

# Greek Standards of Excellence Program

## 2018 Submission Information

### STATEMENT OF PURPOSE

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The purpose of the *Greek Standards of Excellence Program* is to help chapters uphold the values by which they were founded through the utilization of a shared set of community values. Our community is built upon several core values which include Accountability, Civic Engagement, Person Growth, Diversity & Inclusion, and Seeking Purpose. These values will set the standards for growth and success of the community and aid in the overall development of our individual members and chapters. In order to assess the current health of our community we are focusing on the following

*Scholarship, Civic Engagement, Personal Growth, Leadership & Membership Development, Accountability, and Recruitment & Retention.*

In order to foster the positive growth and success of the fraternal community at The University of Toledo, chapters are expected to provide enrichment to the collegiate experience and campus community. It is our hope that through participating in this annual program chapters will be able to recognize and critically examine the strengths and areas of improvement for the organization, enhance the individual and chapter experience after feedback is received, create a Greek experience based on organizational and community values, and develop partnerships that will improve chapter functions.

*Program adopted from The University of Oklahoma, Arizona State University, Kennesaw State University, and Bowling Green State University.*

#### **1. Award Period: Calendar Year (January-December 2018)**

#### **2. What we hope to gain**

It is our goal to have every organization submit a packet or portfolio of information for the *Greek Standards of Excellence Program*. We acknowledge that this will be time consuming but hope that organizations recognize how beneficial this process can be in showing organizations their yearly accomplishments and opportunities for future growth and development. In order to more align our process with the expectations from our partners from that national headquarters we have reviewed each chapter's accreditation process and have asked for feedback from national headquarters staff to ensure that our program can help chapter's accomplish both sets of expectations.

#### **3. Process**

All documentation will be submitted via InvoNet (see Appendix B for a step-by-step guide). Submissions will be reviewed by a committee (comprised of staff, alumni, and advisors) and feedback will be provided. Feedback from the review committee and Greek Life staff will be sent via email to both Chapter President and Advisor. Documentation will also be uploaded into the chapter's InvoNet page, under the document folder. Based on the assessment of the committee, the feedback will include organization strengths, areas for improvement, and potential goals for future years.

### TIMELINE

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**Submissions Open:** September 27th

**Submissions Due:** January 27th

**Committee Interviews:** February 4<sup>th</sup> – March 8th

**Greek Awards Banquet:** April 14<sup>th</sup>

## EVALUATION PROCESS

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All chapters are expected to adhere to the baseline requirements outlined in this document. Failure to meet any of the Baseline requirements will automatically disqualify the chapter from being eligible to receive any awards at the Greek Awards Banquet. For each of the six additional standards, chapters are evaluated in two different ways.

**Part 1 – Standards of Excellence Submission:** The Standards of Excellence review committee will review each chapter's submission to determine where the chapter has met the outlined criteria within each standard based on their submission packet via InvoNet. Documentation to provide is outlined underneath each bullet both in this packet but also in the InvoNet submission form.

**Part 2 – Standards of Excellence Year in Review Presentation:** Each chapter's respective evaluation team will also consider the leaders'/ member's ability to articulate and answer the developmental questions within each category. This component will ensure that students are making connections between what they are doing and the impact it has on their learning and overall fraternal experience.

Based on individuals' ability to do the above, the evaluation team will determine the chapter's score by using levels zero, one, two, or three (three being the highest). Evaluations will occur in February and will require a formal interview between an evaluation team and representatives from each chapter. Results from the submissions and interviews will determine the need for any necessary action or assistance from Greek Life staff in addition to determining chapter recognition during the annual Greek Awards Banquet.

## CHAPTER INTERVIEW PROCESS

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### Why:

- Chapters will be able to demonstrate that Members can make explicit connections between what they've experienced and how it has impacted their experience and/ or learning;
- Chapters will show that Members are able to honestly evaluate their chapter's performance;
- Chapters will receive unbiased, valuable feedback on areas for improvement, and
- Chapters will be able to utilize evaluation team feedback in goal-setting for chapter operations in the future.

### How:

- This interview will require:
  - Honesty
  - Transparency
  - Creative problem solving
  - Effective communication
  - Strong analytical skills related to one's experience and chapter performance
  - Examination of values congruence
  - Examination of personal and social responsibility in connection to membership in a standards-based organization.

