



THE GULF COAST REGION DISTINGUISHED SERVICE CHAPTER APPLICATION PACKET

The packet contains the necessary instructions, application and forms for a chapter and members use to apply for membership into the Gulf Coast Region's Distinguished Service Chapter

Bro. Edwin K. Miles

Gulf Coast Regional Director

Bro. Hulen T. Rigsby III

Gulf Coast Regional

Distinguished Service Chapter Chair

April 20, 2017

*Welcome to the GCR
Distinguished
Service Chapter*



GCR DSC Citation Report Format

The contents of the citation must be formatted in the following manner: (All copies must be clean and legible)

- 1.** Title Page
- 2.** Table of Contents
- 3.** GCR DSC Application
- 4.** Chapter Resolution
- 5.** Applicants Biography (300 word document, service to Sigma)
- 6.** Applicants Professional Resume
- 7.** Service to Community – Summary
- 8.** Honors and Awards – Summary
- 9.** Professional Accomplishments – Summary
(Items 6, 7, 8, and 9 should be presented as a one page summary each)
- 10.** Artifacts (Include photos, news articles, copies of awards, affidavits of accomplishments and other supporting documents.) *No more than 10 pages, tells a story to the committee.*
- 11.** Two letters of endorsement from currently financial Sigma Leaders with original signatures.
- 12.** Professional letter of endorsement. *(With original signature)*

CRITERIA FOR GCR DISTINGUISHED SERVICE MEMBERS

It is recommended that the Gulf Coast Regional Board establish the following criteria for Gulf Coast Regional Distinguished Service Chapter (GCRDSC) Membership:

- 1. That the nominee must be a member of the Fraternity and have resided in the Gulf Coast Region for a minimum of ten (10) years. New Mexico given credit.*
- 2. That the nominee must be recommended and approved by his local chapter membership voting in a regularly scheduled chapter meeting.*
- 3. That the nominee must have been in good financial standing within the fraternity for the eight consecutive years immediately prior to his application.*
- 4. That the nominee must have attended at least two (2) Conclaves in the last six years and six (6) Gulf Coast Regional conferences, including the year of application.*
- 5. The nominee must have made some constructive contribution to the community or society, as well as the fraternity, but especially the fraternity.*
- 6. The nominee must have held an elective chapter, state, area or regional office for a combined period of six (6) years.*
- 7. That a two-thirds (2/3) vote of the established quorum of the Gulf Coast Regional Executive Board is necessary for recommendation to the Gulf Coast Regional Conference.*
- 8. That all applications for the Gulf Coast Regional Distinguished Service Chapter must be made by the chapter to the regional conference. Applications must be postmarked to the Regional Secretary forty-five (45) calendar days prior to the opening date of said regional conference. Any applications received after that date will be eliminated by the committee.*
- 9. That the Gulf Coast Regional Conference in session must approve the nomination by a 2/3 vote of the established quorum of delegates for a nominee to be elected into the Gulf Coast Regional Distinguished Service Chapter.*

Before being considered by the Gulf Coast Region DSC Committee; A Chapter must decide that a Brother is worthy of being recommended for the highest honor in the Gulf Coast Region of Phi Beta Sigma Fraternity, Inc. The nominee with the assistance of his chapter shall prepare his GCRDSC packet and execute the application and forms with the appropriate original signatures. Adhere to all of the due dates established by the Gulf Coast Region and communicated to chapters. Two hard copies and one digital copy of the nominee's application, with all supportive documents shall be sent to the Regional Secretary by registered certified mail.

SCORING AND RATING – EVALUATION

How a Citation is Scored and Rated

1. A citation will be evaluated in a three-phase review process prior to being considered for final recommendation to the Gulf Coast Regional Director. The review process is as follows;
 - A. Phase One – Scoring: A scoring process will determine if the citation meets the submission requirements as established and evaluated in the rubric scoring matrix. The committee’s duty is to eliminate those citations that do not score a minimum of 90 overall average points.
 - B. Phase Two – Rating: If citations meet the 90 overall average point minimum, then the committee must then evaluate the citations from the highest to the lowest score. The committee can only recommend up to three (3) citations. If there are more than three (3) citations, then the top three citations are to be selected. *NOTE: If in the results there are identical scores (ties for citations), then the bonus point scoring will be applied to the overall scores.* The citations selected will then be re-rated and the top three rated citations are then to be selected.
 - C. Phase three – Recommendation: The committee chair is mandated to collect all evaluation forms and verify the final scores for the top three citations selected. The final ratings are confirmed by the final evaluations and the committee chair submits his report to the Regional Secretary with the committee’s recommendations for that Regional DSC honorees.
2. The three phases are created to ensure that each citation is evaluated equally, fairly and properly, using a review process that can be explained when questions arise. The three-phase process is as follows:
 - A. Phase One – Scoring:
 1. The citation is first scored by the committee MEMBERS. Each member is required to evaluate and score each citation using the approved GRC DSC Rubric Scoring Matrix and GCR DSC Rules for Submitting Citations.
 2. The committee member is to review the citation and apply they appropriate points as allowed on the Candidate Evaluation Committee

Member Form. This form is to be used to certify, verify and rate each candidate. The committee member is to use only one evaluation form per citation and can only apply the maximum points per category: Service to Sigma – 75 points; Service to Community – 15 points; Honors and Awards – 5 points; and Professional Accomplishments – 5 points.

