



Gamma Phi Beta

TRUE AND CONSTANT

**Alumnae Chapter Officer How-To:
Merit, Service and Loyalty Awards**

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Introduction

This guide is designed to support alumnae chapter officers in identifying, nominating, and celebrating sisters who exemplify long-standing service and dedication to Gamma Phi Beta. While any eligible member may submit a nomination, alumnae chapters play a meaningful role in elevating these honors through thoughtful nomination support and intentional recognition.

By reading this guide, you will be able to:

- **Determine member eligibility.** Identify members who meet the established criteria for the Merit Roll, Service Roll and Loyalty Awards using chapter records and International resources.
- **Prepare and submit a complete nomination.** Gather required information and follow the step-by-step process to accurately complete and submit the online nomination form.
- **Coordinate award presentation and recognition.** Plan recipient communication, event logistics and post-presentation acknowledgment in alignment with chapter and International guidelines.

Officer Ownership Note

This program is most naturally led by the Alumnae Chapter Vice President, whose role includes overseeing chair positions, coordinating chapter-wide initiatives, identifying chapter needs and implementing inclusive practices. Recognition of long-term volunteer service is a chapter-wide effort that benefits from the Vice President's broad view of officer responsibilities and reporting lines.

While the Vice President often serves as the point person, shared ownership is encouraged. Depending on chapter size and structure, support may come from various officers. A collaborative approach ensures that nominations are strong, celebrations are meaningful and recognition is shared widely.

Why Alumnae Recognition Matters

The Merit Roll, Service Roll and Loyalty Awards are among the highest forms of recognition for volunteer service to Gamma Phi Beta. These honors celebrate sisters whose passion, leadership and commitment have strengthened the Sorority at the local and international levels.

Alumnae chapters are uniquely positioned to:

- Identify sisters whose service may span decades
- Tell the story of their impact in a meaningful way
- Celebrate alumnae recipients through chapter programming

Award Overview

Merit Roll Award	Who it honors: Members in good standing who have given <i>long, devoted and distinguished service</i> at the local level .
	Eligibility highlights: <ul style="list-style-type: none"> • Minimum of 15 years of local service
	Common examples: <ul style="list-style-type: none"> • Long-serving alumnae chapter officer • Sustained leadership within a collegiate advisory board or Affiliated House Corporation.

Service Roll Award	Who it honors: Members in good standing who have demonstrated <i>long and devoted service</i> at both the local and international levels.
	Eligibility highlights: <ul style="list-style-type: none"> • Minimum of 5 years of international service • 15 years total of combined local and international service • 5 years of financial support to Gamma Phi Beta Foundation or the Sorority
	Common examples: <ul style="list-style-type: none"> • Alumna who has served locally and on an international board, committee, or team

Loyalty Award	Who it honors: Members in good standing who have provided <i>outstanding service</i> at the international level .
	Eligibility highlights: <ul style="list-style-type: none"> • Minimum of 7 years of international service • 7 years of financial support to Gamma Phi Beta Foundation or the Sorority •
	Common examples: <ul style="list-style-type: none"> • Sustained volunteer leadership on an international board, committee or team

Nomination Process

Nomination Overview

While any member may submit a nomination (including self-nominations), alumnae chapters often support the process by:

- Submitting a nomination on behalf of the chapter
- Gathering service history and testimonials
- Encouraging members to nominate deserving sisters

Helpful Tip

If eligibility is unclear or a list of potentially eligible members is needed, alumnae chapters are encouraged to partner with their Alumnae Chapter Supervisor (ACS). The ACS is a key resource for both nominations and planning recipient recognition. You can find contact information in Beta Base by navigating to Leadership > Reports > Alumnae Chapter Leadership.

How to Submit a Nomination

Preparing to Complete the Online Nomination Form

This section is designed to help alumnae chapter officers gather the information needed before beginning the online nomination form. Preparing these details in advance will streamline the submission process and help ensure the nomination is complete, accurate and submitted with confidence.