### Who:

- Cross representation from throughout your chapter or just the president. We ask that no more than three representatives from the chapter.

# GREEK *STANDARDS OF EXCELLENCE* TIMELINES

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## Fall 2018

August 22, 2018: Greek Leadership Retreat

- Presentation to chapter presidents and council leadership on the Standards of Excellence.
  - What has changed?
- Discuss baseline expectations.

September 27, 2017: Presidents' Meeting

- Open up Standards of Excellence Submission in the Invonet.
- Group overview and time for questions.

October 1<sup>st</sup> – November 11, 2018: Greek Standards of Excellence Information Sessions for educating membership by appointment. This can be during a regular Chapter Meeting or during a special meeting/event.

November 15, 2018: President's Meeting

- Final time for questions and clarification of Standards of Excellence submissions.
- Description and identification of Standards of Excellence interview dates, times, and locations.
- Review of the Greek Standards of Excellence Year in Review Presentation.

December 10 – December 14, 2018: Evaluation Team Training Part 1 of 2 (Date needs to be selected & room reserved)

## Spring 2019

January 21 – January 25, 2019: Evaluation Team Training Part 2 of 2 (Date needs to be selected & room reserved).

January 27, 2019: Standards of Excellence submissions are due to the Office of Student Involvement and Leadership. All materials should be submitted via Invonet.

February 4, 2019 – March 1, 2019: *Standards of Excellence* Interviews, Greek Individual Awards interviews. (Date needs to be selected & room reserved)

March 18, 2019: Distribution of *Standards of Excellence* Feedback

April 11, 2019: Presidents' Meeting

- Process questions related to *Standards of Excellence* Feedback

April 14, 2019: Greek Awards Banquet

- Recognition of *Standards of Excellence* Achievement

# INDIVIDUAL GREEK AWARD INTERVIEWS

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This year, we are also including the responsibility of conducting interviews for Individual Greek Award candidates to evaluation teams during each team's allotted time. Members of the Greek Life community (staff, undergraduate members, advisors) will be able to nominate candidates for these individual awards. Following the application process, the Greek Life staff will review all applications, the top four nominees will then meet with an awards committee to be interviewed. The awards committee's feedback this year will now include scoring and help in the selection of winners for these awards.

## **Greek Individual Awards Process**

September 27, 2018 – December 1, 2018: Nominations through Invonet.

December 2, 2019: Notify nominees and provide application through Invonet.

January 27, 2019: Application deadline.

January 29, 2019: Final nominees are decided and interviews are scheduled.

February 18 – February 22, 2019: Individual Award interviews.

April 14, 2019: Individual Awards presentation at the Greek Awards Banquet.

# EVALUATION TEAM COMPOSITION AND SCHEDULE

Evaluation teams will review the Standards of Excellence submissions from chapters, as well as assess the formal interviews that chapters complete on how they have met the outlined criteria for each section. Four evaluation teams will be identified, each overseeing 7-8 chapters. Each team will be comprised of the following members:

- Two students (1 Greek, 1 non-Greek)
- One UT faculty member
- One UT administrator (Student Affairs Leadership Team member)
- One chapter advisor

## February – March at a Glance

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
Week of Feb. 4	A -2 chapters	B – 2 chapters	C – 2 chapters	D – 2 chapters
Week of Feb. 11	A -2 chapters	B – 2 chapters	C – 2 chapters	D – 2 chapters
Week of Feb. 18	A -2 chapters	B – 2 chapters	C – 2 chapters	D – 2 chapters
Week of Feb. 25	A -2 chapters	B -3 chapters	C – 3 chapters	D – 3 chapters
Week of Mar. 4	Individual Award Interviews			

**Committee A:**

- 3 IFC chapters
- 2 Panhellenic chapters
- 2 NPHC chapters
- 1 MGC chapter

**Committee B:**

- 2 IFC chapters
- 3 Panhellenic chapters
- 2 NPHC chapters

**Committee C:**

- 2 IFC chapters
- 2 Panhellenic chapters
- 2 NPHC chapters
- 1 MGC chapter

**Committee D:**

- 2 IFC chapters
- 2 Panhellenic chapters
- 2 NPHC chapters
- 1 MGC chapter

### Interview Days for 2 Chapters

5:15pm: Evaluation Team meets  
 5:30pm – 6:00pm: Chapter 1 Interview  
 6:00pm – 6:15pm: Chapter 1 Discussion  
 6:15pm – 6:45pm: Chapter 2 Interview  
 6:45pm – 7:00pm: Chapter 2 Discussion