3. The committee member can only evaluate the citation as is. He cannot insert or add any additional information that is not submitted at that time. Personal knowledge of events not submitted cannot be scored or discussed; however, a committee member can question a known misrepresentation and have the committee seek clarification from the Regional Director, chapter member and/or the candidate himself.
4. Once the committee member has completed evaluating the citation and applying the scores, he totals the score and submits the evaluation form to the committee chair after verifying that he has followed the rules and policies as outlined.
5. Scoring is based on a 100 point scale with the possible fifteen (15) additional bonus points to break any ties. Once all evaluation forms have been submitted, the scores are tallied, and an overall average score is then assigned to each candidate. Candidates who score a total average of 90 points or more are then moved to the rating phase. Those candidates who do not score a minimum 90 overall average points are not considered for Phase 2 – Rating the Citation.

B. PHASE 2 – RATING:

1. Once the overall tallied score is established and the score meets or exceeds the minimum score of 90 points (average), then the committee rates only those candidates that meet the minimum score.
2. Rating the citation is achieved by consideration of all citations with 90 points (average) or above, based on the number of tallied points from the highest to the lowest number. Once the rating is complete, then the committee must eliminate any ties that occur. Tie breakers are performed by applying the bonus points. There is a possible chance for 15 total bonus points; however, bonus points are only applied if the

candidate achieved the maximum points allowed for that category.

C. PHASE 3 – RECOMMENDATION:

The committee chair complies, collects and verifies that he has all evaluation forms, along with the Total Evaluation Page, on all citations submitted. The final ratings on the Total Evaluation Form submitted by each committee member are confirmed.

1. Once the list of GCR DSC nominees is compiled, the committee chair then present his report to the Regional Director for approval.
2. The committee chair submits to the Regional Secretary all citations that did not meet the minimum requirements, and he presents the Total Evaluation Page, along with his written report of recommendations, to the Regional Director.
3. Once both the Regional Secretary and the Regional Director have received the required materials, the committee chair will announce the winning GCR DSC nominees at the appropriate time based on the schedule of the Gulf Coast Regional Conference.

SCORING RULES FOR GCR DSC SELECTION

1. **Service to Sigma.** The Candidate receives points based on the highest office elected to at the National, Regional, State and/or local level. *(Maximum points allowed 75 points)*

Service in a leadership role – held an office 0 to 50 points

Elected National Officer 0 to 10 points

Regional Director 0 to 10 points

Other Elected Regional Officers..... 0 to 5 points

Appointed Regional Officer..... 0 to 4 points

Elected State Director 0 to 5 points

Chapter President 0 to 5 points

Other Chapter Officers..... 0 to 3 points

Sigma Beta Club Coordinator 0 to 4 points

Collegiate Chapter Advisor 0 to 4 points

Evidence of supporting Regional and International Program....0 to 15 points

(Each program event listed is evaluated on an event by event basis. However the points are applied to the total number of events with supporting evidence.) Examples of program events include but are not limited to:

- Served on International Committees
- Provided Financial support to program initiatives
- Supported Regional or State Boards
- Supported collegiate chapters in a non-advisory role
- Developed or initiated an International program component
- Reactivated or chartered a chapter
- Necrology and support to bereaved families/widows of Sigma men
- Support of Senior brothers
- Support of Regional programming (i.e. BBB, Social Action, Education or SBC)

Attend International Conclaves (4 or more) 0 to 2 points

Member of the Life Member Club (any level)0 to 1 point

Received high honors and recognition 0 to 5 points

2. **Community Service:** Apply maximum if performed with any four levels: local, state, regional, national. Excluding Phi Beta Sigma Fraternity (*maximum points allowed 15 points*)

Serves the community through a national civic organization0 to 1 point

Serves the community through religious organizations0 to 1 point

President of a National Organization..... 0 to 3 points

Elected National Officer 0 to 3 points

Board of Directors of a National or Local organization0 to 1 point

Other Elected Officer0 to 1 point

Participated in a nationally recognized program or initiative .. 0 to 2 points

Served in a leadership position developing a program 0 to 2 points

Service through an elected or appointed public office0 to 1 point

3. **Honors and Awards** (*maximum points allowed 5*)

