

MEMORANDUM

To: Brothers of Upsilon Nu Chapter

From: Achievement Week Committee

Subject: Superior Service Award Guidelines and Form 77 Requirements

Brothers,

The Superior Service Award is one of the highest honors Upsilon Nu Chapter can bestow upon a Brother. It recognizes a Brother who has demonstrated a continuous spirit of service to Omega Psi Phi Fraternity, Inc. and his community.

According to the Superior Service Award Form 77, the nominee should be recognized for his sustained concern, service, and contributions at the following levels:

- Chapter or local;
- District or regional;
- International or national; and
- The community beyond his Fraternity activities.

The standards for this award are intentionally high. Earning the Superior Service Award should be challenging because it recognizes exceptional service, leadership, and measurable results—not simply membership, attendance, or participation.

These guidelines are provided in a Brotherly spirit. Their purpose is to help each nominee present his strongest effort and give the Chapter the information necessary to evaluate every application fairly.

Award Period

Form 77 evaluates service performed during the Fraternity's fiscal year:

November 1 through October 31

Every activity, accomplishment, honor, and contribution included in the application must fall within the fiscal year being considered and must include a specific date. Form 77 states that undated activities will not be considered in scoring.

Methods of Nomination

A Brother may be considered for the Superior Service Award in one of two ways.

1. Nomination by another Brother

A financial Brother of Upsilon Nu Chapter may nominate a Brother whom he believes meets the Superior Service Award criteria.

Before giving Form 77 to a prospective nominee, the nominating Brother should carefully review the criteria and determine whether the nominee has documented service that addresses the award's principal categories.

The nominating Brother should work with his nominee to ensure that the application is complete, accurate, detailed, and submitted on time. A Brother may nominate only one person for the Superior Service Award.

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 nominate him.

Self-nomination is an accepted method of consideration and gives a deserving Brother the opportunity to document contributions that may not be fully known by the general membership.

Form 77 Scoring Criteria

The Superior Service Award application is evaluated on a 100-point scale.

Scoring category	Points
Chapter or local contributions	20
District or regional contributions	20
International or national contributions	20
Contributions to humanity as a citizen and loyal Brother	20
Fraternity and community honors, awards, and recognitions	20
Total	100

The first three categories account for 60 percent of the total score. Therefore, the application should clearly distinguish between Chapter, District, and International service and place each activity in the category it most appropriately supports.

Although the Chapter-level section is especially important during Upsilon Nu's selection process, Brothers should understand that Form 77 also assigns significant points to District, International, and community contributions.

General Form 77 Requirements

Form 77 establishes the following requirements:

- Responses must be typed, clear, concise, specific, and responsive to the applicable category.
- Activities may not be listed more than once. An activity should be placed in the category it supports most appropriately. Credit will be given only once for an event or activity.
- Every activity must include the date or dates on which it occurred.
- Entries should relate to the fiscal year being considered.
- The application narrative is limited to five pages. The Criteria Summary Form and required signature page are not counted in the five-page limit.
- The five narrative pages may contain text only. Pictures, document copies, and other images may not be placed within those pages.
- The nominee must be in good standing with the Fraternity and financial at all required levels. He must not be expelled, suspended, or on probation.
- The application must include the required signature page.
- The Chapter Basileus and Keeper of Records and Seal must read, review, and approve the application. Their signatures validate its contents and the nominee's good standing. Electronic signatures are acceptable.

Failure to comply fully with the rules may result in disqualification.

How to Prepare a Competitive Application

The application should be written in the third person. Although Form 77 does not expressly require third-person writing, it creates a more professional and objective presentation.

For example:

Less effective:

"I worked on the Achievement Week Committee and helped with the program."

More effective:

"Brother John Doe served on the Achievement Week Committee from January through November 2026. He coordinated the student-recognition component, secured participation from five local schools, and helped increase the number of recognized students from 18 to 32."