### Interview Days for 3 Chapters

4:15pm: Evaluation Team meets  
 4:30pm – 5:00pm: Chapter 1 Interview  
 5:00pm – 5:15pm: Chapter 1 Discussion  
 5:15pm – 5:45pm: Chapter 2 Interview  
 5:45pm – 6:00pm: Chapter 2 Discussion  
 6:00pm – 6:30pm: Chapter 3 Interview  
 6:30pm – 6:45pm: Chapter 3 Discussion

# BASELINE REQUIREMENTS FOR UNIVERSITY REGISTRATION

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Through effective chapter management and communication, chapter leaders and members demonstrate that they take responsibility for the success and growth of their organizations and are a viable and integral partner with the University, their national headquarters, and the community. The students have the responsibility to hold themselves, their fellow members, and their peers accountable to ensure that we are providing a safe and rewarding fraternal experience. The students have the ability to oversee overall operations and manage the process of running the operations of the chapter as well as the facility (if housed). Thus, the following are the baseline requirements for fraternities and sororities at The University of Toledo to maintain registration as a registered student organization. Failure to meet any of the baseline requirements will forfeit the organizations chances to be considered a Chapter of Excellence or Chapter of the Year. Failure to meet these baseline requirements could also result in consequences including but not limited to: probation, educational interventions, and suspensions.

- Summary page (If you meet all baseline requirements, discuss areas of growth. If your organization does not meet all the baseline requirements discuss why not and how you can improve for the future.)
- Chapter must update Involvement Network Portal (InvoNet) annually including submission of current bylaws and the annual report
- Chapter must provide a copy of its most current national risk management requirements annually
- Chapter must maintain a 2.5 term GPA each semester
- Chapter must have the minimum number of members (7) each semester.
- Chapter must have each active member renew the Greek Yearly Agreement annually
- Chapter has provided a copy of their Certificate of Liability at the beginning of the year
- Chapter is currently in good standing with the respective inter/national organization, respective governing council, and The University of Toledo.
- Chapter is represented at monthly President's meetings by Chapter President or proxy
- Chapter President or proxy attends the Fall and Spring Greek Leadership Retreat
- Chapter rosters are updated by the specified due date each semester via InvoNet
- Chapter must have at least one advisor with current contact information updated via InvoNet each semester
- Chapter submits the New Member Education Plan by the specified due date and completed appropriately each semester (if applicable)
- Chapter is represented at bi-weekly respective council meetings.
- Chapter has all new members or Neophytes in attendance for New Member Symposium.
  - New members or Neophytes who are not able to be in attendance due to family emergency, illness, work, or prior commitment that they are not able to get out of.
- Chapter must abide by the following:
  - All local, state, and federal laws;
  - University of Toledo Student Code of Conduct
  - Respective Council Constitution, Bylaws, Standing Rules, and Recruitment Bylaws;
  - University of Toledo McComas Village Living Guide (if housed)

*All documentation for Baseline Requirements will be provided by the Greek Life staff.*

# SCHOLARSHIP CHECKLIST

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## Chapter Standards

### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- New Member/ Associate Member GPA is at or above 2.5 term GPA for the semester that they joined/crossed.

*Documentation: Greek Life staff will provide.*

- Chapter has a designated chapter leader focused on academics/scholarship.

*Documentation: Provide job description for both positions from your chapter's bylaws or constitution.*

- Chapter incorporates scholarship/academic programming within the new member education/intake process that aides in their adjustment to being a member of a Greek organization and university life.

*Documentation: Provide overview of New Member/Associate Member programs related to scholarship/academics from the New Member Education Plan. Also, include picture from the event.*

- Chapter has a written academic plan which includes:

- Chapter GPA goal and NM GPA goal.
- Description of the role of academic officer and academic advisor.

