



KAPPA BETA DELTA

International Honor Society

2019 Distinguished Advisor Award Guidelines and Application

Purpose and Objective: The purpose of this award is to recognize the activities that promote the missions of Kappa Beta Delta and ACBSP, while supporting students' engagement and community service at the members' institutions. The advisors, who volunteer their time and energy to help grow our organization while serving as mentors and inspiration to their student members are recognized officially by the organization they serve.

Eligibility: Advisors of active Kappa Beta Delta Chapters in good standing with the organization and their institution with at least a two-year (2) tenure. Any individual may also nominate an eligible advisor by completing the appropriate spaces on the application. The applicant must be an officially registered advisor of a Kappa Beta Delta Chapter at the time of the award decision (March 31). Previous recipients of the award will be ineligible to re-apply for a period of five years. Current members of the Kappa Beta Delta Board of Directors are not eligible to apply.

Criteria: The Kappa Beta Delta Board of Directors has established four criteria for the selection of recipients. Each criterion is required, with a limit of **no more than 300 words used in response to each criterion**. Should an application be received containing criterion with more than 300 words, the application will be returned to the applicant for revision and resubmission. No deadline extensions will be granted for such revisions. These are the criteria the evaluators will be basing their decisions on. The more specific and concrete the response, the more beneficial to the evaluators.

1. Chapter Growth (400 Points): Provide the evidence of chapter growth in membership and activity during the nominee's tenure. How much has the chapter changed since the nominee became and advisor? How much of this growth can be directly attributed to the nominee? What has the nominee done to promote the missions of Kappa Beta Delta and ACBSP?

100 points: Chapter membership growth

100 points: Chapter activity growth/achievements

100 points: Impact of the nominee (letters of recommendation)

100 points: Promotion of Kappa Beta Delta and ACBSP missions

2. Mentorship and Inspiration (200 Points): Describe how the mentorship and inspirational impact of the nominee on the chapter's student-members. What have the students mentored by the advisor during his/her tenure achieved during or after their time at the institution that can be directly attributed the nominee's mentorship or inspirational abilities?

100 points: Mentorship of student members

100 points: Students' achievements

3. Leadership and Service (200 Points): This criterion assesses the extent to which the nominee improved the leadership skills of the student members and their eagerness to engage in community service. How many service hours has the chapter as a whole produced during her tenure? Please the number of services hours, awards and recognitions the chapter received during his/her tenure.

25 Points: Service hours and accumulated by the chapter during the nominee's tenure and their impact on the community

25 Points: Leadership training/workshop organized and facilitated

50 Pints: Awards and recognitions receive by the chapter during the tenure

4. Community Commitment (100 Points): This criterion considers the extent and scope of the nominee's involvement in civic and professional activities within the community served by the institution. These 100 points are broken down as follows:

50 Points: Civic activities

50 Points: Professional activities

Application Process: Only electronic submissions will be received. **Completed forms and all supporting files must be submitted to kbd@acbsp.org no later than March 15, 2019.** The application will be acknowledged by a reply stating that the application materials were received, are complete and the files could be opened and read. This reply will be sent within five business days of having received the materials. If you do not receive an acknowledgement, contact the Kappa Beta Delta liaison at kbd@acbsp.org or by phone at 913-339-9356.

Applicants who do not receive the award may re-submit in subsequent years.

Electronic Submission: Applications must be submitted electronically. Materials submitted are not returned and shall become the property of Kappa Beta Delta International Honor Society. Each nominee must utilize .pdf files or Microsoft Office Word format (version 2000 or newer), combined into one file where possible. All application materials should be sent as an attachment(s) to one e-mail, or as a simultaneous submission if the file size is too large. The files must be submitted as described below. Only these four files should be submitted. **If an application exceeds the word limit or does not follow the format, the application materials will be returned to the applicant for revision and resubmission.** Please name files using this format: Smith, Joe-Region(**Your Region**)-File1.

