

SOCIETY ORDER OF THE SWORD AND SPEAR NOMINATION PROCEDURE

I. Each Chapter may annually nominate only one member. Each Chapter must submit its nominations via e-mail by **May 1, 2008**, to sword-and-spear@adps.org.

II. Any member of junior or senior standing may be nominated. Members of unchartered affiliates are eligible, but pledges of any Chapter or affiliate are not.

III. To be considered for the Order, the following materials must be received on each candidate and be postmarked by **July 1, 2008**:

A. A complete description of activities listing Society, college, community (including employment where relevant) and other miscellaneous activities, offices, and honor, with brief explanatory matter where necessary. Biographical data, including age, address, and phone numbers, must be provided.

B. A listing of all courses and grades earned by the nominee at the school where the nominating Chapter is located. This may be included in the biographical information (Item A) or a transcript may be mailed to the address listed in Item V. While scholarship is not the chief qualification for this award, academic worthiness is required. Academic major, graduation, and post-graduate plans should be identified.

C. Letters of recommendation from the following:

1. A letter of recommendation from the candidate's College Dean, University President, campus Greek advisor, a member of the Chapter's graduate corporation, or a faculty member. If none of these is available, a letter will be accepted from an alumnus/alumna who is personally acquainted with the nominee.

2. Letters of recommendation from two undergraduate members of the nominee's Chapter, at least one of whom must be a House Officer.

Each of these letters must not exceed two pages in length.
Recommendations written by Alpha Delta Phi members (Fraternity or Society) should indicate the writer's Chapter and graduating year.

IV. Items to be mailed should be sent together in the same envelope if possible. For any letters to be sent separately, these persons should be provided with pre-addressed, stamped envelopes and informed of the July 1 deadline.

V. All supporting material must be postmarked no later than **July 1, 2008**. Materials should be sent to:

Alpha Delta Phi Society
Awards Committee - SOSS
6126 Lincoln Avenue
Morton Grove, IL 60053

Please note that this is the only acceptable address for Sword & Spear materials.

VI. The Awards Committee of the Board of Governors will review the nominees. The award will be presented at the Biennial Convention in 2009.

CHECKLIST

Chapter (Items I and II)

___ Nominate one member no later than May 1, 2008. Send nominations to sword-and-spear@adps.org.

___ Inform the nominee promptly and give him or her a copy of the letter and checklist.

Nominee (Items III through V)

All items must be postmarked by July 1, 2008. Send to:

Alpha Delta Phi Society
Awards Committee-SOSS
6126 Lincoln Avenue
Morton Grove, IL 60053

___ Biographical information as detailed in III.A. If not mailing a separate transcript, include academic data as detailed in III.B.

___ Transcript (see III.B.)

___ Letter of recommendation from College or University (see III.C.1.)

___ Letter of recommendation from a House Officer (see III.C.2.)

___ Letter of recommendation from an undergraduate Chapter member (see III.C.2.)