*Documentation: Provide Academic Plan.*

### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete All Objectives)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter is above all men's/ all women's term GPA respectively for both fall and spring semesters within the calendar year of evaluation.

*Documentation: Greek Life staff will provide.*

- New Member/ Associate Member GPA is at or above 2.75 term GPA for the semester that they joined/crossed.

*Documentation: Greek Life staff will provide.*

- Chapter hosts one program related to academic success for members each semester (i.e. time management, campus resources, study skills, etc.) \*\* Does not include study hours

*Documentation: Provide sign in sheet with signatures and make sure the presenter signs the bottom stating these members were present at the event. Provide a picture from the event and a brief two sentence overview of the program.*

- Chapter has a written scholarship plan that includes:

- Incentives/recognition for those who achieve academically.
- An academic probation/intervention process, term GPA requirements, and higher standards set for chapter officers.

*Documentation: Provide Academic Plan.*

❖ **Level 3: Excelling in All Areas (Must Complete 4 Objectives listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/Excelling in Some Areas.

- Designated chapter leader for academics/scholarship meets monthly with chapter support representative from the Greek Life staff regarding the academics of the chapter.

*Documentation: Greek Life staff will provide.*

- Chapter has goal setting program in place to assist all members with improving their grades.

*Documentation: Provide agenda from goal setting program.*

- Chapter is above the all Greek term GPA respectively for both fall and spring semesters within the calendar year of evaluation.

*Documentation: Greek Life staff will provide.*

- New Member/ Associate Member GPA is at or above 3.0 term GPA for the semester that they joined/crossed.

*Documentation: Greek Life staff will provide.*

- Chapter provides access to two educational experiences per semester that a majority of members attend (i.e. time management, campus resources, study skills, etc.) \*\* Does not include study hours

*Documentation: Provide sign in sheets with signatures and make sure the presenters sign the bottom stating these members were present at the event. Provide a picture from each event and a brief two sentence overview of each programs.*

(Bonus): The chapter has members who hold membership in one or more of the academic honoraries on campus. The honorary should be recognized by the university and be an honorary that has an academic focus.

*Documentation: Provide a list of all members who hold membership in an honorary organization and list which honorary organization they are a member of.*

(Bonus): Chapter Cumulative GPA is above a 3.0

*Documentation: Greek Life staff will provide.*



# CIVIC ENGAGEMENT

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## Chapter Standards

### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- Chapter sponsors at least one event per year that supports its national philanthropy or cause.

*Documentation: Provide picture from the event and a brief overview of the event.*

- Chapter raises\* enough money for a philanthropic cause(s) that is equivalent to at least \$25 per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter performs enough community service that is equivalent to at least 5 hours per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter can demonstrate how it supports other Greek chapter's service and/or philanthropic events/causes.

*Documentation: Provide pictures of members at the event with fellow Greeks from the hosting chapter.*

- Chapter organizes at least one direct service event for members per semester.

*Documentation: Provide a picture from the event, the sign in sheet, and an overview of the project.*

### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete at least Five Objectives listed below)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter raises\* enough money for a philanthropic cause(s) that is equivalent to at least \$50 per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter performs enough community service that is equivalent to at least 15 hours per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter provides multiple opportunities for its members to participate in direct service.

*Documentation: Provide sign in sheets and pictures from the events with a brief description.*

- Chapter can demonstrate how it supports the greater Toledo community through philanthropic or service support.

*Documentation: Provide pictures and a brief overview of the event and how it had an impact on the greater Toledo community.*

- Chapter hosts/attends one diversity educational program per semester.

- For New Members and Neophytes the diversity training that they receive during New Member Symposium counts for them in meeting this standard.

*Documentation: Provide an overview of the event, sign-in sheet, and picture.*

- Chapter can demonstrate how it incorporates service/philanthropy in its new member/intake process.

*Documentation: Provide overview of New Member/Associate Member programs related to service/philanthropy from the New Member Education plan.*

- Chapter can demonstrate an ongoing effort to incorporate the idea of civic engagement to its members (e.g. workshops, guest speakers, programs, etc.) on various topics including but not limited to sustainability, voting, local/global issues, etc.)

*Documentation: Provide sign in sheet with signatures and make sure the presenter signs the bottom stating these members were present at the event. Provide a picture from the event and a brief overview of the event and what the chapter learned.*

### ❖ **Level of Excellence (Must Complete at least Four Objectives listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/ Excelling in Some Areas.

