



Zeta Phi Beta Sorority, Incorporated

Ohio State Organization 68th Leadership Conference
Registration Guide
"The Extraordinary Power of S.H.E!"

Dr. Stacie NC Grant
International Presidents and CEO

Keisha D. Smith
*Great Lakes Regional
Director & Chair of the
Regional Directors*

Patricia E. Jones, LSW
Ohio State Director

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Greetings Sorors and Amicae

Mark your calendars for **October 20–24, 2026**, as we come together in **Independence, Ohio**, for the **68th Ohio State Organization Leadership Conference!**

We are excited to gather **in person** for several days of sisterhood, learning, leadership, and, of course, handling the business of Zeta. We extend our sincere appreciation to our host chapter, **Nu Theta Zeta Chapter**, for helping us prepare to welcome Sorors and Amicae from across the great state of Ohio.

This year, we continue to celebrate and build upon **The Power of S.H.E.** Through engaging workshops, meaningful conversations, fellowship, and our State Conference business sessions, we will focus on strengthening our sisterhood, elevating our leadership, and empowering one another to continue moving Zeta forward.

The Ohio State Organization Executive Board is working diligently, alongside our host chapter, to create an engaging, informative, and memorable conference experience. Within this packet, you will find everything you need to **register, prepare, and participate** in this year's conference. Please read all materials carefully and pay close attention to registration, submission, and other important deadlines.

Whether you are joining us to conduct the business of Zeta, enhance your leadership skills, reconnect with Sorors and Amicae, or simply experience the energy of our Ohio sisterhood, we are preparing an experience that will remind us of the incredible things that happen when we harness **The Power of S.H.E.**

If you encounter any issues with registration links, forms, or required submissions, please reach out to your Basileus for assistance.

We look forward to seeing your beautiful, **FINER** faces in Independence as we fellowship, learn, lead, and handle the business of Zeta together.

Pack your blue and white, bring your Zeta spirit, and get ready to experience The Power of S.H.E.!

Yours in Sisterhood,

Patricia E. Jones, LSU

14th Director, State of Ohio

68th Ohio State Organization Leadership Conference Agenda
AT A GLANCE

Tuesday, October 20, 2026

7:00PM - 8:00PM	Pre-Conference Workshop	Zoom
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Wednesday, October 21, 2026

7:00PM - 8:00PM	Pre-Conference Workshop	Zoom
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Thursday, October 22, 2026

7:00PM - 8:00PM	Pre-Conference Workshop	Zoom
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Friday, October 23, 2026

3:00PM - 6:00PM	Registration Open
3:30 PM - 5:30PM	MIP Training
4:00PM -5:00PM	Workshop - Ceremonies
5:30PM -6:30PM	Zeta Executive Board Meeting
5:30PM-6:30PM	Amicae Executive Board Meeting
6:30PM -8:00PM	Opening Ceremony
8:00PM - 11:00PM	Sponsoring Graduate Chapter Event
8:00PM - 11:00PM	Amicae Meet & Greet/Zeta Amicae Consignment Shop
3:00PM -9:00PM	Vendors

Saturday, October 24, 2026

6:30AM-10:30AM	Registration
8:00AM - 4:30PM	Vendors
8:00AM - 8:20AM	Greetings & Seating of Delegates
8:45AM-11:45AM	Zeta Business Session I
8:30AM-11:45AM	Zeta Amicae Workshops
12:00PM - 1:00PM	Lunch Z- Hope Presentation
1:15PM - 4:15PM	Zeta Business Session II
1:15PM-4:15PM	Zeta Amicae Business Session
4:30PM - 5:00PM	Closing Session
5:00PM - 5:30PM	Transitional Board Meeting (Zeta and Amicae)

REGISTRATION INFORMATION

Regular Registration – August 17, 2026 – September 30, 2026

\$165.00 Graduate & Amicae

\$135.00 Undergraduate

Late Registration – October 1, 2026 – October 9, 2026

\$180.00 Graduate & Amicae

\$135.00 Undergraduate

ONLINE REGISTRATION: [State Leadership Conference Event Website](#)

Hotel Information:

Holiday Inn Cleveland – S Independence

6001 Rockside Road

Independence, Ohio

King or Double Room - \$125

[Zeta Phi Beta booking link for Holiday Inn Cleveland South-Independence](#)

Phone Number: 1-877-666-3243 – Zeta Phi Beta Block

Deadline to Book: October 1, 2026

VENDOR INFORMATION

The Ohio State Organization of Zeta Phi Beta Sorority, Inc. is soliciting vendors for our 68th Annual Leadership Conference.