- Fraternity Awards (National Awards, Regional Awards, State and Local Awards)
- Community Awards (Citizenship Awards, City Council; Community Service Awards)
- Civic Awards / Organizational Awards: (*i.e. Man of the Year, Distinguished Service; BSA Eagle Scout*)
- University/College Awards (*Honorary Degrees; Outstanding Alumni*)
- Professional Awards - *Highest Award in one's Professions (i.e. Principal of the Year, Teacher of the Year)*
- Non-Profit Awards (*American Red Cross – National vs. Local award; March of Dimes-National vs. Local Award*)

5 Points = Recipient of multiple awards in at least 6 of 6 categories including the highest honor given in one's region and at least one national award. Awards must be deemed significant in order to be considered.

4 Points = Recipient of multiple awards in at least 5 of 6 categories including the highest honor given in one's region and at least one national award. Awards must be deemed significant in order to be considered.

3 Points = Recipient of multiple awards in at least 4 of 6 categories including the highest honor given in one's region and at least one national award. Awards must be deemed significant in order to be considered.

2 Points = Recipient of multiple awards in at least 3 of 6 categories including the highest honor given in one's region and at least one national award. Awards must be deemed significant in order to be considered.

1 Point = Recipient of multiple awards in at least 2 of 6 categories including the highest honor given in one's region. Awards must be deemed significant in order to be considered.

Bonus Points – Honors and Awards Category

Distinguished honors and awards..... 5 points maximum
(i.e. Key to the City, Honorary Degree, Proclamations, a Kentucky Colonel, Congressional Medal of Honor, Pulitzer, etc.)

4. **Professional Accomplishments** (maximum points allowed 5)
(i.e. trail blazing accomplishments, promotions, notoriety, significance and relevance with chosen field)

5 Points = Received top distinction and accomplishments in one's chosen field at all five levels, if applicable to include local, state, regional, national and international levels.

4 Points = Received top distinction and accomplishments in one's chosen field at four levels, if applicable to include local, state, regional and national levels.

3 Points = Received top distinction and accomplishments in one's chosen field at three levels, if applicable to include local, state, regional and national levels.

2 Points = Received top distinction and accomplishments in one's chosen field at two levels, if applicable to include local, state, regional and national levels.

1 Point = Received top distinction and accomplishments in one's chosen field at one level, if applicable to include local, state, regional and national levels.

Bonus Points – Professional Accomplishments Category

(i.e., A member of Sigma Pi Phi Fraternity known as the Boule', U.S. Senator, Senior VP or Executive VP of a Fortune 500 company during year of nomination)

Top National Professional Honor Awards-----5 points max

Sample Chapter Endorsement Letter and Request to Submit Citation

TO: BROTHER (GCR, REGIONAL SECRETARY).
FROM: BROTHER (CHAPTER SECRETARY). [CHAPTER NAME] SECRETARY
SUBJECT: DISTINGUISHED SERVICE CHAPTER CITATION/RECOMMENDATION SUBMISSION
DATE: MARCH 4, 2017
CC: BROTHER (NAME), GULF COAST REGIONAL DIRECTOR

On behalf of the members of the (Insert Chapter name), it is an honor to submit this recommendation and citation document for Brother (insert Brothers name) as the first step toward membership in the Gulf Coast Regional Distinguished Service Chapter of Phi Beta Sigma Fraternity, Inc.

The attached citation and recommendation meet the requirements for submission and review.

We the undersigned, hereby certify that this citation has been APPROVED by (insert chapter name) on this day (insert day) day of (insert month), (insert year).

SIGNED

Chapter President

Chapter Secretary

Sample Chapter Resolution

_____, Chapter

Gulf Coast Region

Chapter Resolution

Whereas, Bro A.L. Taylor was initiated into Alpha Chapter, on January 9, 1914 at Howard University in Washington DC; and

Whereas, Bro Taylor, has served in Sigma as President, General Secretary and Founder, and

Whereas, Bro Taylor is a pillar in the community organizations such as, Mason and Howard Alumni Association, The Elks Club, Urban League, NAACP, and Hope Church; and

Whereas, Bro Taylor has received numerous honors including the Congressional Medal of Honor, The Spingarn Award, The Key to the City of Memphis, The Tennessee State Volunteer Award, and Honorary Doctorates from Howard University, Morehouse College, Fisk University, North Carolina A & T State University, and Tennessee University;

Therefore, Be it Resolved, that we the Brothers of the Alpha Chapter nominate Bro. A. L. Taylor to the Gulf Coast Regional Conference to be considered for membership in the Gulf Coast Distinguished Service Chapter of Phi Beta Sigma Fraternity, Inc.

