

F&H Home Improvement Contest for 2011-2012



The SAE Financial and Housing Corporation (F&H) is pleased to announce its Home Improvement Contest for this academic year. The contest is designed to encourage our undergraduate chapters and members to enhance their fraternity property or a local community property in a substantial and beneficial way through physical improvement.

Application Instructions

There are **several** sections to this PDF:

- Guidelines and Instructions
- Section 1: Pre-Project Proposal
- Section 2: Project Entry Form
- Section 3: Sample Planning Guide
- Section 4: Sample Attendance Sheet

Complete this application by clicking in the boxes or fields and typing your information directly into the fields. The application is best completed using Adobe Acrobat Reader 9[®].

At any point during the process, Acrobat will allow you to save the application and come back to it at another time. Follow the instructions in each section carefully. Your file will be saved on your local system or attached to an e-mail if you use Microsoft Outlook[®]. Don't forget to attach additional documentation to your submission, if prompted.

Contest Summary and Rules

- For chapters that occupy their own dedicated fraternity property (i.e., chapter house, lodge, etc.), the improvement project must be completed on their own property.
- For chapters that do not occupy their own dedicated fraternity property, the improvement project may be completed on any housing-oriented property in the local community through which the project serves a philanthropic purpose. Examples might include improvements to a university-owned president's house, homeless shelter, Habitat for Humanity house or historic home maintained by a historical society.
- There are four (4) prize categories (listed below) and one grand prize. Only one project entry per chapter is allowed. However, the chapter may select one or more prize categories under which the project will be evaluated for the contest. For example, the same project may be submitted for consideration under both the Best Interior Project and Best "Green" Project categories. The project must be a chapter project and not a pledge-class project.
- To qualify, all entrants must submit a completed **Pre-Project Proposal** below and submit it **at least one (1) week prior to commencement of the project**. The purpose of the Pre-Project Proposal is to ensure compliance with contest rules prior to starting work. Notification will be sent to the chapter confirming the project's eligibility under the contest rules.
- All entrants must commence and complete the improvement project **between September 1, 2011, and May 15, 2012**.
- Upon completion of the improvement project, all entrants must submit a **Project Entry Form** below and submit it with all required attachments **no later than May 31, 2012**.

- All entered projects will be reviewed by an awards committee selected by F&H. Winners will be selected based upon who best exemplifies the purpose of the contest, the objective of each award category and other factors as determined by the awards committee, which may include, for example, the level of membership and alumni participation, the completeness of application or the project results as compared to dollars spent.
- Winners will be announced at the 2012 Leadership School. Prizes will be distributed in coordination with the chapter contact listed on the Project Entry Form.

Award Categories and Prizes

- **One \$1,200 Grand Prize for Best Overall Project**
The best overall project will be selected from one of the four (4) categories listed below.
- **Four \$600 Additional Prizes**
A chapter may enter their project in any one or more of the following categories; however, only one prize will be awarded per project:
 - ▶ **Best Interior Project** – an improvement made to any interior portion of a fraternity-occupied property.
 - ▶ **Best Exterior Project** – an improvement made to any exterior portion of a fraternity-occupied property, including building exterior, landscaping, patios, porches, etc.
 - ▶ **Best “Green” Project** – an improvement made to improve energy efficiency, reduce utility costs or otherwise results in a positive impact on the environment for a fraternity-occupied property.
 - ▶ **Best Community Project** – an improvement made to any housing-oriented property in the local community through which the project serves a philanthropic purpose. Examples include improvements to a university-owned president’s house, homeless shelter, Habitat for Humanity house or historic home maintained by a historical society. *Entry in this category is reserved for chapters that do not have a dedicated fraternity property.*
- Cash prizes will be mailed to the winning chapters following the convention.

Questions?

If you have any questions regarding the Home Improvement Contest, or if you encounter any issues during completion of this submission packet, contact us at FHcontest@sae.net.

When you are ready to submit either Section 1: Pre-Project Proposal or Section 2: Project Entry Form, you will find “SUBMIT” buttons at the end of each respective section. That button launches an application that will save and attach your PDF to an e-mail message. If the function does not work, simply save your PDF and attach it to an e-mail addressed to FHcontest@sae.net by the specified deadlines.

NOTE: Application materials begin on next page.

SECTION 1: Pre-Project Proposal

To qualify for the F&H Home Improvement Contest, all entrants must submit this Pre-Project Proposal **no later than one (1) week prior** to project commencement. The purpose of the Pre-Project Proposal is to ensure compliance with contest rules prior to starting work. Notification will be sent to the chapter contact confirming the project's eligibility under the contest rules.

Once you have filled out the fields below, click on the "Submit" button at the end of this Step 1 and follow the prompts to send this form via e-mail.

PROFILE INFORMATION

Chapter Designation

Chapter Contact for Contest

Contact Phone

Contact E-Mail

Project Location

Anticipated Start Date (must commence after September 1, 2011)

Anticipated Completion Date (must be completed by May 15, 2012)

Will you obtain permission of the property owner *prior* to commencing the project?

Have you read and understood the Project Entry Form requirements, including the need to evidence volunteer participation, make a project budget and take photographs?

Have you taken "before" photographs of the project area?

NOTE: Section 1 continues on next page.

SECTION 1 ESSAYS

Provide a brief summary of the project and the improvements that will be made.
(Your response is limited to the space below.)

Provide a brief summary of the anticipated project benefit(s).
(Your response is limited to the space below.)

SECTION 2: Project Entry Form

To qualify for the F&H Home Improvement Contest, all entrants must submit this Project Entry Form with all attachments **no later than May 31, 2012**. The purpose of the Project Entry Form is to document project completion and to provide material as needed by the awards committee to evaluate the project under the contest rules and to select contest winners.

