



September 2018

Dear Chapter and Emerging Chapter Advisors, Chapter and Emerging Chapter Presidents, and Senior Members,

Theta Phi Alpha's Senior Service Award is the highest award granted to a collegiate member. This national award is presented in recognition of a collegiate member in her senior year whose scholarship, leadership, character, and service to Fraternity and school has been outstanding during all of her years as a collegian. The Senior Service Award is presented during the Founders' Day Ceremony. In the case of an emerging chapter, the award is presented at either the Founders' Day Ceremony or Chapter Installation, whichever is later in the school year. Award recipients are presented with a Senior Service Award guard pin to wear with their membership badge. This letter will explain the process and where applicants, Chapter/Emerging Chapter Advisors, and alumnae completing Recommendation Forms can access various documents. A **Senior Service Award Timeline** is included with this packet.

All seniors in your chapter or emerging chapter who are graduating with an undergraduate degree during the 2018-2019 academic school year are eligible to be considered for this prestigious award. Please encourage each senior in your chapter or emerging chapter to apply through an **online application form**. *Seniors who elect early alumna status are ineligible to apply, however seniors who elected special status may still be eligible to apply for the award.* A **Senior Service Award flyer** is enclosed in this packet which you can post or make copies of and distribute.

Information/Instructions for Applicants

The 2019 Senior Service Award Application consists of two sections, the **2019 Senior Service Award Application**, and the **Publicity Release and Required Photo Form**, both of which must be completed by the applicant by **November 1** to be considered for the award. Links to both sections are found at <http://www.thetaphialpha.org/SeniorServiceAwardInfo> under the Resources for Senior Service Award Applicants section.

It is suggested that the applicants print a copy of their application so they have a copy in the case of technical difficulties. Applicants will receive an electronic copy of their application. The application will also be sent electronically to the Chapter/Emerging Chapter Advisor and the Alumna Advisor of the Advisory Board who will be completing a Recommendation Form on the applicants behalf to the email address indicated on the application form. If the chapter does not have a Chapter Advisor, the applicant will need to enter information for the chapter's Conference Director/Administrator. In the case of an emerging chapter with no Emerging Chapter Advisor, the applicant will need to enter information for the Director of Emerging Chapters.

Information/Instructions for the Chapter/Emerging Chapter Advisor and Chapter/Emerging Chapter Advisory Board

The **alumnae** members only of the Advisory Board are required to review all applications and nominate no more than two candidates to the Board of Trustees for consideration of the Senior Service Award. Applications are sent electronically to the Chapter/Emerging Chapter Advisor for the Advisory Board to

review. The review process and the names of the candidates nominated to the Board of Trustees are to remain confidential.

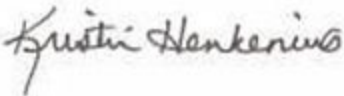
A **Recommendation Form** for each nominee is required to be completed by **November 30**. The Recommendation Form may be completed by **any** alumna member of the Chapter or Emerging Chapter Advisory Board of the candidate's choosing. The candidate indicates the Alumna Advisor whom she contacted to write her recommendation on the Senior Service Award Application, and an electronic copy of her application is sent to this Alumna Advisor. Alumnae completing a Recommendation Form may find the form at <http://www.thetaphialpha.org/SeniorServiceAwardInfo> under the Resources for Chapter/Emerging Chapter Advisors section.

All Chapter/Emerging Chapter Advisors who have seniors apply for the Senior Service Award will complete the **Senior Service Award Nomination Form** by **November 30**. *Chapters/Emerging Chapters with no applicants do not need to complete this form.* This is a required form for Chapters/Emerging Chapters with applicants and will identify up to two candidates the alumnae members of the Chapter/Emerging Chapter Advisory Board have nominated to the Board of Trustees to consider for the Senior Service Award, or let the Board of Trustees know that there are no nominees supported by the Advisory Board for the chapter/emerging chapter. ***Candidates for the Senior Service Award will NOT be considered for a chapter/emerging chapter unless this form is submitted.*** Chapter/Emerging Chapter Advisors may find the Nomination Form at <http://www.thetaphialpha.org/SeniorServiceAwardInfo> under the Resources for Chapter/Emerging Chapter Advisors section.

If you have any questions about the Senior Service Award application process, please contact Kristin Henkenius, Board of Trustees member, at seniorservice@thetaphia.alpha.org or 402-317-9039 or Ashley Crews, Director of Collegiate Services at collegiateservices@thetaphialpha.org or 440-899-9282 x 103.

Theta Phi Alpha is proud of the 2018 recipients of the Senior Service Award on the enclosed list. We look forward to having a nominee from your chapter/emerging chapter this year.

Yours in the bonds of sisterhood,



Kristin Henkenius
Theta Phi Alpha
Board of Trustees

Attachments:

1. 2018 Senior Service Award Recipients
2. Senior Service Award Application flyer
3. Senior Service Award Timeline

cc: National Vice President - Collegians
National Vice President - Extension
Director of Collegiate Chapters
Director of Emerging Chapters
Conference Administrators
Conference Directors
Leadership Consultants