- Chapter raises\* enough money for a philanthropic cause(s) that is equivalent to at least \$100 per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter performs enough community service that is equivalent to at least 30 hours per member per calendar year.

*Documentation: Greek Life staff will provide from the Service/Philanthropy forms submitted via InvoNet.*

- Chapter hosts multiple direct service opportunities for its members and has a formal reflection/discussion about the experience after each event.

*Documentation: Provide the key lessons that your members learned from participating in the various service events and include a picture from the event with a brief overview of what your members did.*

- Chapter educates members and community members on national philanthropy or local cause.

*Documentation: Provide copy of marketing or advertisement that includes information around the importance of the philanthropy or local cause, statistical data to highlight the importance of the cause, can be a picture from the chapter's social media, or a slide from a presentation during the event, etc.*

- Chapter has co-sponsored service and/or philanthropic events with other student organizations/departments on campus (the intent is to combine existing programs rather than to create new programs).

*Documentation: Provide copy of marketing/advertisement for the event, a picture from the event, and a brief overview of the event and the cause.*

- Chapter hosts/ attends more than one diversity program a semester for its members.

*Documentation: Provide an overview of the event, sign-in sheet, and picture from the program.*

(Bonus): Chapter co-sponsors a service and/or philanthropy event with another Greek organization that is from a different council and not their Homecoming partner.

*Documentation: Provide a picture from the event, and a brief overview of what the event entailed.*

**Raises:** *Chapter is charge of organizing/leading an effort, (through single event or multiple events) to raise money.  
Does not include donations made by the chapter or individual members to another's event.*

**Sponsors:** *Chapter plans/organizes the details of the event versus providing funding or simply attending for support.*

# PERSONAL GROWTH CHECKLIST

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## Chapter Standards

### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- Chapter maintains regular communication with Greek Life staff throughout the year.

*Documentation: Greek Life staff will provide.*

- Chapter hosts a minimum of two structured, substance free brotherhood/sisterhood events each semester.

*Documentation: Provide pictures from the events, with an overview of what the chapter did.*

- Chapter can articulate how it supports other fraternities/sororities on campus.

*Documentation: Provide pictures of chapter members at various events hosted by other organizations. Provide the name of the event and the chapter who hosted the event with each picture.*

- Chapter hosts or participates in at least one event per year for alumni.

*Documentation: Provide pictures from the event with both undergraduate members and alumni members and a description of the event.*

- Chapter can articulate how brotherhood/sisterhood is achieved within the organization and how members foster positive relationships internally.

*Documentation: Provide a review of the current brotherhood/sisterhood of the chapter. What are some areas that the chapter could improve the overall brotherhood/sisterhood, what are the strengths of the brotherhood/sisterhood. Include pictures from various chapter events that highlight the brotherhood/sisterhood.*

### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete All Objectives)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter president meets with their designated Greek Life staff liaison at least once a month.

*Documentation: Verified by the Greek Life staff.*

- Chapter hosts an additional alumni event in addition to Homecoming and engages with alumni through the use of communication (e.g. newsletters, emails, etc.) at least once per calendar year.

*Documentation: Provide a picture from the event with a description. Also, provide a copy of the alumni newsletter or email used to advertise the event.*

- Chapter has developed relationships with chapters from all four councils.

*Documentation: Provide pictures from events, programs, etc. that highlight partnership or relationship building between the chapter and another organization. Please provide a description of the picture.*

- Chapter hosts/attends programs on topics relating to social and personal development at least once per semester (50% of membership).

- Examples include resume and interview tips, stress management, health and wellness, coping skills, Mental Health, Self-defense, etc.

*Documentation: Provide sign in sheet with signatures and make sure the presenter signs the bottom stating these members were present at the event. Also, include pictures from the events and brief descriptions.*

❖ **Level of Excellence (Must Complete Three Objectives Listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/ Excelling in Some Areas.

- Chapter has a monthly structure in place to host substance free brotherhood/sisterhood events.

*Documentation: Provide pictures from the events, with an overview of what the chapter did.*

- Chapter actively collaborates with other offices, student organizations, or agencies on programs/events.

