

# Omega Psi Phi Fraternity, Inc.



## International Achievement Week Training Guide



# Purpose of this guide

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- Ω To educate Committee Chairs and Chapters about the Achievement Week Awards
- Ω To train Committee Chairs and Chapters to properly complete the required forms for the Achievement Week Awards submissions
- Ω To enhance the quality and content of the Achievement Week Award submissions

# International Mission



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## Ω ACHIEVEMENT WEEK OBSERVANCE

Originally designed to promote the study of Negro life and history, Achievement Week is observed in November of each year and is designed to seek out and give due recognition to those individuals at the local and international levels who have made noteworthy contributions towards improving the quality of life for Black Americans. A High School Essay Contest is to be held in conjunction with Achievement Week. This contest is open to all college-bound high school seniors. College scholarships are awarded to the winners, each of whom must submit an essay on a theme/topic chosen by the Fraternity. This contest is an important phase of the International Achievement Week Observance.

# International Achievement Week Committee



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Ω	<b>Chairman:</b>	<b>Bro. Bernard R. Clayton, Jr.</b>
Ω	<b>Vice Chairman:</b>	<b>Bro. DeJuan Lockhart</b>
Ω	<b>1<sup>st</sup> District:</b>	<b>Bro. Jason Ross</b>
Ω	<b>2<sup>nd</sup> District:</b>	<b>Bro. Mark Edwards</b>
Ω	<b>3<sup>rd</sup> District:</b>	<b>Bro. Micheal Mitchell</b>
Ω	<b>4<sup>th</sup> District:</b>	<b>Bro. Ronald Walker</b>
Ω	<b>5<sup>th</sup> District:</b>	<b>Bro. Kenneth Sykes, Pharm. D.</b>
Ω	<b>6<sup>th</sup> District:</b>	<b>Bro. Lathan E. Turner, Ed.D.</b>
Ω	<b>7<sup>th</sup> District:</b>	<b>Bro. Terrance A. Platt. Ph. D.</b>
Ω	<b>8<sup>th</sup> District:</b>	<b>Bro. Sharrell Topps</b>
Ω	<b>9<sup>th</sup> District:</b>	<b>Bro. George Mayers</b>
Ω	<b>10<sup>th</sup> District:</b>	<b>Bro. DeJuan Lockhart</b>
Ω	<b>12<sup>th</sup> District:</b>	<b>Bro. Rome Mubarak</b>
Ω	<b>13<sup>th</sup> District:</b>	<b>Bro. Christopher Infantry</b>
Ω	<b>Undergraduate Representative</b>	<b>Bro. Emmanuel McQueen</b>
Ω	<b>Immediate Past Chairman</b>	<b>Bro. Christopher K. Norman</b>

# Themes 2023 - 2024



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- Ω 2023 Achievement Week Dates:  
**November 12 – 18, 2023**
- Ω 2023 Achievement Week Observance Theme:  
**“ Omega Men Promoting a Harmonious Future Through  
Friendship and Service”**
- Ω 2023 – 2024 High School Essay Contest Theme:  
**“With Politics gaining the bulk of discussion, what can the younger  
generation do to ensure that elected leaders understand the impact  
of gaining their vote?”**
- Ω Above Information Distributed August 1, 2023

# Achievement Week Awards



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## Achievement Week Award Categories

- Ω Graduate Omega Man of the Year Award
- Ω Undergraduate Omega Man of the Year Award
- Ω Superior Service Award
- Ω Brigadier General Charles Young Military Leadership Award
- Ω Citizen of the Year Award
- Ω Founders Lifetime Achievement Award
- Ω Dr. Ernest E. Just Undergraduate Chapter Advisor Award
- Ω Undergraduate Chapter of the Year Award
- Ω Graduate Chapter of the Year Award
- Ω Large Graduate Chapter of the Year Award

# Achievement Week Awards



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- Ω Given annually during Achievement Week Programs held by Chapters during the month of November each year
- Ω The period of the award should cover activities for the most recent fraternal year (example **Nov. 1, 2022 – Oct. 31, 2023**) with the exception of the Founders Lifetime Achievement Award which should reflect lifetime achievement for a minimum of 25 years of Fraternity service.
- Ω Chapters submit their Achievement Week winners (only one per category) on the appropriate FORM 77 Appendix by the established District deadline
- Ω District FORM 77 submissions are due to the International Achievement Week Committee (IAWC) by the date established by the IAWC Chairman.
- Ω The International Achievement Week Committee presents its International Achievement Week Awards at the next International Meeting (Grand Conclave or Leadership Conference)