1. Nominator Information

- First, maiden and last name
- Initiating chapter
- Mailing address
- Phone number
- Email address

Tip: If the nomination is being submitted on behalf of the alumnae chapter, chapters may find it helpful to use a consistent officer contact (such as the Vice President) to ensure continuity in communication.

2. Nominee Contact Information

Please gather the following details for the sister being nominated. This information ensures accurate records, timely communication and proper delivery of award materials.

- First, maiden and last name
- Initiating chapter
- Current alumnae chapter (if applicable)
- Mailing address
- Phone number
- Email address

3. Award Selection

You will select **one** of the following award types:

- Merit Roll Award
- Service Roll Award
- Loyalty Award

Before selecting an award, confirm the nominee meets eligibility requirements outlined in the Award Overview section of this guide (page 4).

4. Service History Details

This portion of the nomination requires detailed service information. Officers are encouraged to compile this information in advance. Depending on the award selected, you will be asked to provide a detailed volunteer history for the nominee. Be prepared to provide all volunteer titles relevant to the award selection and the timeframe the position(s) were held.

5. Award Certificate Shipping & Presentation Planning

You will be asked to indicate:

- Where the award certificate should be mailed:
 - To the nominator or
 - Directly to the award recipient
- Whether the award will be presented on a specific date
- The anticipated presentation date (if known)

Tip: For surprise presentations, chapters often ship certificates to a trusted officer rather than the recipient.

Submitting Nomination(s):

1. Log into gammaphibeta.org
2. Select **Member** (upper right corner)
3. Navigate to **Alumnae > Awards > Nominate a Sister** under Merit, Service and Loyalty Awards
4. Complete and submit the nomination form

The nomination form may also be accessed by [clicking here](#).

What happens next:

- Nominations are accepted on a **rolling basis** and are reviewed by IH staff on the **5th of each month**.
- Nominators are notified by email of the decision by the **5th of the following month**
 - To ensure certificates and letters are received in time for Founders Day, nominations should be submitted **no later than October 1**.



Award Presentation Considerations

When to Present

- Many alumnae chapters choose to present these awards during **Founders Day (November 11)** celebrations.
 - To ensure certificates and letters are received in time for Founders Day, nominations should be submitted **no later than October 1**.
- While Founders Day is a common event and a meaningful tradition, there is no requirement to present the award in alignment with Founders Day.

Presentation Tips

- Chapters are encouraged to present awards in a way that reflects the significance of the honor.
- Present during a well-attended chapter event (Founders Day, anniversary celebration, special luncheon).
- Have a chapter officer or respected leader present the award.
- Share a brief narrative highlighting the recipient's service and impact.

Certificate Details

- Certificates are mailed to the address listed in the **"Ship To"** section of the nomination form.
- For surprise presentations, consider shipping the certificate to the nominator or a trusted chapter leader.

Additional Recognition & Storytelling

To further honor recipients, chapters are encouraged to share the celebration beyond the event.

- Social media post highlighting the recipient and the certificate
- Short feature in the chapter's digital newsletter
- Inclusion in the chapter's historical records

Tip – Share your photos and a short blurb with alumnae@gammaphibeta.org to have the chance to be highlighted on one of our platforms!

Award Jewelry (Optional)

Award jewelry may be purchased through the **Herff Jones Alumnae Chapter Purchasing Center** after award approval. Approval is completed weekly to verify award recipients.



One-Page Chapter Checklist

This checklist is designed to be customized by each alumnae chapter. Officers may assign responsibilities based on their chapter structure. If submitting more than one nomination, it is suggested to print and complete a checklist for each nomination.

