Eric Harley

**3rd District:** Bro. Sheldon Schanck

**4th District:** Bro. Anthony Wood

**5th District:** Bro. Bryan White

**6th District:** Bro. Lathan Turner, Ed.D.

**7th District:** Bro. Christopher Norman

**8th District:** Bro. Aaron Robinson

**9th District:** Bro. David Mason

**10th District:** Bro. DeJuan Lockhart

**12th District:** Bro. Andrew Davis

**13th District:** Bro. Stan Phillips, Sr.
Upcoming Themes 2013 - 2014

Ω High School Essay Contest Theme:

“What do you view as the critical skills needed to be successful in college and beyond?”

Ω Achievement Week Observance Theme:

“Advancing Omega’s Future through Leadership, Vision, and Excellence.”
Achievement Week Awards

Achievement Week Award Categories

Ω Omega Man of the Year (Graduate)
Ω Omega Man of the Year (Undergraduate)
Ω Superior Service Award
Ω Colonel Charles Young Military Leadership Award
Ω Graduate Citizen of the Year
Ω Founders’ Award
Ω Chapter of the Year (Graduate Large & Small)
Ω Chapter of the Year (Undergraduate)
Ω Undergraduate Chapter Advisor Award
Achievement Week Awards

Given annually during Achievement Week Programs held by Chapters during the month of November each year.

The period of the award should cover activities for the most recent fraternal year (example **Nov 1, 2012 – Oct 31, 2013**) with the exception of the Founders’ Award which should reflect lifetime achievement.

Chapter submit Achievement Week winners (only one per category) on a FORM 77 by the established District deadline.

District FORM 77 submissions are due **10 days** after the Annual District Conference/Meeting to the International Achievement Week Committee (IAWC).

The International Achievement Week Committee presents its International Achievement Week Awards at the next Grand Conclave.

In most cases, the IAWC will present awards for 2 years at the Grand Conclave.
Achievement Week Awards

Ω The total of all supporting data for the individual award nomination is limited to four (4) pages (single-sided)

Ω The criteria for each award is in the FORM 77

Ω The Chapter Basileus and KRS must authenticate the last page of the FORM 77

Ω FORM 77s cover letters with only resumes attached will not be accepted

Ω FORM 77 in the update-able format is available at www.oppf.org (Members Section under FORMS)

Ω Check submissions for spelling, grammar, appropriate content, and completeness

Ω Chapters must submit the FORM 77s to the District Achievement Week Chairman by the following date: _________________
Achievement Week Awards

Reminder of New or Modified Categories:

Ω Undergraduate Chapter Advisor Award: This is a new category added in 2011.

Ω Chapter of the Year: Three award categories have been developed based on membership type and size: Small Graduate Chapters (5 to 49 brothers), Large Graduate Chapters (50 brothers or more) and an Undergraduate Chapter.
Achievement Week Awards

Chapter of the Year Submittals:

Ω Hardcopy books will no longer be accepted.

Ω All Chapter of the Year information must be an electronic submission in pdf format on Compact Disc (CD), Digital Video Disc (DVD), or thumb drive.

Ω The information must be contained in a single pdf file; not multiple pdf files for each section.
Chapter of the Year Submission

Ω Year Book: electronic submission in pdf format is required on compact disc (CD), digital video disc (DVD), or thumb drive
Ω Introduction and presentation; table of contents; and proper labeling
Ω Programs:
Ψ Achievement Week: participation in HS Essay Contest; photo/description of activities; Achievement Week Award winners; Church Service or Dinner Dance
Ψ Scholarships: number of scholarships given to students; dollar amount of scholarships; book scholarships
Ψ Conclave/Leadership Conference Delegates: KRS confirmation of registered delegates required
Ψ Memorial Service: conduct and/or participate in Annual Memorial Service for deceased members
Ψ Social Action: participate in activities that will improve the social visibility in communities such as Assault on Illiteracy; Voter Registration; Habitat for Humanity; Stop the Violence; Fatherhood Initiative; Mentoring; Youth Leadership programs; Big Brother/Big Sister; Sickle Cell Walk; Breast Cancer run/walks; Step out on Diabetes, etc
Chapter of the Year Submission

Programs (continued):
- Talent Hunt: program; photos of participants; winners; awards; flyers
- Reclamation / Retention: include number and names of those reclaimed; reclamation and retention events/activities
- College Endowment Fund: Lock Box form; cancelled check or statement
- NAACP Life Membership: proof of NAACP Life Membership certificate or payment
- National Health Initiative: Dr. Charles Drew Blood Drive; conduct a health fair; health screening; participation in educational programs and seminars on Prostate Cancer Awareness; Breast Cancer Awareness; Diabetes; HIV, Safe Sex; Heart Disease/Stroke Prevention; Colon Cancer; Nutrition/Eating Healthy; Emergency/Disaster Preparedness; etc
- Other Local Campus or Community Based Activities: participation in activities that will uplift their communities; adopt-a-highway; visiting nursing and VA homes; after school programs; youth athletic programs; Special Olympics; wounded warrior program, etc