Table/Space costs: \$250 per 6ft. table and two chairs. No guarantees are made regarding proximity of electrical power.

A/V equipment and electrical needs: All vendors are expected to bring any equipment/materials they might need; however, if you must have any electrical wiring, cables, A/V equipment, etc. provided, you will need to make separate arrangements and assume any related costs.

Set up: Friday morning 9:00 AM; Saturday morning the room will be open at 8AM.

Storage: The vending space will be locked from Friday at 9PM until Saturday at 8AM. Note, however; that neither the facility, Zeta Phi Beta Sorority, nor any of its members will assume responsibility for the safekeeping of your inventory/materials.

Merchandising: Friday, 3PM until 9PM; Saturday, 9AM until 4:30 PM

Teardown: Allow sufficient teardown time to vacate the area no later than 5:00 PM on Saturday

Questions/concerns: Contact our ***State of Ohio Vendor Chair, Donna Blakely*** at ohvendorchair@gmail.com.

Please complete the accompanying application [HERE](#) and payment ASAP, but no later than ***Saturday, October 10, 2026***

STATE MEETING INFORMATION

State Meeting Attire: Please plan to dress in Business attire for all business sessions. For your convenience, the Zeta Graduate and Undergraduate Lookbook links are attached below.

[Zeta Graduate and Undergraduate Lookbook Links](#)

Committees: The following committees need graduate & undergraduate committee members/chairs where applicable:

[Scrapbook](#)

[Evaluation/Recommendations](#)

[Scholarship](#)

[Chapter Awards & Merits](#)

[Nominations](#)

If you would like to serve on a committee for the state meeting, please click on the committee you are interested in. It will automatically open up an email for you to contact the committee chair. Please volunteer by **September 11, 2026**.

BYLAW AMENDMENTS

Please submit bylaw amendments using the link below. All submissions are due by **September 11, 2026**.

BYLAW SUBMISSION LINK: [2026 Bylaw Amendments Submission Form](#)

OHIO STATE ORGANIZATION SCHOLARSHIP

Would you like **FREE MONEY** to help with your scholastic endeavors?? If your answer is yes, please apply for one of our competitive scholarships! The Evelyn J. Robinson Scholarship is for Undergraduate Sorors and the Legacy/Trailblazer Scholarship is for Graduate Sorors. Click the link below and submit your application by **October 11, 2026**. *The application will take you a maximum of 10 minutes to complete!* If you have any questions, please contact our scholarship chair, **Soror Chevon Toler** at ohscholarshipchair@gmail.com.

SCHOLARSHIP APPLICATION LINK: [2026 OSO Scholarship Application Link](#)



Objective: For the 68th OSO Leadership Conference, the Ohio State Organization (OSO) will partner with:
My Fairy Godmother Foundation with I Support the Girls–Cleveland Affiliate

I SUPPORT THE GIRLS - CLEVELAND - The Cleveland chapter of *I Support the Girls* provides advocacy and awareness around menstrual equity and period poverty. Their purpose: collect new and gently used bras, along with feminine hygiene products, to donate to homeless shelters for women and teen girls in need.



Our Z-HOPE™ community initiative will focus on providing a monetary donation to *I Support the Girls* to help provide direct support to women and girls throughout Greater Cleveland experiencing financial hardship, housing insecurity, domestic violence, and other life challenges through a financial contribution designated for essential personal care items.

To learn more visit: <https://isupportthegirls.org/affiliates/cleveland/>

How Chapters Can Help and Earn Z-Points

Z-HOPE™ Points Distribution:

INTERNATIONAL, UNDERGRADUATE, YOUTH, & ZETA MALE NETWORK

Member Size	Minimum Donation	Points
ALL	\$50 Minimum	50

every additional \$5, 5 points will be awarded.

GRADUATE & ZETA AMICAE

Member Size	Minimum Donation	Points
1 to 4	\$50	50
5 to 25	\$75	75
26 to 50	\$100	100
51 to 75	\$150	150
76 to 100	\$175	175
101+	\$200	200

every additional \$50, 50 points will be awarded.