Chapter Name: _____

Award Recipient Name(s): _____

Award Type: Merit Service Loyalty

Target Presentation Date: _____

Task	Officer Responsible	Target Completion Date	Completion Status
Determine what event, day and time the award will be presented. Collaborate with other officers as needed.			
Identify potential recipient			
Confirm eligibility (with ACS if needed)			
Submit nomination			
Receive the award decision			
Send a personalized invitation to the award recipient, inviting them to the pre-determined event where the award will be presented.			
Confirm details with the event lead Provide the names of award recipients to the officer(s) planning the event. Finalize any collaborative tasks needed.			
Prepare presentation remarks			
Certificate received at the requested addresses			
Award Presented			
Capture photos at the event			
Create and publish social media recognition			
Create and publish a blurb in the chapter e-newsletter			
Share event photos with a short blurb to alumnae@gammaphibeta.org			



Sample Timeline

Presentation Date: Saturday, November 11

Task	Officer Responsible	Target Completion Date	Completion Status
Founders Day Program Request Inform the officer(s) planning Founders Day that nominations will be submitted for eligible members. Request for time during the event to acknowledge and award recipients.	Vice President and Programming Chairwoman	08/01	
Identify potential recipient	Vice President	08/01	
Confirm eligibility (with ACS if needed)	Vice President	08/15	
Submit nomination	Vice President	09/01	
Receive the award decision	Vice President	10/05	
Send a personalized invitation to the award recipient, inviting them to the Founders Day Event	Programming Chairwoman	10/05	
Confirm details with the event lead Provide the names of award recipients with the officer(s) planning Founders Day. Finalize any collaborative tasks needed.	Vice President & Programming Chairwoman	10/05	
Prepare presentation remarks	Vice President	11/01	
Certificate received at the requested addresses	Vice President	11/01	
Award Presented	President or Vice President	11/11	
Capture photos at the event	Technology Chairwoman	11/11	
Create and publish social media recognition	Technology Chairwoman	11/12	
Create and publish a blurb in the e-newsletter	Technology Chairwoman	11/20	
Share event photos with a short blurb to alumnae@gammaphibeta.org	Technology Chairwoman	11/20	



Presentation Date: Saturday, April 1

Task	Officer Responsible	Target Completion Date	Completion Status
Determine what event, day and time the award will be presented. Collaborate with other officers as needed.	Vice President and Programming Chairwoman	01/07	
Identify potential recipient	Vice President	01/15	
Confirm eligibility (with ACS if needed)	Vice President	02/01	
Submit nomination	Vice President	02/05	
Receive the award decision	Vice President	02/25	
Send a personalized invitation to the award recipient, inviting them to the pre-determined event where the award will be presented at.	Programming Chairwoman	03/01	
Confirm details with the event lead Provide the names of award recipients with the officer(s) planning the event. Finalize any collaborative tasks needed.	Vice President & Programming Chairwoman	03/01	
Prepare presentation remarks	Vice President	03/15	
Certificate received at the requested addresses	Vice President	03/21	
Award Presented	President or Vice President	04/01	
Capture photos at the event	Technology Chairwoman	04/01	
Create and publish social media recognition	Technology Chairwoman	04/02	
Create and publish a blurb in the chapter e-newsletter	Technology Chairwoman	04/10	
Share event photos with a short blurb to alumnae@gammaphibeta.org	Technology Chairwoman	04/10	



Award Recipient Invitation Email Template

When to use: Use this template after the award has been approved and the chapter is ready to notify the recipient and invite her to the presentation event.

Subject: You're Invited: A Special Gamma Phi Beta Celebration

Email:

Dear **[Recipient's Name]**,

We hope this message finds you well. Our alumnae chapter would love to invite you to join us for **[event name]**, taking place on **[date]** at **[time]** at **[location]**.

This gathering will be a meaningful opportunity to connect with sisters and celebrate the lasting impact of Gamma Phi Beta within our community. Your presence would truly add to the spirit of the event, and we hope you will consider attending.

Please let us know if you are able to join us by **[RSVP date]** by replying to this email or contacting **[name]** at **[email/phone]**. We would be delighted to see you there.

Thank you for your continued connection to Gamma Phi Beta, and we hope to celebrate together soon.

LIKE,

[Officer Name] [(CHAPTER)]



General Event Invitation Email Template

When to use: Use this template when the chapter plans a surprise presentation and does not want to imply award selection to the recipient(s).