Chapter Awards and Other Recognitions: awards; certificates; letters from governor, mayor, city councilman, county, public officials; newspaper articles; thank you notes; acknowledging the outstanding work the Chapter has accomplished; proclamations, etc
Completing the FORM 77

- Tell your story being clear, specific and concise
- The selection panel does not know your achievements so your submission must represent your accomplishments
- The Omega Man of the Year, Citizen of the Year, Superior Service, and Founders’ Awards use the same set of pages for submission in the FORM 77
- The Col. Charles Young Military Leadership and Undergraduate Chapter Advisor awards use different pages in the FORM 77
- The Citizen of the Year honoree does not have to be an Omega Man
General Rules for Completing the FORM 77

Ω The application must be typed responses that are clear, concise, specific, and fully address the topic area. Please carefully read each question before responding.

Ω Do not include activities more than once. Enter the activity into the area that it most appropriately supports. Credit will only be given for one entry of an event or activity.

Ω All events and/or activities listed must be dated reflecting the year of the event or activity. Events or activities that are not dated will not be considered in the scoring.

Ω Specific and clearly marked supporting data may be attached to support any section. The total of all supporting data for the nomination is limited to four (4) pages (single-sided). Attached documentation must address a specific section and should be clearly labeled to indicate the section that this material supports. If it cannot be clearly determined, this information will not be considered. This includes pictures and photos.

Ω Applications will not be accepted without the Chapter Basileus and Keeper of Records and Seal signature validating the content and good standing (financial / other) of the nominee. This excludes non-members who should be in good standing in their community. Brothers nominated must be in good standing with the Fraternity.
General Rules for Completing the FORM 77

Must be submitted with each award

Note: The signatures of the Basileus and KRS are required below for all awards.

Submitted by: ____________________________  _______________________________
(Name – legibly print or type)  (Signature)  (Date)

Chapter Basileus: ____________________________  _______________________________
(Name – legibly print or type)  (Signature)  (Date)

Phone Number: ______________________________
Email: ______________________________________

Chapter KRS: ______________________________
(Name – legibly print or type)  (Signature)  (Date)

Phone Number: ______________________________
Email: ______________________________________
Completing the FORM 77: Sample Question

Ω 1. List contributions or achievements that the candidate has made which have Chapter or Local Community (for Citizen of the Year Award) significance or impact. Contributions / achievements should be specifically stated and should be applicable for / to the year in which the individual was selected for the award at the chapter level. List specific date (s) for criteria submitted.

Ω (Documentation: Entries for this section should pertain to fraternal activities only for the nominees for Omega Man of the Year, Superior Service or the Founders Award. The events should have taken place during the year under consideration except for Founders Award, which should reflect lifelong service to the Fraternity. For the Citizen of the Year, this section applies to any citizen or Brother (not required to be financial, but must not be expelled/suspended or on probation) that has demonstrated leadership in the local community).
Completing the FORM 77: Sample Question / 1st Response

Ω Response is for the 2011 – 2012 fiscal year; Graduate Omega Man of the Year; Chapter significance section

Ω Chairman of the Chapter Mardi Gras event in April 2007; Coordinated the Chapter Blood Drive in May 2009; Chapter Delegate to the Grand Conclave in Raleigh, NC July 2010; Asst. District Keeper of Finance November 2011; Started to make payments of missing funds back to Chapter July 2012; Attended all Masonic Lodge Fish Fry’s during Summer 2012; Initiated Chapter Fatherhood Initiative October 2012; Chapter Reclamation Chairman; reclaimed 10 in 2011, 2 in 2012; District Audit Team member May 2012 – October 2012; Mentored 3 High School students via Chapter Mentor Program from September 2011 ending June 2012; all three graduated and attending college
Completing the FORM 77: Sample Question / 2nd Response

Response is for the 2011 – 2012 fiscal year; Graduate Omega Man of the Year; Chapter significance section

Chairman of the Chapter Mardi Gras event in April 2012 which resulted in a 25% increase in tickets sales and $5k increase in net profit compared to the prior year event.
Coordinated the Chapter Blood Drive in May 2012 which yielded 35 additional donors due to the Chapter’s first time use of local radio to promote the drive.
Recognized by the local YMCA for collaborating and partnering as the Chairman of the Father/Son Summer Basketball League which took place July 1, 2012 through August 15, 2012. Workshops led by Chapter members were held prior to each game promoting teamwork and communication.
Member of the Chapter Reclamation Committee 11/1/2011 – 10/31/2012 which conducted four reclamation events yielding 15 reclaimed Brothers and a 10% increase beyond the previous year activities.
Next Steps

Ω Ensure your Chapter Achievement Week Chairman has a copy of this training guide and the contact information for your District Chairman.

Ω Create a Chapter timeline when information needs to be submitted and reviewed.

Ω Bring your best effort forward when completing and reviewing the FORM 77.

Ω Quality not quantity is key to a good submittal.

Ω Contact your District Chairman if you have any questions….they are ready, willing, and able to assist.
QUESTIONS ?