All donations must be received by 11:59 pm EST on Friday, October 23, 2026
Please make your chapter donation payable to & include Z-HOPE and the chapter name:

[2026 Z-HOPE™ COMMUNITY INITIATIVE DONATION LINK](#)

Zeta Phi Beta Sorority, Incorporated

2026 Z-HOPE™ COMMUNITY INITIATIVE

<https://zphib1920.org/programs-initiatives/z-hope/zsms/>

Chapter/Auxiliary Name: _____

of Members: _____

Community Partner — I Support the Girls - Cleveland Affiliate

Chapter Basileus: _____

Z-HOPE™ Chair: _____ Z-HOPE™ Chair's email _____

Date Received: _____ Amount \$ _____ Anticipated Z-POINTS: _____

Z-HOPE[®] Reporting:

To submit your program to the Zeta Service Management System (ZSMS), select the following categories:

ZSMS FORM TITLE	FORM ENTRY
Partnerships	Not Applicable
Program Date	October 23, 2026
Population	Women/Youth
International Programs	No
Age Group	18-25/26-44/45-64/65+ (Select all)
Total Membership in Attendance	200
Total Number in Attendance	Monetary Donations – Enter chapter's total size as of June 30, 2026
Total Amount Donated to Organization	Enter \$ amount given to an organization in support of their cause.
Total Cost of Activity	\$0
Were Items Donated	No
Total Hours Served in Hours	1 hour
Available Photo(s)	Upload documentation of program activity or donation receipt
Video Available	If Yes, include link

All donations must be received by 11:59 pm EST on Friday, October 23, 2026

Social Media Approved Hashtags: #ohiozetas #zphibohio #glrzetas #ZHOPE #PowerofSHE

#EmbracetheExtraordinary #zphib #zphib1920

[2026 Z-HOPE™ COMMUNITY INITIATIVE DONATION LINK](#)

Email this completed form as a receipt: ohzhopecoordinator@gmail.com



OHIO STATE ORGANIZATION EXECUTIVE BOARD NOMINATIONS

Sorors of the Ohio State Organization,

Leadership is one of the greatest ways we honor our sisterhood and ensure the continued success of the Ohio State Organization. Every leader began by saying "yes" to an opportunity to serve, and now we invite you to consider taking that next step.

If you have a passion for our organization, a desire to make a difference, and a commitment to advancing the mission of Zeta Phi Beta Sorority, Incorporated, we encourage you to answer the call to leadership. Whether an experienced officer or considering your first elected position, your talents, perspective, and dedication are valuable to the future of our State Organization.

Serving on the State Executive Board is a **two-year commitment** and an opportunity to lead with purpose, inspire others, and leave a lasting impact on the Sorors who will follow.

Leadership is not about having all the answers—it's about having the willingness to serve, grow, and help move our sisterhood forward by giving of your time and talents.

Open Positions

The following State Executive Board positions are open for election during this cycle:

State Director
Graduate/State Representative
Tamias
Undergraduate Ambassador
Nominating Committee Chair
Epistoleus

Nominations Open: September 1, 2026

Nominations Close: September 29, 2026

Before submitting a nomination, please review the qualifications and duties for each office outlined in the **Ohio State Organization Bylaws (December 2025)**. Eligible Sorors may be nominated by completing the official nomination form found in the link below. Completed forms should be submitted with supporting documents no later than **11:59 p.m. on September 29, 2026**.

ONLINE NOMINATION APPLICATION

Run with purpose. Lead with integrity. Serve with excellence.

Sisterly,

Soror LeEvie McCaleb
State Nominations Chair
Ohio State Organization

QUALIFICATIONS FOR STATE OFFICES TO BE ELECTED

Section 2. Qualifications. In order to hold an office within the Ohio State Organization of Zeta Phi Beta Sorority, Incorporated, the following shall apply:

- A. For all offices except the State Director and the State Representative, graduate members must have resided in the state of Ohio for a period of two (2) years preceding their election. The State Director and State Representative must have resided and been a member of a chapter in the State of Ohio for a period of five (5) years preceding their election.
- B. For all offices except State Director and State Representative, graduate members must have been financial and in a chapter for two (2) years preceding their election. The State Director and State Representative must have been financial and in a chapter in the state of Ohio for a period of five (5) years preceding their election. The Undergraduate Ambassador must have been financial and in a chapter in the state of Ohio for one (1) year preceding her election.
- C. All officers except the State Representative must have attended at least one (1) Regional and one (1) Ohio State Organization Leadership Conference within the two (2) years preceding their election. The State Representative must have the above qualifications and two (2) Boules. The State Director must follow the requirements denoted in the 12th edition of the International Constitution and Bylaws.