Each entry should answer four basic questions:

1. **What did the Brother do?**
2. **What leadership or responsibility did he demonstrate?**
3. **Who or what benefited from his service?**
4. **What measurable result or impact was achieved?**

Section 1: Chapter or Local Contributions — 20 Points

This section should describe accomplishments, service, and contributions that had significance or impact at the Chapter or local level.

Merely identifying a committee assignment is not sufficient. The application should explain the nominee's role, work performed, leadership demonstrated, and results achieved.

Insufficient example:

"Brother Doe served on the Scholarship Committee."

Stronger example:

"From November 2025 through June 2026, Brother Doe served as scholarship outreach coordinator. He developed relationships with counselors at six local high schools, increased the number of completed scholarship applications from 24 to 41, and helped the Chapter award \$12,000 to eight graduating seniors."

Additional examples may include:

- Leading or improving a Chapter-mandated program;
- Increasing attendance or member participation;
- Recruiting volunteers or developing partnerships;
- Raising funds or reducing program expenses;
- Developing a new Chapter procedure or resource;
- Coordinating a community-service activity on behalf of the Chapter; or
- Accepting responsibilities beyond ordinary committee membership.

Committee chairmen will be asked to provide a written account of the nominee's involvement. Therefore, every claim should be accurate, specific, and capable of verification.

Section 2: District or Regional Contributions — 20 Points

This section should include contributions that had significance or impact beyond Upsilon Nu Chapter and at the District or regional level.

Insufficient example:

“Brother Doe attended the Third District Meeting.”

Stronger example:

“During the April 2026 Third District Meeting, Brother Doe served on the District Social Action Committee and presented a voter-registration model developed by Upsilon Nu Chapter. The model was subsequently shared with 12 chapters for possible implementation.”

Additional examples may include:

- Serving on a District committee;
- Leading or supporting a District program;
- Presenting a workshop or training session;
- Coordinating an activity involving multiple chapters;
- Developing a procedure or resource adopted by the District; or
- Producing measurable results that benefited Brothers or chapters throughout the District.

Attendance at a District meeting, by itself, does not establish superior service. The application must explain the nominee’s contribution and its impact.

Section 3: International or National Contributions — 20 Points

This section should describe service that had International or national significance or impact.

Insufficient example:

“Brother Doe attended the Grand Conclave.”

Stronger example:

“During the July 2026 Grand Conclave, Brother Doe served as a member of the International Registration Team, completed four assigned shifts, assisted more than 600 registrants, and helped resolve registration issues during peak arrival periods.”

Additional examples may include:

- Serving on an International committee or task force;
- Supporting an International mandated program;
- Presenting at an International meeting or conference;
- Developing material used by chapters in multiple districts;

- Contributing to an International publication or initiative; or
- Providing leadership that produced a documented national or International benefit.

Attendance should not be presented as an accomplishment unless it was accompanied by meaningful service, responsibility, or leadership.

Section 4: Contributions to Humanity — 20 Points

This category should document service to humanity performed as a citizen and loyal Brother. The service should extend beyond activities conducted through the Fraternity because Fraternity activities belong in the preceding sections.

Insufficient example:

“Brother Doe volunteered in the community.”

Stronger example:

“Between January and September 2026, Brother Doe volunteered 72 hours with a local food-security organization. He coordinated eight distribution events, recruited 19 additional volunteers, and helped provide food assistance to approximately 1,100 families.”

Additional examples may include:

- Service through a church, school, nonprofit, or civic organization;
- Mentoring young people;
- Supporting veterans, senior citizens, or families in need;
- Organizing health, education, or voter-engagement programs;
- Providing professional expertise without compensation; or
- Leading a community initiative with documented results.

The entry should identify the organization served, the date or period of service, the nominee’s responsibilities, and the resulting community impact.

Section 5: Honors, Awards, and Recognitions — 20 Points

This section should identify Fraternity or community honors, awards, and recognitions received during the fiscal year. Each recognition should relate to the nominee’s service, leadership, or contributions.

Insufficient example:

“Brother Doe received several awards.”

