



CHI ETA PHI SORORITY, INCORPORATED®

OPERATIONS MANUAL

SCHOLARSHIPS & AWARDS

SECTION V

HUMANITARIAN AWARD

The *Humanitarian Award* is the highest honor offered by Chi Eta Phi Sorority, Incorporated. This Award is given to a local person, community organization or group who has rendered distinguished or valuable "Service For Humanity" on the local or national level. The award is an engraved plaque and/or financial assistance for charitable programs and will be presented at Boule' during the Awards Banquet.

POLICY: .

- The Boule' Support Chapter shall select a local person, community organization or group.
- The respective recipient must have demonstrated distinguish service of local and/or national significance.
- The Boule' Support Chapter must submit the required application/information by October 1st (year prior to Boule') to the Supreme Basileus and Regional Director.
- The Regional Director shall present the recipient at the Fall Board of Directors meeting prior to Boule'.
- The final selection of the recipient will be made by mutual agreement with the Supreme Basileus, Board of Directors and Boule' Support Chapter.

PROCEDURES:

The Boule' Support Chapter shall:

1. Complete the required application. (Refer to the National website.)
2. Review, select and recommend recipient for chapter approval.
3. Submit by the October 1st deadline, the application, supporting documents and a letter from the support Chapter Basileus for submission to the Supreme Basileus and Regional Director.
4. Notify the recipient of acceptance/the final decision.
5. Confirm date, time and location of award presentation.
6. Assure recipients presence at the Awards Banquet at Boule'.

Effective: 2007; 2018



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Sample Form
For Region/Chapter use.
Obtain from National
Website.

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HUMANITARIAN AWARD APPLICATION

I. PERSONAL DATA

Name (Mr., Mrs., Ms.): _____
Last First Middle

Address: _____

Phone: Cell/Home: _____ Business: _____

Email Address: _____

II. Please attach curriculum vitae or resume.

III. Information documenting outstanding service:

- Provide detailed information describing applicant's service contributions and involvements that makes them worthy of receiving the Humanitarian Award from Chi Eta Phi Sorority, Incorporated.

IV. Biographical Data:

- Include education, professional affiliations, awards, honors and any additional pertinent for us in developing script for Boule' program booklet.

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HUMANITARIAN AWARD CHECKLIST

INSTRUCTION: This checklist may be used by chapters/regions when selecting the Humanitarian Award nominee/applicant/recipient.

Nominee/Recipient Name: _____

Organization/Company/Group Name: _____

Supreme Basileus: _____ Boule year: _____

Chapter Name: _____ Region: _____

Chapter Basileus: _____ Regional Director: _____

ACTIVITY	COMPLETED	
	YES	NO
1. Recommendation of nominating chapter.		
2. Chapter review of nominee.		
3. Curriculum vitae or resume.		
4. Supporting documentation (examples) ✓ Awards ✓ Citations ✓ Honors ✓ Professional Affiliation ✓ Service involvement - time and energy ✓ Service contribution - financial ✓ Other		
5. Chapter selects the nominee.		
6. Information to the Supreme Basileus.		
7. Information to the Regional Director.		
8. Confirmation from the Supreme Basileus & Regional Director		
9. Notify the nominee/recipient.		
10. Notify the nominee/recipient re: date, time and location of award presentation.		

COMMENTS: _____

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