Section 3. Term of Office. Elected Officers

- A. Shall serve a two-year term of office.
- B. Shall assume their duties at the end of the Ohio State Organization Leadership Conference at which they are elected, except for the Graduate Member at Large/State Representative.
- C. May serve in only one office at a time.
- D. May not serve more than two (2) consecutive terms in the same office.
- E. Shall serve until their successors are elected.
- F. The Graduate Director/State Representative shall be selected at the Ohio State Organization Leadership Conference. Her term of office shall begin immediately following the close of the Great Lakes Region Leadership Conference.
- G. No more than two (2) representatives per chapter may serve on the Executive Board during the same term.

Section 4. Vacancies.

- A. A vacancy in any office shall be filled with an appointment by the Executive Board Chair and approved by the Executive Board.
- B. Should an elected officer find it necessary to vacate her office, she must submit a letter of resignation to the Executive Board Chair. Upon acceptance of the resignation by the Executive Board Chair, Article V Officers, Section 4 Vacancies Paragraph A will be followed.

Section 5. Duties of the Ohio State Organization Officers.

STATE DIRECTOR

The 12th edition of the International Constitution and Bylaws for Zeta Phi Beta Sorority, Incorporated calls for the election of State Director (Section 4, pg. 19) State Directors are elected by their respective States at their respective State Leadership Conferences. They serve a term of two (2) years for no more than two (2) consecutive terms at a time.

Section 5. (12th edition, International Constitution and Bylaws) QUALIFICATIONS OF STATE DIRECTORS

The State Director must be a Graduate Member in Good Standing affiliated with a chapter that resides within the state, and meet the criteria outlined below:

- a. She must have been a registered attendee at a minimum of two state conferences within the ten (10) years immediately prior to the meeting in which she is elected.*
- b. She must have a minimum of four (4) years of service as an elected International, Regional, State Officer, State Director, or Chapter Basileus.*
- c. She must have at least four (4) years of regional, state, or local experience, and evidence of education or training associated with the duties and responsibilities of the office obtained within the Sorority or external nonprofit organizations and corporations.*
- d. She must have been a Member in Good Standing, affiliated with a chapter for a minimum of four (4) consecutive years preceding her election.*

Section 5. Duties of the Ohio State Organization Officers.

The State Director shall:

Section 6. DUTIES OF STATE DIRECTORS (12th edition, International Constitution and Bylaws) State Directors have the same responsibilities as Regional Directors, excluding those related to being an International Officer, as it relates to their state.

- a. She is responsible for advancing the objectives of the Sorority, Board of Directors, and Grand Basileus, and providing leadership, administrative guidance, and direction for programming of the state.
- b. She drives successful execution of the Sorority's strategic plan.
- c. She serves as the official spokesperson of the state.
- d. She appoints directors of programming and special initiatives as may be necessary and appropriate to effectuate the responsibilities of her office and to advance the Sorority strategic plan and the goals and objectives of the Grand Basileus.
- e. She serves as signatory of official Sorority documents for the state.
- f. She is an authorized signatory of any financial instruments, agreements, contracts, and other legally binding documents entered into by the state.
- g. All these duties and others inherent to the role and as outlined in the state bylaws are the responsibility of this officer. If circumstances prevent such, the State Board is empowered to temporarily assign specific duties to its members.

The Graduate Representative/State Representative shall:

1. Preside at State meetings in the absence of the State Director.
2. Assist the State Director in preparing reports for the Regional Director.
3. Fulfill other duties as may be assigned by the State Director or the Executive Board.
4. Assist the State Director in resolving conflicts that may arise between chapters.
5. Submit an annual report of her activities at the State Meeting

The Tamias shall:

1. Chair the Budget and Finance Committee.
2. Be the custodian of all funds.
3. Receipt all funds received from the Tamais-Grammateus.
4. Deposit all funds in a bank approved by the Executive Board.
5. Pay out funds on receipt of a voucher prepared by the Tamais-Grammateus and signed by the State Director.
6. Make a financial report for the State of Ohio organization and the executive Board when requested.
7. Submit all financial records to the Audit Committee by September 15th of each year.
8. Upon receipt of proper vouchers, pay all State meeting bills, transfer all funds, and financial records to the succeeding Tamais within thirty (30) days following the close of the State Meeting.
9. Fulfill other duties as may be assigned by the State Director or the Executive Board.
10. Be the authorized signer on checks.
11. Be bonded.
12. Submit an annual report of her activities at the State Meeting.