*Documentation: Provide a description of the program or event and how the chapter collaborate with the office/organization. Please include a picture from the event and the office or organization that the chapter collaborated with.*

- Chapter actively engages alumni throughout the calendar year through programming and ongoing communication.

*Documentation: Submit copies of any major communication that the chapter sends out to the alumni in order to encourage alumni to attend a function or event that the chapter is either hosting or participating in. Ongoing programming can include having an alumni come and speak during a chapter meeting, or to host a workshop/event on a specific topic. Please include the agenda, overview of the program/event/workshop with alumni and a picture.*

- Chapter distributes an electronic and/or printed newsletter at least once per year to alumni/ae and parents describing current activities of the chapter, accomplishment, and upcoming events.

*Documentation: Submit newsletter or cc the Greek Life staff member to the email.*

(Bonus): Chapter has more than one active alumni/ae advisor. It is recommended that advisors have frequent contact with the officers and chapter.

*Documentation: Greek Life Staff will provide.*

(Bonus): Chapter hosts one faculty/staff event each year to give members the opportunity to build relations with those outside their community and to honor the faculty /staff member(s).

*Documentation: Provide a description of the event and include a picture.*

# LEADERSHIP AND MEMBERSHIP DEVELOPMENT CHECKLIST

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## Chapter Standards

### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- Chapter has more than half of members involved in at least one other organization outside of their own chapter.

*Documentation: Provide excel document with members names and the additional organization that they are a member of.*

- Chapter hosts one leadership-related program for all members once per semester.

*Documentation: Provide sign in sheet, picture from the event, and an overview of what you did.*

- Chapter can demonstrate how it incorporates leadership development in the new member education/intake process.

*Documentation: Provide overview of New Member/Associate Member programs related to leadership development from the New Member Education plan.*

- Chapter hosts at least one program to educate members on the values and purpose of the organization once per semester.

*Documentation: Provide picture from the event and the agenda for the program/meeting.*

- Chapter officers set goals and objectives for the chapter at least once per year.

*Documentation: Provided by the Greek Life Staff through the Chapter Development Plan*

- Chapter has a program incorporated into the new member/intake process to educate new members/Neophytes on the values of the organization and how to role model in daily life.

*Documentation: Documentation: Provide overview of New Member/Associate Member programs related to the Values of the organization from the New Member Education plan.*

### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete All Objectives)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter implements an officer transition plan after each election cycle to ensure that new officers receive all of the information they need to be an effective officer. This plan must include meetings between past and new officers.

*Documentation: Provide agendas of transition meetings, and who was in attendance.*

- Chapter can articulate how leadership opportunities are consistently provided to the chapter (e.g., New Member Class Officers, Committee Chairs, Assistant Chairs, Council leadership opportunities, outside leadership opportunities like Student Government, Student Allocations Committee, Campus Activities Programming Board, NPC Exec, etc.).

*Documentation: Provide a copy of meeting minutes where opportunities were shared and discussed with your chapter.*

- Chapter hosts additional programming (over the one per semester) to educate members on the values and purpose of the organization.

*Documentation: Provide picture from the event and the agenda for the program/meeting.*

- Chapter President hosts an annual retreat/meeting in which members set goals and conduct an evaluation of the chapter's operations for the coming year.

*Documentation: Provide agenda of annual retreat*

- Chapter has two emerging leaders attend the Dean of Students Kalahari Leadership Conference annually.

*Documentation: Provide a picture of members at the event.*

### ❖ **Level of Excellence (Must Complete Three Objectives listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/ Excelling in Some Areas.

- Chapter has a consistent leadership development program that incorporates a formal reflection process to help members develop as leaders.

*Documentation: Provide a calendar of leadership development programs, workshops, presentations with a description of each event.*

- Chapter can articulate how chapter programming, decisions, and behaviors are congruent with their organization's values.

*Documentation: Greek Life Staff will provide a copy of the Chapter Development Plan page that includes the Values spreadsheet.*

- Chapter has a thorough understanding of and can articulate its organization's values and the meaning behind them.

*Documentation: Provide an overview of each of your organizational values and how your chapter embodies each specific value and what your chapter does to work towards living out each specific value.*

- Chapter can reasonably show that they utilize campus or alumni resources in providing programming for their membership.

