

MEMORANDUM

To: Members of Upsilon Nu Chapter

From: Achievement Week Committee

Subject: Guidelines for Nominating the Chapter's Omega Man of the Year

Brothers,

The Achievement Week Committee is providing the following guidelines to help the Brotherhood understand the purpose, eligibility requirements, evaluation criteria, and nomination process for the Omega Man of the Year Award.

These guidelines are intended to help—not discourage—Brothers from making nominations. At the same time, the Committee must be firm in maintaining the high standards associated with the highest honor our Chapter can bestow upon a member for a year of outstanding service.

Purpose of the Award

The Omega Man of the Year Award recognizes a Brother who has demonstrated exceptional leadership, service, measurable accomplishments, and significant impact during the fiscal year under consideration.

Form 77 certifies the Brother's achievements for a specific period of time. The award year must correspond with the Fraternity's fiscal calendar:

November 1 through October 31

The recipient should have distinguished himself among a sea of high-performing Brothers. This is a competitive award, and healthy competition encourages excellence. The criteria are intentionally demanding because this honor should be challenging to earn.

The Omega Man of the Year Award is not a participation award. Omega does not give participation awards.

A Chapter is not required to select an Omega Man of the Year. The award should be presented only when a Brother's documented service and accomplishments satisfy the established criteria and merit this high distinction.

Eligibility Requirements

According to Form 77, the nominee must:

- Be in good standing with the Fraternity.
- Be financial at the Chapter, District, and International levels during the year immediately preceding the award and during the award year.

- Not be expelled, suspended, or on probation.
- Have served above and beyond the ordinary level of participation necessary to implement the Fraternity's programs and projects.
- Have demonstrated significant contributions to his Chapter, District if applicable, the International Fraternity, and the community. If applicable
- Have demonstrated leadership in organizing, planning, directing, or implementing programs and projects.

The previous-year financial requirement does not apply if the nominee was not yet a member of the Fraternity during that year.

The nominee's Chapter and District must also support all Fraternity Mandated Programs. The required signatures on the application confirm the Chapter's participation in those programs.

Methods of Nomination

There are two ways a Brother may be considered for the Omega Man of the Year award.

1. Nomination by a Financial Member

A financial member of the Chapter may nominate a Brother whom he believes satisfies the award criteria.

Before giving Form 77 to a potential nominee, the nominating Brother should carefully review the eligibility requirements and scoring criteria. A nomination should be based on the Brother's known service, leadership, accomplishments, and impact—not simply friendship, popularity, years of membership, or attendance at Chapter activities.

A Brother may nominate only one person for the Omega Man of the Year Award.

The nominator should provide Form 77 to the nominee early enough to allow him sufficient time to prepare a complete application and gather supporting documentation. The nominator should also work with the nominee to make certain the application is detailed, accurate, properly organized, and submitted on time.

2. Self-Nomination

A Brother in good standing may nominate himself. A qualified Brother does not have to wait for another member of the Chapter to recognize or nominate him.

Self-nomination is not inconsistent with Brotherly humility. It allows a deserving Brother to document his service and accomplishments for objective evaluation under the same standards applied to every other nominee.

Throughout the fiscal year, Brothers should remain attentive during Chapter meetings, committee work, programs, and community activities so they can identify Brothers whose performance may warrant nomination.

Form 77 Scoring Criteria

Form 77 provides for a total of **100 points**, distributed as follows:

Contributions to Omega — 60 Points

- Chapter-level contributions: **15 points**
- District-level contributions: **15 points**
- International-level contributions: **15 points**
- Leadership roles: **15 points**

Contributions to Humanity — 20 Points

The nominee should demonstrate meaningful service to humanity as a citizen and loyal Brother. Community contributions should extend beyond his Fraternity activities.

Honors, Awards, and Recognitions — 20 Points

The application should identify relevant Fraternity and community honors, awards, and recognitions received at the Chapter, state, District, national, or International levels during the award period.

Because 60 percent of the available points relate directly to contributions to Omega, the nominee must give careful attention to documenting his Chapter, District, and International service, including his leadership roles.

Guidelines for Completing Form 77

1. Type All Responses

The application must be typed. Responses must be clear, concise, specific, and responsive to the applicable category. Failure to comply with the Form 77 instructions may result in disqualification.

2. Write in the Third Person

The application should be written in the third person because it produces a more professional and objective presentation.

For example:

“Brother John Doe organized and led the Chapter’s mentoring initiative, which served 75 students.”

Instead of:

“I helped with the mentoring program.”

3. Limit Entries to the Applicable Fiscal Year

All activities and accomplishments must relate to the fiscal year being evaluated, November 1, 2025 through October 31, 2026.

Prior service may provide background, but it does not replace documented accomplishments during the award year.

4. Include Specific Dates

Every event, activity, accomplishment, award, or recognition must include its date. According to Form 77, undated activities will not be considered in the scoring.

5. Do Not Repeat Activities

Each activity may be listed only once and should be placed in the category it most appropriately supports. Repeating the same activity in multiple sections will not result in additional credit.

6. Describe Accomplishments, Not Membership

Merely being listed as a member of a committee is not sufficient. The application should explain what the nominee actually contributed.