The Undergraduate Representative shall:

1. Be the Ambassador of Goodwill for the State of Ohio Organization and use her persuasion in promoting goodwill, sisterly love, service and Finer Womanhood among undergraduate members.
2. Assist in implementing the programmatic thrust, national programs, and issues to all Undergraduate Chapters.
3. Fulfill other duties as may be assigned by the State Director or the Executive Board.
4. Shall submit an annual report of her activities at the State Meeting.

The State Nominating Chair shall:

1. Chair the Nominating committee.
2. Verify all nominee credentials.
3. Present the nominating committees report at the State meeting.
4. Conduct the nominations from the floor at State Meeting.
5. Maintain a list of all nominees to present to the Executive Board or the State Director if requested.

The Epistoleus shall:

1. Chair the Public Relations committee.
2. Send notices of all meetings to members of the Executive Board and Basileus of all active chapters.
3. Send related data to the regional Antapokritis.
4. Keep up-to-date roster of all active chapter members.
5. Fulfill other duties as may be assigned by the State Director or the Executive Board.
6. Submit an annual report of her activities at the State Meeting.

AWARDS

Each chapter and auxiliary will have the opportunity to nominate an individual for recognition of their outstanding work! Stay tuned to your Zeta email for details about the award nomination process from our current **Awards Chair, Chevon Toler**.

SCRAPBOOK AND CHAPTER REPORTS

Greetings Sorors, Amicae, Zeta Male Network, & Youth of the Ohio State Organization!

We are thrilled to serve as the Chair and Co-Chair for the State Chapter Report & Scrapbook Committee. We look forward to working and fellowshiping with you as we prepare for our Ohio State Organization Leadership Conference to be held on October 24, 2026, in Independence, Ohio.

We encourage everyone to participate in the 2026 Chapter Report & Scrapbook Competition. The competition recognizes your commitment to our principles and your accomplishments throughout the year. It is our hope that each Zeta Chapter (Graduate and Undergraduate), Amicae, ZMN, and Youth Affiliate representing the Ohio State Organization will participate in the competition this year!

In preparing for the upcoming conference, the following criteria and guidelines have been put in place to assist your chapter and auxiliaries with submitting a creative and organized report. We ask that you be imaginative and innovative as you prepare your reports & scrapbooks this year.

Chapter Presidents are asked to submit names and contact information of no more than four (4) Sorors (2-Graduates and 2-Undergraduates), one (1) ZMN, and two (2) Amicae to serve on the committee no later than **September 13, 2026**. Names and contact information can be submitted to [HERE](#). To Sorors, Youth, and Friends selected to serve on this committee: Please know that we are aware of your sacrifice, and it is appreciated tremendously.

If at any time you have comments, questions, concerns or need further clarification, please do not hesitate to contact us.

Best regards to all of you and we look forward to greeting you at our 2026 Ohio State Organization Leadership Conference.

Sisterly,

Cheryna Lightfoot
Chair, Ohio Chapter Report/Scrapbook Committee

Camille Ali
Co-Chair, Ohio Chapter Report/Scrapbook Committee

Chapter Report Criteria and Guidelines

The Competition

All active & financial chapters/auxiliaries within the Ohio State Organization are strongly encouraged to participate in the 2026 state chapter reports competition during the 68th Ohio State Organization Leadership Conference. We know your chapter/auxiliary has had stellar programs and exemplified the principles of our great sorority in the most phenomenal way. We can't wait to see what you have been up to! **Remember, this is not the scrapbook competition;** however, we encourage you to enter that as well. All materials for this competition must be typed, double-spaced, and digitally submitted. Pretend you are presenting your annual report to investors and stockholders.