*Documentation: Provide a picture from the event, or agenda from the meeting.*

(Bonus): Chapter will co-program/co-host at least one program/event with a chapter from a different Greek council (IFC, MGC, NPHC, NPC). *Homecoming does not count towards meeting this bonus.*

*Documentation: Submit a picture from the event and a brief overview of what the program/event was.*

(Bonus): 25% of chapter holds an officer position within another student organization.

*Documentation: Provide an excel document listing all members who hold an officer position within another student organization and next to their name the position that they hold and in what student organization.*

(Bonus): Chapter has members in Blue Key, Mortar Board, Orientation Leaders, Presidential Ambassadors, a member of the respective Councils Executive Board, and/or Student Government.

*Documentation: Provide a picture of the member(s) at one of these student organizations functions and include the names of the members.*

(Bonus): Chapter has a member attend UIFI or LeaderSHAPE.

*Documentation: Provide a picture of the member(s) who attended the event and include their name with the picture.*

(Bonus): Chapter wins an award from their national organization.

*Documentation: Provide a picture of the chapter or member with the award, and an overview of the award itself.*

# ACCOUNTABILITY

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## Chapter Standards

### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- Chapter has a Risk Management/ Health and Safety Chair with a written description of the position responsibilities and expectations.

*Documentation: Provide screenshot from the Chapter bylaws or constitution with the job description and roles & responsibilities.*

- Chapter follows inter/national office policies for social events and educates members on risk management guidelines each semester.

*Documentation: Provide a copy of agenda of meeting where chapter has reviewed risk management guidelines, and a copy of any handouts or powerpoints that may have been used to educate the members.*

- Chapter's new member/ intake program incorporates education around alcohol consumption, hazing, and other high risk behaviors.

*Documentation: Greek Life Office will verify.*

- Chapter has all new members /Neophytes attend Bringing in the Bystander Intervention Program hosted by the Title IX Office.

*Documentation: Title IX Office will provide.*

- Chapter hosts one risk management workshop for members (75% of membership in attendance) during the semester. Program can be provided through your National Headquarters.

*Documentation: Provide sign-in sheet, picture from the event, and brief overview.*

- Chapter hosts one alcohol-free social activity / event.

*Documentation: Provide a picture from the event.*

- Chapter has a system in place to hold members accountable for their actions. System is based on reactive education rather than proactive education.

*Documentation: Provide an overview of the process utilized. If this is based in ritual provide us with an abridged overview of the process without the ritual aspects.*

### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete All Objectives)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter has a written alcohol management plan and social event plan that they enforce, which includes at least the following:
  - How the chapter will comply with the Greek Life Social Policy.
  - How the chapter will address members with potential drinking problems.
  - How chapters will prevent underage drinking.
  - How chapters will manage alcohol consumption at chapter-sponsored events.

*Documentation: Submit alcohol management plan. All four points above should be clearly addressed as part of the larger alcohol management plan. Include a cover letter stating when this information was presented to the chapter, and how it is made available to active members.*



- Chapter hosts two risk management workshops for members (75% of membership in attendance) during the semester. Program can be provided by the university, internally, or through your National Headquarters.

*Documentation: Provide sign-in sheet, picture from the event, and brief overview.*

- Chapter hosts two alcohol-free social activities / events.

*Documentation: Provide a picture from the event.*

- Chapter has a system in place to hold members accountable for their actions. System is largely proactive but is still dependent on punishment of individuals instead of education.

*Documentation: Provide an overview of the process utilized. If this is based in ritual provide us with an abridged overview of the process without the ritual aspects.*

### ❖ **Level of Excellence (Must Complete 4 Objectives listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/ Excelling in Some Areas

- Chapter has a crisis management plan established which includes at least the following:
  - A designated chapter spokesperson who will inform University and other agencies of a crisis.
  - Communication system to contact members in case of emergency.
  - A plan of action in case of fire, severe weather, medical emergency, member death.
  - Present plan to chapter at the beginning of each semester.

*Documentation: Submit crisis management plan. All four points above should be clearly addressed as part of the larger crisis management plan. Include a cover letter stating when this information was presented to the chapter, and how it is made available to active members.*

- Chapter has a proactive system in place that ensures that members are holding each other accountable for their actions through education, mediation, or other systems.

