**James C. Walters Quality Chapter Award Application**

**Chapter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□  Our chapter elected a President, Vice-President, Secretary and Treasurer.

□  Our Chapter completed the **Officer** form and submitted it online (form located at [www.SGEearth.org](http://www.SGEearth.org) – Officer Resources) by November 1st.

□  Our Chapter conducted a **fall** initiation and submitted the completed **Member** form online (form located at [www.SGEearth.org](http://www.SGEearth.org) – Officer Resources) to the national office by November 1st. We submitted our fees online or mailed a check or money order payable to Sigma Gamma Epsilon (postmarked) by November 1st to the national office.

□  Our Chapter conducted a **spring** initiation and submitted the completed **Member** form online (form located at [www.SGEearth.org](http://www.SGEearth.org) – Officer Resources) to the national office by March 15th. We submitted our fees online or mailed a check or money order payable to Sigma Gamma Epsilon (postmarked) by November 1st to the national office.

□  Our Chapter submitted the correct amount of fees in one credit card payment, check or money order by the appropriate dates.

□  Our Chapter’s Advisor is a lifetime member of SGE.

□  Our Chapter submitted an online application for a W.A. Tarr Award (form located at [www.SGEearth.org](http://www.SGEearth.org) – Awards) by April 1st.

□  Our Chapter completed one or more service projects during the academic year (August 15th – May 15th) resulting in a minimum average of 2 volunteer hours per member (based on the number of fall initiates and active members). Participants were life members at the time of the service project and their volunteer hours were eligible to be counted. The [**Service Project** **form**](http://www.sigmagammaepsilon.com/qcserviceprojectform.xls) was completed and submitted by **May 31st** to [admin@SGEearth.org](mailto:admin@SGEearth.org).

***Our Chapter met all the above qualifications and qualifies for the Quality Chapter Award.***

Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit completed form with signatures by May 31st to: Lee Potter, Associate Director, Sigma Gamma Epsilon, P.O. Box 324  
Cedar Falls, IA 50613