Preparing Your Report

Preparing your chapter's or auxiliary's report should be a fun time for reflection and embellishment for your members! This report should not be a chore or burden for one person. The committee encourages creativity in organizing your report. The preparation of the report can be simple by encouraging chapter chairpersons to write their respective sections and submit them to the chapter report "coordinator." The information below may be used as a basic guide when preparing your report; however, you are encouraged to dig deep, be detailed, and show your creativity through your presentation.

- All reports must have the chapter's name and/or auxiliary information for identification purposes and be labeled "2026 *Your Chapter Name* OSO Chapter Report Competition." The report should cover the period of July 2025 – June 2026.
- All reports must outline and incorporate the following: Zeta Principles, National Programs, National Observances, the International Grand Basileus' National Programmatic Thrust, Conferences, Awards and Honors, Greek Unity and Collaboration, Sponsorship of Undergraduate Chapters and Auxiliaries (Graduate Chapters only), Campus activities (Undergraduate Chapters only), Community activities, Collaboration and Coordination with other Greek auxiliaries, youth groups, and Community Organizations (Amicae, ZMN, and Youth Auxiliaries only). To help with judging, please make sure your report has page numbers as reports will be judged on organization as well as grammar, originality/creativity, and overall presentation. Insertion of links and/or videos is also a great addition to showcase chapter accomplishments. BE CREATIVE!
- Reports should be organized in an orderly and neat fashion. A table of contents is always helpful and allows information to be found more easily.

Submitting Your Report

All chapters and auxiliaries entering the competition must submit their own reports to the link provided by **Sunday, September 27, 2026, at 11:59 PM**. All reports must be typed and submitted digitally. Four (4) platforms, PDF, Google Slides, Microsoft PowerPoint, and Canva will be accepted for submissions. Please be careful and make sure your viewing credentials are set so that anyone with the link can view. Each entry must have at least one (1) member who is registered for the Ohio State Organization Leadership Conference.

CHAPTER REPORT SUBMISSION LINK

Any submission received after the deadline will be penalized up to 10 points.

Who Are The Judges?

The OSO Chapter Report/Scrapbook Committee

How Will My Chapter's Report Be Judged?

Each submitted report will be evaluated no more than three (3) times by committee members. Committee members are not allowed to judge their own chapter's reports. An award certificate will be provided for first, second, and third place winners in each judging category. The judges will evaluate the chapter reports using the following grading rubric. Total possible points: 100 points

Award Categories:

Graduate

Undergraduate

Amicae

Zeta Male Network

Archonettes

Amicettes

Pearlettes

Grading Category

Grading Category	Grad	UG	Aux.
Organization and Overall Presentation (includes grammar, creativity, and judge's perception)	10	10	10
Exemplifying Zeta Principles	10	10	10
Founders' Day Activities	10	10	10
National Programs (i.e., Z-Hope, Prematurity Awareness, Stork's Nest)	10	10	10
National Observances (i.e., National Military Week, Zeta Day on the Hill)	10	10	10
International Grand Basileus Programmatic Thrust: Extraordinary Power of S.H.E.	10	10	10
Conferences	10	10	10
Awards/Honors/Recognitions on all levels	10	10	10
Greek Unity (Graduate and Undergraduate Chapters Only)	5	5	0
Sponsorship of Undergraduate Chapters and/or Auxiliaries (Graduate Chapters Only)	5	0	0
Campus Activities (Undergraduate Chapters Only)	0	5	0
Collaboration and Coordination with other Greek Auxiliaries, youth groups, schools, and community organizations (Amicae, ZMN, & Youth Affiliates only)	0	0	10
Joint Programs with Phi Beta Sigma Fraternity, Inc. (and/or Sigma Beta Youth group)	10	10	10
Total Points	100	100	100

Scrapbook Criteria and Guidelines

Eligibility

Chapters/Auxiliaries entering the Ohio State Organization Scrapbook competition must be financial on the State, Regional, and National levels. Each entry must have at least one (1) member who is registered for the Ohio State Organization Leadership Conference.

Submission Procedure

All chapters and auxiliaries entering the competition must submit their own reports to the link provided by ***Sunday, September 27, 2026, at 11:59 PM***. All reports must be submitted digitally. Four (4) platforms, PDF, Google Slides, Microsoft PowerPoint, and Canva will be accepted for submissions. Please be careful and make sure your viewing credentials are set so that anyone with the link can view.

