

SERVICE TO THE STUDENT, THE SCHOOL,
THE PROFESSION, AND THE COMMUNITY.



Don Hutson

Outstanding Pre-Law Chapter Award

Award Application

PHI ALPHA DELTA
LAW FRATERNITY, INTERNATIONAL

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DON HUTSON OUTSTANDING CHAPTER AWARD - INSTRUCTIONS

Any pre-law chapter in good standing may apply for the Don Hutson Outstanding Pre-Law Chapter Award. For a chapter to be considered for this award, this application must be filled out in its entirety. All applications must be signed by the appropriate Chapter Officers (electronic signatures permitted). Be sure to attach all materials requested (see note on calendars in the next section).

The Executive Office and Awards Committee will review the submitted applications and select the top three outstanding chapters. If you feel that your Chapter is operating with a constraint of which you want the Awards Committee to be particularly cognizant, you may feel free to submit a separate statement outlining such along with this Form. The Awards Committee will consider the following categories when reviewing applications:

- Chapter Organization
- Professional Programming
- Chapter Finances
- Chapter Recruitment
- Social Programming
- Community Service Programming
- Chapter Communications (including contact with the Executive Office, within the chapter, and with other P.A.D. members)

If you have any questions regarding the application, please contact the Executive Office at by phone at (410) 347-3118 or by email at prelaw@pad.org.

DEADLINE & SUBMISSION: The application must be emailed no later than the **first Monday in June** and submitted to the P.A.D. Pre-Law Department at prelaw@pad.org. Winners will be announced annually at the P.A.D. Pre-Law Conference.

NOTE: YOUR APPLICATION MUST BE TYPED.

Do not attach *any* additional materials (*unless noted*).

You must sign and date the section below (electronic signature accepted), and submit your application with this page. Incomplete applications will not be considered.

CALENDARS

Please include your chapter's programming calendar as an attachment to this application. Both fall and spring semesters should be included. Your calendar must reflect required chapter programming and indicate each event's category (listed below). **If you are missing any programming categories**, explain why with the submission of your calendars.

Each Chapter should conduct/sponsor the programs/activities in the following categories during the school year (at minimum):

- Professional and Academic (75% of programming)
- Community Service (15% of programming)
- Social Events (10% of programming)

APPLICATION

Name of College/University: _____

Was your chapter chartered after July 1 of last year? (Yes/No): _____

Have all chapter officers reviewed P.A.D. policies? (Yes/No): _____

CHAPTER ORGANIZATION

Officers: Does your chapter have a complete set of officers? Has each officer reviewed P.A.D. policies and operating guides? Does each officer actively participate?

Chapter Committees: Describe your chapter's committee structure, if applicable. When answering, please list the name(s) and size(s) of your chapter's committees; describe the accomplishments/effectiveness of each Committee; and discuss whether the committee structure functions effectively.

Chapter Calendar: Does your chapter have a full calendar of events that fit into the required programming guidelines? How far in advance is your calendar of events planned?

Executive Board Meetings: Does your chapter conduct regular Executive Board meetings? How often are Chapter Executive Board meetings conducted, and who is invited to attend chapter Executive Board Meetings? Please also note if agendas are used, meeting minutes are kept, and if committee reports are given at Executive Board meetings.

Does your chapter have an updated set of chapter by-laws? (Yes/No): _____

Elections and Transitions: When does your chapter conduct elections and do outgoing officers conduct a transition meeting with new officers?

CHAPTER FINANCES

Chapter Dues: If your chapter collects local dues, please indicate the following:

Amount: _____ **Frequency of Collection:** _____

Are your chapter activities funded solely by chapter dues? (Yes/No): _____

Does your chapter receive funding from your school's SGA or Administration? (Yes/No): _____

Does your chapter conduct its own fundraising? (Yes/No): _____

If yes, please list chapter fundraisers and the amount raised:

Does your Chapter formulate and adopt an annual Chapter Budget? (Yes/No): _____

Does your chapter have its own bank account? (Yes/No): _____

If yes, what is the current amount in your chapter's account and who are the signatories on the account?

List the amount of any outstanding bills or obligations owed by the chapter:

CHAPTER RECRUITMENT

REQUIREMENTS	DATE(S)	NUMBER OF INITIATES
Date of first fall initiation:		
Date(s) of additional fall initiations:		
Date of first spring initiation:		
Date(s) of additional spring initiations:		

Recruitment: Describe your chapter's recruitment processes. Include information, as applicable, on the use of a recruitment chair, use of materials from the Executive Office, the creation of any chapter-specific recruitment materials, and any specific recruitment events held.

Membership Organization and Retention: Describe how your chapter maintains its membership records and how your chapter incorporates new members into chapter activities.

PROFESSIONAL PROGRAMMING

Please list and briefly describe your chapter's Professional and Educational Programming for the past academic year, including attendance trends, whether this programming is combined with other categories (social, community service), and any other information that might be relevant.

SOCIAL PROGRAMMING

Please list and briefly describe your chapter's Social Programming for the past academic year including attendance trends, whether this programming is combined with other categories (professional, community service), and any other information that might be relevant.

COMMUNITY SERVICE PROGRAMMING

Please list and briefly describe your chapter's Community Service Programming for the past academic year including attendance trends, whether this programming is combined with other categories (professional, social), organizations served, and any other information that might be relevant.

Does your chapter fundraise for national and/or local charities? (Yes/No): _____

If yes, please list which charities and the amounts donated:

COMMUNICATIONS AND PUBLIC RELATIONS

Distribution of Chapter Information: How are chapter materials, including meeting minutes and calendars, distributed to your members?

Communication with Members: Describe your chapter's communications strategies. Include, as applicable: use of social media; use of technology such as chapter emails; and use of physical items such as chapter office space and bulletin boards.

Campus Communications: How does your chapter communicate with the campus as a whole? Are there school newsletters, social media pages, and/or newspapers that the chapter can use to communicate events and programs?

Awards: Does your chapter give out any chapter-specific awards? If so, please list them and their recipients for the past academic year:

Award Given	Recipient

Chapter Recognition: Has your chapter received any awards/commendations in the past year? Include awards given by P.A.D., your school, local organizations, etc.

Award/Recognition Received	Date Received

Communication with the Executive Office: Describe your communication with the Executive Office, including frequency of communication, what materials are sent to the Executive Office, and what materials have been received from the Executive Office (recruitment materials, membership items, etc.)

Did any members of your chapter attend Pre-Law Conference this past year? If so, how many members attended? _____

CHAPTER RELATIONS

Faculty: Describe how your Faculty Advisor, if you have one, has participated and/or aided in your chapter operations this academic year:

Law Students: Describe your chapter's relationship with law students, including in use of programming (law students referenced need not be P.A.D. members):

Alumni: Describe your chapter's relationship with P.A.D. alumni:

Other Chapters: Describe how your chapter interacts with other P.A.D. chapters (pre-law, law, and alumni):

SIGNATURE PAGE

Electronic or scanned signatures are accepted.

(type nominated chapter's name)

We hereby certify that the foregoing is true and correct.

PREPARED BY:

First & Last Name(s): _____ / **Title(s):** _____

Signature(s): _____ / **Date:** _____

We hereby certify that the foregoing is true and correct.

OFFICER CERTIFICATION:

PRESIDENT: First & Last Name: _____

Signature: _____ / **Date:** _____

SECRETARY: First & Last Name: _____

Signature: _____ / **Date:** _____