Subject: You're Invited: Join Us for an Upcoming Alumnae Chapter Event

Body:

Dear **[Recipient's Name]**,

We hope this message finds you well. Our alumnae chapter would love to invite you to join us for **[event name]**, taking place on **[date]** at **[time]** at **[location]**.

This gathering will be a meaningful opportunity to connect with sisters and celebrate the lasting impact of Gamma Phi Beta within our community. Your presence would truly add to the spirit of the event, and we hope you will consider attending.

Please let us know if you are able to join us by **[RSVP date]** by replying to this email or contacting **[name]** at **[email/phone]**. We would be delighted to see you there.

Thank you for your continued connection to Gamma Phi Beta, and we hope to celebrate together soon.

IIKE,

[Officer Name] [(CHAPTER)]

Sample Award Presentation Script

Chapters are encouraged to personalize this script. Volunteer history details may be requested from International Headquarters if additional information is needed.

Today, we are honored to recognize a sister whose dedication and service embody the values of Gamma Phi Beta.

[Recipient's Name] has demonstrated exceptional commitment to our Sorority through her volunteer service over the years. Her involvement has included:

- Local service: **[Insert alumnae chapter roles, committees, years of involvement]**
- International service: **[Insert international roles, committees, boards, or initiatives, if applicable]**

Through these roles, **[Recipient's Name]** has made a lasting impact by **[insert 1–2 sentences describing impact on members, programs, or the Sorority as a whole]**.

In recognition of her long-standing service and devotion to Gamma Phi Beta, we are proud to present **[Recipient's Name]** with the **[Merit/Service/Loyalty]** Award.

Please join me in congratulating our sister and thanking her for her continued commitment to our Sorority.

Chapter Recognition Templates

Sample Chapter Social Media Post (Facebook & Instagram)

Congratulations to Our Sister!

We are proud to celebrate **[Recipient's Name]**, recipient of the Gamma Phi Beta **[Merit/Service/Loyalty] Award!** This honor recognizes her many years of dedicated service and meaningful impact on our Sorority.

Thank you, **[Recipient's Name]**, for living our values and strengthening Gamma Phi Beta through your leadership and commitment.

Sample Chapter Newsletter Blurb

Please join us in congratulating **[Recipient's Name]**, who was recently honored with the Gamma Phi Beta **[Merit/Service/Loyalty] Award.** This award recognizes her long-standing service and dedication to the Sorority at the local and international levels. We are grateful for her continued commitment and proud to celebrate her contributions.

Social Media Graphics

Used By	Award Type	Facebook Graphic	Instagram Graphic
Alumnae Chapter	Merit	Facebook – Single Recipient	Instagram – Single Recipient
		Facebook – Multiple Recipients	Instagram – Multiple Recipients
	Service	Facebook – Single Recipient	Instagram – Single Recipient
		Facebook – Multiple Recipients	Instagram – Multiple Recipients
	Loyalty	Facebook – Single Recipient	Instagram – Single Recipient
		Facebook – Multiple Recipients	Instagram – Multiple Recipients

Recipient Social Media Templates

Recipients are welcome to personalize these posts following award acceptance.

Facebook

I am deeply honored to receive the Gamma Phi Beta **[Merit/Service/Loyalty] Award**. Gamma Phi Beta has shaped my life in countless ways, and it has been a privilege to give back through service. Thank you to my sisters and to Gamma Phi Beta for this meaningful recognition.

Instagram

Grateful and honored to receive the Gamma Phi Beta **[Merit/Service/Loyalty] Award**. Serving our sisterhood has been one of the greatest joys of my life.

LinkedIn

I am honored to be recognized with the Gamma Phi Beta **[Merit/Service/Loyalty] Award**, celebrating years of volunteer service and commitment to the organization. I am grateful for the opportunity to serve alongside dedicated volunteers and leaders who continue to strengthen our sisterhood. Thank you to Gamma Phi Beta for this meaningful recognition.

Social Media Graphics

Used By	Award Type	Facebook Graphic	Instagram Graphic
Individual Recipient	Merit	Facebook	Instagram
	Service	Facebook	Instagram
	Loyalty	Facebook	Instagram