Selection Process: Following the selection of the Regional recipients as outlined in the previous section, a selection committee comprised of up to eight individuals, will select the Distinguished Advisor Award recipient.

Additional Recognition: Following the announcement of regional recipients the first week of April, a press release will be sent to the campus Media Relations office of each recipient for distribution to local and regional media contacts. Following the Annual Conference, a second press release will be sent to local and national media outlets, with the assistance of campus Media Relations offices.

Photos will be taken at the conference and will accompany any press releases. Both regional and international recipients will receive a copy of those photos as an email attachment following the conference.

More Information: We welcome questions about the Distinguished Advisor Award application process and any suggestions on ways to improve this program. Please submit questions or comments to kbd@acbsp.org or use the following contact information:

Danielle Harter
Accreditation Council for Business Schools and Programs
11520 West 119th Street; Overland Park, Kansas USA 66213
Phone: 913-339-9356 Fax: 913-339-6226
(kbd@acbsp.org)

KAPPA BETA DELTA ADVISOR AWARD 2019 CHECK LIST AND APPLICATION FORM

Check List

Only the following materials must be submitted for this nomination to be complete. Application materials that exceed the word limit noted below or do not follow the format will be returned to the applicant and will not be forwarded to the selection committee. Please name files using this format: Doe-Jane-School-Chapter-(title of the attached document).

- **Application:** The completed application form.
- **Response:** A statement that includes a paragraph of no more than 300 words for each of the five criteria listed in the guidelines. Application materials that exceed the word limit or do not follow the format will be returned to the applicant for revision and resubmission.

Separately, please include the following items:

- **Recommendation:** Up to three letters of recommendations (One letter of recommendation must come from the nominee's immediate supervisor). The supervisor must acknowledge that the regional recipients are anticipated to attend the ACBSP Annual Conference.
- **Vita:** A formal vita, which is especially useful to the award selection committee.

*For more information, contact Danielle Harter, ACBSP, Phone: (913) 339-9356;
Fax: (913) 339-6226; Email:kbd@acbsp.org.*



2019 DISTINGUISHED ADVISOR APPLICATION FORM

This application form and supporting documentation must be sent to kbd@acbsp.org by **March 15, 2019**. All materials shall become the property of Kappa Beta Delta International Honor Society. The decisions of the international selection committees will be final.

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

Name of Institution: _____

Kappa Beta Delta Chapter: _____

Number of Years the Nominee Served as Advisor: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Division/Department Supervisor:

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Person Submitting Nomination of Applicant (if applicable):

Name: _____ Title: _____

Telephone: () _____ FAX: () _____ E-mail: _____

CRITERION RESPONSES

For each criterion, please submit **up to 300 words** describing how you are exhibiting Excellence in each of the five areas. Application materials that exceed the word limit or do not follow the format will be returned to the applicant for revision and resubmission. These are the criteria the evaluators will be basing their decisions on. The more specific and concrete the response, the more beneficial to the evaluators.

- 1. Chapter Growth (400 Points):** This criterion provides the evidence of chapter growth in membership and activity during the nominee's tenure. How much has the chapter changed since the nominee became an advisor? How much of this growth can be directly attributed to the nominee? What has the nominee done to promote the missions of Kappa Beta Delta and ACBSP?
- 2. Mentorship and Inspiration (200 Points):** This criterion describes how the mentorship and inspirational impact of the nominee. What have the students mentored by the advisor during his/ her tenure achieved during or after their time at the institution that can be directly attributed to the nominee's mentorship or inspirational abilities?
- 3. Leadership and Service (200 Points):** This criterion assesses the extent to which the nominee improved the leadership skills of the student members and their eagerness to engage in community service. How many service hours has the chapter as a whole produced during her tenure? Please list the number of service hours, awards and recognitions the chapter received during his/her tenure.
- 4. Community Commitment (100 Points):** This criterion considers the extent and scope of the nominee's involvement in other civic and professional activities within the community served by the institution.