The Committee should be able to determine:

- What responsibility the nominee accepted
- What work he performed
- What leadership he demonstrated
- What deliverable he produced

- What problem he helped resolve
- What result was achieved
- Who benefited from his work
- How his efforts advanced the Chapter or Fraternity

Committee chairmen may be asked to provide written statements describing and verifying the nominee's participation, leadership, attendance, deliverables, and impact.

7. Demonstrate Impact With Metrics

Do not submit a long list of activities without explaining their significance. Whenever possible, include measurable results, such as:

- Number of people served
- Funds raised
- Resources secured
- Volunteer hours contributed
- Increase in participation
- Number of programs conducted
- Partnerships established
- Goals completed
- Costs reduced
- Processes improved
- Community needs addressed

For example:

“Weak entry: Brother Doe served on the Scholarship Committee.”

“Stronger entry: Brother Doe coordinated the Scholarship Committee's applicant-review process, recruited eight volunteer reviewers, and helped the Chapter award five scholarships totaling \$10,000 by May 15.”

8. Identify Leadership Clearly

Leadership must be demonstrated through actions and results—not simply through a title.

The application should explain when the nominee initiated, organized, chaired, directed, coordinated, expanded, improved, or completed a program or project. Leadership may include holding a Chapter, District, or International office or serving as a committee chairman, but the application must still document what the nominee accomplished in that role.

9. Address Each Level of Omega Service

The application contains separate sections for achievements having:

- Chapter or local significance
- District or regional significance
- National or International significance
- Community significance beyond the Fraternity

It is understandable that a nominee may not have equally strong accomplishments in every category. However, the application should address each applicable area honestly and completely. Chapter service should receive careful attention, but Chapter participation alone does not address all of the Form 77 scoring categories.

10. Document Community Contributions Separately

Community service entries should describe contributions to humanity that extend beyond Fraternity activities. Fraternity programs and projects should be reported in the applicable Chapter, District, or International section rather than repeated in the community section.

11. Observe the Five-Page Limit

The total application is limited to **five pages**, excluding the Criteria Summary Form and required signature page.

Those five pages may contain text only. Pictures, copies of documents, and other images may not be included within the five-page application.

Because space is limited, every entry should be concise, relevant, specific, and results-oriented.

12. Provide Supporting Documentation

Where required, accomplishments should be supported by verifiable information. Supporting materials may include appropriate reports, letters, meeting records, programs, statistics, correspondence, certificates, or other evidence.

The written application should still clearly explain the accomplishment. Supporting documentation should confirm the entry—not require the judges to determine what the nominee did.

13. Review the Application Carefully

Before submission, the nominee and nominator should verify that:

- The correct award period is listed.
- All activities fall within the applicable fiscal year.
- Every activity includes a specific date.
- No activity appears more than once.
- Each entry identifies the nominee's role.
- Leadership responsibilities are clearly explained.
- Accomplishments include measurable results where possible.
- Community activities are separated from Fraternity activities.
- The application does not exceed five text pages.
- All statements are accurate and capable of verification.
- All required sections and identifying information are complete.

Required Review and Signatures

A separate Form 77 must be completed for each nominee.

The application will not be accepted without the required signature page. The Chapter Basileus and Keeper of Records and Seal must read, review, approve, and sign the application. Electronic signatures are acceptable.

Their signatures validate the application's contents, the nominee's good standing, and the Chapter's participation in all Fraternity Mandated Programs.

The signature page must include:

- Name and signature of the person who prepared the application
- Signature of the Chapter Basileus
- Basileus's telephone number and email address

- Signature of the Keeper of Records and Seal
- Keeper of Records and Seal's telephone number and email address
- Applicable signature dates

Chapter and District Competition

The Brother selected as Upsilon Nu Chapter's Omega Man of the Year will have his Form 77 submitted to the Third District Achievement and Recognition Committee for District-wide competition.

The District Achievement Week Committee has expressed concern that some chapters present an Omega Man of the Year Award but do not submit their recipient for District consideration. Upsilon Nu submits its recipient to the District competition.

Therefore, every application should be prepared not only for Chapter consideration but also with the understanding that the selected Brother will represent Upsilon Nu Chapter in competition with other outstanding Brothers from across the Third District—the best of the best.

Committee Assistance and Submission

The Achievement Week Committee is available to answer questions regarding eligibility, the scoring criteria, completion of Form 77, or supporting documentation. Brothers are encouraged to seek assistance early rather than waiting until the submission deadline.

The Committee will help Brothers understand the requirements. However, responsibility for submitting a complete, accurate, timely, and competitive application remains with the nominee and nominator.

Completed Form 77 applications and all required materials must be submitted by:

Deadline: [Insert Date and Time]

Submitted to: [Insert Name or Committee]

Submission method: [Insert Email Address, Online Link, or Delivery Instructions]

Brothers, the purpose of these guidelines is to help every deserving nominee receive full and fair consideration. We encourage you to recognize excellence, review the criteria carefully, begin the process early, and document accomplishments in a manner worthy of this distinguished honor.

Let us continue to recognize those Brothers whose leadership, service, and achievements represent the very best of Omega.

Fraternally,

Achievement Week Committee

Upsilon Nu Chapter

Omega Psi Phi Fraternity, Inc.