If it is discovered during the judging phase that the submission cannot be fully viewed, the chapter/auxiliary representative will be notified, and you will have twenty-four (24) hours to rectify the problem. If not rectified timely, points will be deducted from the overall scoring of the submission.

[SCRAPBOOK SUBMISSION LINK](#)

Any submission received after the deadline will be penalized up to 10 points.

What You Need To Know

Be creative and imaginative when assembling the chapter/auxiliary scrapbook. The contents and layout of the scrapbook projects the image and personality of the chapter/auxiliary.

Have fun while compiling the good times and memories the chapter/auxiliary has experienced!

Who Are The Judges?

The OSO Chapter Report/Scrapbook Committee

How Will My Chapter's Report Be Judged?

Each submitted report will be evaluated no more than three (3) times by committee members. Committee members are not allowed to judge their own chapter's reports. An award certificate will be provided for first, second, and third place winners in each judging category. The judges will evaluate the chapter reports using the following grading rubric. Total possible points: 100 points

Award Categories:

Graduate

Undergraduate

Amicae

Zeta Male Network

Archonettes

Amicettes

Pearlettes

*It is understandable that some of the pictures will be the same if youth groups complete activities together.

Judging will be based on the following:

- 1. Construction Guidelines** – The length of the digital scrapbook will not exceed a total of 100 slides/pages (including cover page). Imbedded videos are allowed within the submission, but it is optional. Gifs and videos are not the same.

Recorded video footage is preferred over a repeating 10-second action.

The Cover Page must include Name of Sorority, Region, Chapter/Auxiliary, University (Undergraduate Chapters Only), City, and State.

The first inside title page must include Founders of Sorority, International Grand Basileus, Regional Director, State Director, Chapter/Auxiliary Basileus, and reporting period July 2025 to June 2026.

All submissions must include a Table of Contents with cohesive transitions between sections.

All submissions must include sorority principles in action, local chapter/auxiliary history, and officers/members listed.
- 2. Cumulative Chronological Documentation of the Year** – The contents must be arranged chronologically and will cover events/projects that the chapter/auxiliary completed during the reporting period. Event/activity dates must be clearly displayed.
- 3. Evidence of Chapter Activities** – Chapters/Auxiliaries should highlight activities surrounding Membership, National Observances, Fundraising, Awards, Recognitions, Conferences, Retreats, Auxiliaries (Graduate Chapters only), etc.
- 4. Evidence of Service to and with Others** – Chapters/Auxiliaries should highlight participation in components of the Extraordinary Power of S.H.E., and additional Z-Hope projects, such as Elder Care, Adopt-A-School, Day of Service, Domestic Violence Initiative, St. Jude's, March of Dimes, etc. Also, programs/projects completed with other organizational affiliations, such as NPHC or Urban League.
- 5. Creativity and Presentation** – Submissions will be judged on their WOW factor, consistency of theme throughout, style, and design. The theme of any submission can be determined by the chapter/auxiliary. Your theme must be cohesively displayed throughout the slides of the submission. It should be clear, concise, and easily recognizable.

Grading Category	Grad	UG	Aux.
Construction Guidelines	20	20	20
Cumulative Chronological Documentation of the Year	20	20	20
Evidence of Chapter Activities	20	20	20
Evidence of Service to and with Others	20	20	20
Creativity and Presentation	20	20	20
Total Points	100	100	100

Questions/Concerns by email:

ohchapterreportscrapbookchair@gmail.com

Cheryna Lightfoot, OSO Chapter Report/Scrapbook Chair

BASILEI CHECKLIST:

- ✓ This conference is in person and will require everyone to have access to an electronic device (cell phone, laptop, tablet, etc.). All voting will be done electronically. Please assess the technologies needs of your chapter members and auxiliaries.
 - ✓ Encourage members to attend the pre-conference webinars
 - ✓ Forward all appropriate state meeting materials to undergraduate advisors, undergraduate Basilei, and Amicae auxiliaries.
 - ✓ Encourage Sorors and Amicae to volunteer for committees
 - ✓ Confirm your levels of participation for scrapbook / journal / awards / scholarship/ community service
 - ✓ Discuss OSO Executive Board vacancies and job responsibilities [same as chapter level, except the Graduate Director which is also the Regional Board State Representative]
 - ✓ Discuss workshop topics and track number of attendees planning to attend
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