# Achievement Week Awards



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- Ω The Form 77 is made up of an Overview of the Award criteria and 10 separate appendices. Each appendix is a specific application document for an Award Category
- Ω The current revision date of FORM 77 and the Appendices is Revision 10/1/19
- Ω The Chapter Basileus and KRS must review the application and sign the last page of the FORM 77 Appendix.
- Ω FORM 77 cover letters with only resumes attached will not be accepted
- Ω Applicable FORM 77s in the fillable pdf format are available at [www.oppf.org](http://www.oppf.org) (Members Section under FORMS)
- Ω Check submissions for spelling, grammar, appropriate content, and completeness
- Ω Chapters must submit the FORM 77 Application Appendices to the District Achievement Week Chairman by the date established by the District Chairman



# Achievement Week Awards



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## Chapter of the Year Submittals:

- Ω **Hard copy Scrap Books are not accepted.**
- Ω All Chapter of the Year information must be an electronic submission in pdf format preferably submitted via email or an online file sharing routine such as DropBox. However, submission via Compact Disc (CD), Digital Video Disc (DVD) or thumb drive can be accepted.
- Ω The information must be contained in a single pdf file and not multiple pdf files for each section.

# Chapter of the Year Submission



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- Ω Introduction and presentation; table of contents; and proper labeling
- Ω Programs:
  - Ψ Achievement Week: participation in HS Essay Contest; photo/description of activities; Achievement Week Award winners; Church Service or Dinner Dance
  - Ψ Scholarships: number of scholarships given to students; dollar amount of scholarships; other non-monetary scholarships
  - Ψ Conclave/Leadership Conference Delegates: KRS confirmation of registered delegates required
  - Ψ Memorial Service: conduct and/or participate in Annual Memorial Service for deceased members
  - Ψ Social Action: participate in activities that will improve the social visibility in communities such as Assault on Illiteracy; Voter Registration; Habitat for Humanity; Stop the Violence; Youth Leadership programs; Big Brother/Big Sister; Sickle Cell Walk; Breast Cancer run/walks; Step out on Diabetes, etc
  - Ψ Talent Hunt: program; photos of participants; winners; awards; flyers
  - Ψ Reclamation / Retention: include number and names of those reclaimed; reclamation and retention events/activities

# Chapter of the Year Submission



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## Ω Programs (continued):

- Ψ STEM: Demonstrate Activity/Programming related to supporting this Mandated Program designed to get students motivated about Science, Technology, Engineering and Math
- Ψ Fatherhood and Mentoring: show support of the Fraternity's Fatherhood and Mentoring Initiative
- Ψ College Endowment Fund: Lock Box form; cancelled check or statement
- Ψ NAACP Life Membership: proof of NAACP Life Membership certificate or payment
- Ψ National Health Initiative: Dr. Charles Drew Blood Drive; conduct a health fair; health screening; participation in educational programs and seminars on Prostate Cancer Awareness; Breast Cancer Awareness; Diabetes; HIV, Safe Sex; Heart Disease/Stroke Prevention; Colon Cancer; Nutrition/Eating Healthy; Emergency/Disaster Preparedness; etc
- Ψ Other Local Campus or Community Based Activities: participation in activities that will uplift their communities; adopt-a-highway; visiting nursing and VA homes; after school programs; youth athletic programs; Special Olympics; wounded warrior program, etc

Ω Chapter Awards and Other Recognitions: awards; certificates; letters from governor, mayor, city councilman, county, public officials; newspaper articles; thank you notes; acknowledging the outstanding work the Chapter has accomplished; proclamations, etc

Ω **Submissions are evaluated based upon style and content – not number of pages.**

# Completing the FORM 77 Applications



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- Ω Tell your story and be clear, specific and concise
- Ω The selection panel does not know your achievements so your submission must represent your accomplishments
- Ω Each Award Category Application uses a separate and distinct Form 77 Appendix. Make sure you are using the proper document for the Award being applied for.
- Ω The Citizen of the Year nominee can be an Omega Man

# General Rules for Completing the FORM 77 Applications



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- Ω The application must be comprised of **typed** responses that are clear, concise, specific, and fully address the topic area. Please carefully read each question before responding.
- Ω Do not include activities more than once. Enter the activity into the area that it most appropriately supports. Credit will only be given once for an entry of an event or activity.
- Ω All events and or activities listed must be dated reflecting the year of the event or activity. Events or activities that are not dated will not be considered in the scoring.
- Ω Applications **will not be accepted without** the Chapter Basileus and Keeper of Records and Seal signature validating the content and good standing (financial / other) of the nominee. This excludes non-members who should be in good standing in their community. Brothers nominated must be in good standing with the Fraternity.