Date

Chapter President

Date

Chapter Secretary

Chapter Affidavits under Oath and should be Notarized

Chapter Affidavit under Oath

I, (insert name), am the (insert officer of chapter), of (insert chapter name) "Declarant", am a resident of (insert city), County of (insert county), State (insert state), and do hereby certify, swear or affirm and declare on behalf of the members of (insert chapter name), unless otherwise stated, that the following facts and thins are true and correct to the best of my knowledge and that any and all materials used as evidence of proof are true and occurred: (insert facts);

That Brother (insert full name) willfully and knowingly participated in the listed events, activities and/or projects in the name of the Gulf Coast Region and Phi Beta Sigma Fraternity, Incorporated and to our best knowledge the following listed items are true:

WITNESS, my signature this (insert date) day of (insert month, year)

_____ Signature/Declarant

_____ Signature/Witness

This document is to be notarized.

Sample Title Page

{This page must be completed by the chapter for the Gulf Coast Regional Conference}

Distinguished Service Chapter Citation

Citation of

Brother _____

Distinguished GCR Service Honor

PRESENTED TO THE

[INSERT Gulf Coast Regional Conference]

HELD AT

[Insert Gulf Coast Regional Location]

ON

[Gulf Coast Regional Conference Dates]

PRESENTED BY

[Insert Chapter Name]

COMPLETED CITATIONS ARE TO BE MAILED TO: (including this cover page)

Gulf Coast Region, Phi Beta Sigma Fraternity, Inc., P.O. Box 34264, San Antonio, Texas
78265 – a digital copy may be submitted to Bro. John Barlow at NOVUS21@gmail.com

GULF COAST REGION
APPLICATION FOR GULF COAST REGION
DISTINGUISHED SERVICE CHAPTER

(Send the following forms to the Regional Secretary by CERTIFIED MAIL by the established deadline)



PLEASE TYPE & ANSWER ALL QUESTIONS.

Chapter Name: _____

Name of Applicant: _____
Last First Middle

Membership Card# _____ Date of Initiation: _____

Initiating Chapter: _____ Initiated Region: _____

PERSONAL DATA

Home Address: _____
Street/P.O Box City State Zip Code

Mailing Address (if different from above) _____
Street/P.O Box City State Zip Code

Email Address: _____

Home Phone: _____ Daytime Phone: _____

Cell Phone: _____ Age: _____ Date of Birth: _____

Spouse/Partner Name: _____ Cell Phone: _____

Spouse/Partner Email: _____

EDUCATIONAL DATA

College(s) Processional or Technical School(s) (ATTACH SEPRATE SHEET FOR ADDITIONAL SCHOOLS AND INFORMATION)

Degree(s) Sought or Completed: _____

Career Objectives or Occupation: _____

Year(s) Date of Graduation: _____

EMPLOYMENT DATA

List employment information (ATTACH SEPRATE SHEET FOR ADDITIONAL EMPLOYMENT INFORMATION OR RESUME)

- 1)
- 2)
- 3)

CIVIC DUTY DATA

List Membership in Fraternal, Civic or Professional Organizations (Applicant may attached a separate page)

- 1)
- 2)
- 3)

I hereby submit application in support of my chapter's nomination for the Gulf Coast Regional Distinguished Service Chapter in the Phi Beta Sigma Fraternity, Inc. If selected, I will abide by its Constitution and by-laws, support its objectives, comply with its standards of conduct, as set before me as a member of this Distinguished Service Chapter of the Gulf Coast Region.

Signature of Applicant _____ Date _____



PHI BETA SIGMA FRATERNITY, INC

GULF COAST REGION

CANDIDATE EVALUATION

COMMITTEE MEMBER FORM

TOTAL EVALUATION PAGE

Name: Last	First:	Initial:
Chapter Name:		
Region:		Year:

SIGMA TO SIGMA {Maximum Score 75 Points}		
SERVICE TO COMMUNITY {Maximum Score 15 Points}		
HONORS AND AWARDS {Maximum 5 Points}		
PROFESSIONAL ACCOMPLISHMENTS {Maximum 5 Points}		
BONUS POINTS {Maximum Bonus 15 Points}		
TOTAL POINTS		100= TOTAL POINTS MAXIMUM

Accepted	<input type="radio"/> YES	<input type="radio"/> NO	IF NO, WHY NOT	
Signature- Committee Member	Date		Signature- Committee Chair	Date
Signature- GCR Secretary			Date	
Signature- GCR Director			Date	

DETERMINE THE COMPOSITE RATINGS ABOVE BY ADDING THE VALUE ASSIGNED BY EACH EVALUATOR AND DIVIDING BY THE NUMBER OF COMMITTEE MEMBERS

NAME(DATE)

YXZXYZXYZXYZXYZXYXZ

NAME(DATE)

XYZXYZXYZY

NAME(DATE)