Stronger example:

“On May 15, 2026, Brother Doe received the Community Leadership Award from the Lake Norman Civic Coalition in recognition of his leadership of a financial-literacy program that served 165 high school students.”

For each recognition, include:

- The name of the honor or award;
- The presenting organization;
- The date received;
- The level of recognition—Chapter, state, District, national, or International; and
- A brief explanation of why the recognition was awarded.

Do not list routine certificates of attendance or participation unless they represent a meaningful recognition of service or achievement.

Supporting Documentation

Form 77 requires accomplishments and contributions to have supporting documentation. The application itself, however, is limited to five pages of text and may not contain pictures or copies of documents.

Nominees should gather records that verify their entries, such as:

- Committee-chairman statements;
- Official appointment letters;
- Program records and reports;
- Letters confirming service;
- Award notifications;
- Attendance or participation records;
- Financial or fundraising reports;
- Published announcements; and
- Other reliable evidence of the accomplishment and its impact.

Supporting materials should be organized and submitted in accordance with the instructions provided by the Achievement Week Committee.

Use Specific Facts and Metrics

Strong applications replace general statements with specific evidence.

General statement	Stronger presentation
"He worked hard on the program."	"He devoted 45 documented hours to planning and executing the program."
"The event was successful."	"Attendance increased from 85 to 137 participants, a 61 percent increase."
"He helped raise money."	"He secured four sponsors and generated \$6,500 in new revenue."
"He mentored students."	"He mentored 12 students over eight months; 10 completed the program and enrolled in college."
"He was active on the committee."	"He attended 10 of 11 meetings, led two major assignments, and completed all assigned deliverables before the deadlines."
"He supported reclamation."	"He contacted 38 inactive Brothers, documented 27 responses, and helped reclaim nine Brothers."

Only accurate and verifiable measurements should be used. A nominee should never estimate or exaggerate results merely to strengthen his application.

Avoid Common Application Weaknesses

Brothers should avoid the following:

- Listing activities without explaining their significance;
- Listing committee membership without describing actual contributions;
- Failing to include dates;
- Repeating the same activity in multiple categories;
- Describing attendance as though it were leadership;
- Combining unrelated accomplishments into one vague entry;
- Using unsupported claims such as "very successful" or "outstanding";
- Including activities outside the fiscal year;

- Exceeding the five-page narrative limit;
- Placing pictures or copies of documents within the narrative pages; or
- Waiting until the deadline to begin gathering information.

Chapter Selection and District Competition

Upsilon Nu Chapter is not required to present the Superior Service Award every year. There is no mandate to select a recipient merely because applications were submitted. The award should be presented only when a nominee demonstrates that he has satisfied the established standards.

The Form 77 of Upsilon Nu Chapter's selected recipient will be 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 the Superior Service Award but fail to submit the recipient's application for District consideration. Upsilon Nu Chapter submits its recipient to the District. Therefore, each application should be prepared with the understanding that it may represent both the nominee and Upsilon Nu Chapter in District competition.

Begin the Process Early

A nominating Brother should give Form 77 to his nominee well before the submission deadline. A competitive application requires time to:

- Review the scoring criteria;
- Identify the most relevant accomplishments;
- Confirm dates and measurable results;
- Obtain committee-chairman statements;
- Gather supporting documentation;
- Draft and revise the narrative;
- Verify the nominee's financial standing; and
- Obtain the required approvals and signatures.

A rushed application may fail to communicate the full value of a Brother's service.

Assistance from the Achievement Week Committee

The Achievement Week Committee is available to answer questions and assist Brothers in understanding Form 77 and the nomination process. However, responsibility for submitting a complete, accurate, timely, and properly documented application rests with the nominee and, when applicable, the nominating Brother.

Brothers, these guidelines are intended to help every qualified nominee receive full and fair consideration. Let us approach the process with the preparation, integrity, and Brotherly spirit appropriate for one of Upsilon Nu Chapter's highest honors.

Fraternally,

**Upsilon Nu Chapter Achievement Week Committee
Omega Psi Phi Fraternity, Inc.**