# General Rules for Completing the FORM 77 Applications



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Must be submitted with each award application

Note: The signatures of the Basileus and KRS are required below for all awards.

Submitted by: \_\_\_\_\_  
(Name – legibly print or type) (Signature) (Date)

Chapter Basileus: \_\_\_\_\_  
(Name – legibly print or type) (Signature) (Date)

Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Chapter KRS: \_\_\_\_\_  
(Name – legibly print or type) (Signature) (Date)

Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

# General Rules for Completing the FORM 77: Points of Emphasis



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- Ω Simply attaching a resume or letter of recommendation to a FORM 77 Appendix Application without answering the questions is unacceptable - submittal will be rejected
- Ω Not providing the completed signature page is unacceptable - submittal will be rejected
- Ω If the current version of the FORM 77 Appendix Application (Updated 10/1/19) is not utilized - submittal will be rejected
- Ω If the application is not received by the IAWC Chair by the established date - submittal will be rejected for International Award consideration.
- Ω You do not need to include the Form 77 Overview Document when submitting an Award Application.
- Ω Do not modify the Form 77

# Completing the FORM 77 Application: Sample Question



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- Ω 1. List contributions or achievements that the candidate has made which have Chapter significance or impact. Contributions / achievements should be specifically stated and should be applicable for / to the year in which the individual was selected for the award at the Chapter level. List specific date (s) for criteria submitted.
  
- Ω *(Documentation: Entries for this section should pertain to fraternal activities only . The events should have taken place during the year under consideration.*



# Completing the FORM 77 Application: Sample Question / 1st Response



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- Ω Response is for the 2018 – 2019 fiscal year; Undergraduate Omega Man of the Year; Chapter significance section
  
- Ω Chairman of the Chapter Mardi Gras event in April 2010;  
Coordinated the Chapter Blood Drive in May 2009;  
Chapter Delegate to the Grand Conclave in Raleigh, NC July 2010;  
Started to make payments of missing funds back to Chapter July 2012;  
Attended all Masonic Lodge Fish Fry's during Summer 2012;  
Initiated Chapter Fatherhood/ Mentoring Initiative October 2012;  
District Audit Team member May 2012 – October 2012;  
Mentored 3 High School students via Chapter Mentor Program from September 2011 ending June 2012; all three graduated and attending college
  
- Ω Can you identify why this is not an appropriate response?

# Completing the FORM 77 Application: Sample Question / 2nd Response



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- Ω Response is for the 2018 – 2019 fiscal year; Undergraduate Omega Man of the Year; Chapter significance section
- Ω Chairman of the Chapter Mardi Gras event in April 2019 which resulted in a 25% increase in tickets sales and \$5k increase in net profit compared to the prior year event. Coordinated the Chapter Blood Drive in May 2019 which yielded 35 additional donors due to the Chapter's first time use of local radio to promote the drive. Recognized by the local YMCA for collaborating and partnering as the Chairman of the Campus Father/Son Summer Basketball League which took place July 1, 2018 through August 15, 2019. Workshops led by Chapter members were held prior to each game promoting teamwork and communication. Dean's List Fall 2018 and Spring 2019.
- Ω Can you identify why this is an appropriate response?

# Length of Submissions



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- Ω Graduate and Undergraduate Chapter of the Year Packages are limited to a maximum of 100 pages
  
- Ω The following award is limited to a maximum of 6 pages:
  - Ω Founders Lifetime Achievement Award
  
- Ω The following awards are limited to a maximum of 5 pages:
  - Ω Colonel Charles Young Military Leadership Award
  - Ω Graduate Omega Man of the Year Award
  - Ω Undergraduate Omega Man of the Year Award
  - Ω Superior Service Award
  
- Ω The following awards are limited to a maximum of 4 pages:
  - Ω Citizen of the Year Award
  - Ω Dr. Ernest E. Just Undergraduate Advisor Chapter of the Year

**Packages that exceed the allowed length will be disqualified.**

# Next Steps



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- Ω Ensure your Chapter Achievement Week Chairman has a copy of this training guide and the contact information for your District Chairman.
- Ω Create a Chapter timeline when information needs to be submitted and reviewed.
- Ω Bring your best effort forward when completing and reviewing the FORM 77 Applications.
- Ω *Quality, not quantity, is key to a good submittal.*
- Ω Contact your District Chairman if you have any questions....they are ready, willing, and able to assist.

# Achievement Week Committee

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# QUESTIONS ?