Once you have filled out the fields below, click on the "Submit" button at the end of this Step 2 and follow the prompts to send this form via e-mail. **NOTE:** Don't forget that you will need to attach separately three additional items for this section: a project budget, photographs and attendance sheets.

PROFILE INFORMATION

Chapter Designation

Chapter Contact for Contest

Contact Phone

Contact E-Mail

Project Location

Start Date (must commence after September 1, 2011)

Completion Date (must be completed by May 15, 2012)

Total Days Spent Working on Project

Total Percentage of Undergraduate Members Who Participated

Total Number of Other Volunteers who Participated

Estimated Man Hours Spent on Project (based on number of hours X number of persons)

Total Project Cost (regardless of the source of funds and excluding refreshments)

Indicate which category (or categories) you are entering:

Best Interior Project

Best Exterior Project

Best "Green" Project

Best Community Project

NOTE: Section 2 continues on next page.

SECTION 2 ESSAYS

Description of Project

Describe the project detail, the improvements made, any challenges encountered during the project, the number and nature of volunteers (including, for example, alumni and parent participation) and any other information that will be useful for the awards committee to consider.

(Your response is limited to the space below, which is approximated for 500 words.)

NOTE: Section 2 continues on next page.

Benefits of Project

Describe in detail how the project benefited the fraternity-occupied property or, as applicable, the local community.

(Your response is limited to the space below, which is approximated for 500 words.)

NOTE: Section 2 continues on next page.

SECTION 2 ADDITIONAL DOCUMENTATION

Project Budget

Attach separately a project budget that itemizes all expenses and the source of all funds.

Photographs

Attach separately at least seven (7) but not more than 15 photographs showing before and after shots of the affected work areas, volunteers working on the project, post-party, etc. Identify people in photos.

NOTE: By submitting photographs, you agree that F&H may use them for promotional purposes including, but not limited to, awards presentations, publication in Sigma Alpha Epsilon's print and online materials and use in future contest materials, all without any cost or expense to F&H.

Attendance Sheet(s)

Attach separately one or more attendance sheets that lists all people who worked on the project, the dates worked, the approximate hours worked each day and volunteer status. You may use the Sample Attendance Sheet created in Section 4 as a guide.

SECTION 3: Sample Planning Guide

The below may serve as a helpful planning guide to ensure a successful project and contest entry.

Prior to submitting pre-project proposal to F&H:

- Review all contest rules and all entry forms to ensure compliance.
- Select a project and outline the scope of work and benefits to the chapter or community.
- Apply for and receive permission for the proposed project from any property owner.
- Decide on a date for the project work to begin and end. Outline day-by-day timeline.
- Form a project leadership team, and include a representative from any house corporation or other property owner. Delegate each aspect of the project to project leaders. Select a person to serve as the Chapter Contact for the entry forms. Select one or more people to photograph the work.
- Confirm that the Chapter Contact has reviewed all required contest forms.
- Draft an initial project budget and include a list of supplies required to complete the project. Include food and other refreshments in the budget. Identify potential funding sources.
- Submit the Pre-Project Proposal to F&H.

At least 10 days prior to the project commencement date:

- Finalize a detailed scope of work, project budget, and materials required to complete the project.
- Secure funds needed to complete the project.
- Hold a meeting of project leaders to review the action plan for successful project completion.
- Chapter Contact should review Project Entry Form requirements with entire project team and seek clarification from F&H on any questions via e-mail: FHContest@sae.net.
- Photograph existing condition of project area.
- Secure volunteer commitments from chapter members.
- Recruit alumni, parents and other stakeholders to participate in the project.
- Check on availability of materials as needed for the project and begin to stockpile materials if the storage space is secure.
- If required by the local municipality, obtain any needed building permits.

Week of project commencement:

- Pick-up supplies, tools, materials, food and refreshments as needed for the project and securely store the same.
- Send reminders to all volunteers with a detailed work schedule and any special requirements, including suggested items to bring to worksite (e.g. work gloves).
- If needed, make personal outreach to secure more volunteers.
- If applicable, clean up fraternity house in anticipation of alumni and parent volunteers.
- Clean up and remove items from any affected work areas.
- Hold final-project leadership team meeting to review each aspect of the project, timeline and which team leaders will be present at all times.
- Finalize a day-by-day and hour-by-hour agenda, detailing each aspect of the project to be completed each day.

Day(s) of project:

- Meet all volunteers at worksite and review agenda for the day. Delegate tasks to each volunteer. Motivate the entire team!
- Have volunteers sign in.
- Have members of the project leadership team on site throughout the entire day.
- Serve food and refreshments throughout the day. Keep the volunteers fed and hydrated.
- Continuously clean up affected work areas throughout the day and at end of each day. Maintain a safe work environment.
- Take photographs of work and volunteers. Note volunteer names for photos.
- Take notes of what is accomplished throughout the day and observe any special challenges encountered during the project for use in contest entry materials.

After project completion:

- Send handwritten thank-you notes to all volunteers, including alumni, parents and others.
- Project leadership team and chapter contact should meet to review Project Entry Form requirements and begin to provide materials needed for same.
- Acquire all photographs taken during the event and select the best ones to submit.
- Reconcile final budget numbers.
- Submit a completed Project Entry Form by no later than May 31, 2012.
- Using portions of the Project Entry Form materials, send a press release to your school's newspaper and alumni magazine and also to *The Record of Sigma Alpha Epsilon* for inclusion in the next edition of these publications.