*Documentation: Provide an overview of the process utilized. If this is based in ritual provide us with an abridged overview of the process without the ritual aspects.*

- Chapter members (75% of membership) in attendance for Bringing in the Bystander Intervention Program hosted by the Title IX office.

*Documentation: Provided by the Title IX Office.*

- Designated chapter leader for Risk Management/ Health & Safety meets at the beginning of each semester with chapter support representative from the Greek Life staff regarding the academics of the chapter.

*Documentation: Greek Life staff will provide.*

- Chapter utilizes campus resources, national headquarters to provide educational programming once per semester on alcohol, drugs, high risk behaviors.

*Documentation: Provide a picture from the event and a brief overview.*

(Bonus): Chapter participates in National Hazing Prevention Week programming and Alcohol Awareness Week Programming.

*Documentation: Provide a picture of your members at any of the NHPW programs and/or Alcohol Awareness Week Programs.*

(Bonus): Chapter has 100% of membership attend Bringing in the Bystander Intervention Program.

## RECRUITMENT & RETENTION CHECKLIST

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### Chapter Standards

#### ❖ Level 1: Minimum Expectations (Must Complete All Objectives)

- Chapter has a written recruitment/intake program that outlines minimum expectations for membership and includes goals for the number of members the chapter is looking to recruit.

*Documentation: Provide copy of the recruitment/intake program.*

- Chapter participates in recruitment / intake yearly.
  - MGC/NPHC chapters maintain 7 members for both semesters.
  - NPC chapters recruit to within 10 of quota during the formal recruitment process in the fall semester.
  - IFC chapters recruit 80% of their recruitment goal set at the beginning of the year through the Chapter Development Program.

*Documentation: Greek Life staff will provide.*

- Chapter has a New Member Educator/Membership Intake Coordinator/ Dean with a written description of the position responsibilities and expectations.

*Documentation: Provide screenshot from the Chapter bylaws or constitution with the job description and roles & responsibilities.*

- Chapter initiates at least 80% of the individuals who accepted offers of membership each semester.

*Documentation: Greek Life staff will provide.*

- All recruitment events hosted by the chapter are properly registered through InvoNet and are in compliance with Student Organization policies and Council Recruitment policy.

*Documentation: Greek Life staff will provide.*

- Chapter has submitted all required paperwork and documentation for recruitment / intake by the specific deadlines and documentation is thoroughly completed.

*Documentation: Greek Life staff will provide.*

#### ❖ Level 2: Meeting Expectations/ Excelling in Some Areas (Must Complete All Objectives)

Meets / exceeds all criteria within the Minimum Expectations

- Chapter initiates at least 90% of the individuals who accepted offers of membership each semester.

*Documentation: Greek Life staff will provide.*

- Chapter incorporates education on the different councils in the new members/Neophytes educational process.

*Documentation: Provide an overview of the education/event around the different governing councils for the new members/Neophytes, and include a picture.*

- Chapter has members attend Recruitment workshops and Outreach events (e.g. Greek 101, Meet the Greeks) host by the Greek Life staff and the governing councils.

*Documentation: Greek Life staff and Council Presidents will provide.*

- Chapter has a workshop once a year to discuss the chapter's plan for growth and/or recruitment.

*Documentation: Provide the agenda from the workshop.*

- Chapter participates in recruitment / intake yearly.
  - MGC/NPHC chapters maintain 8 members for both semesters.
  - NPC chapters recruit to within 5 of quota during the formal recruitment process in the fall semester.
  - IFC chapters recruit 90% of their recruitment goal set at the beginning of the year through the Chapter Development Program.

*Documentation: Greek Life staff will provide.*

### ❖ **Level of Excellence (Must Complete Three Objectives listed below)**

Meets/exceeds all criteria within Level 2: Meeting Expectations/ Excelling in Some Areas

- Chapter initiates 100% of the individuals who accepted offers of membership each semester.

*Documentation: Greek Life staff will provide.*

- Chapter has a defined educational process for members after their new member period that continues their education until graduation based on their level.

*Documentation: Provide documentation for the overview of the educational process and calendar of the events.*

- Chapter includes diversity education into the new member education / intake process.

*Documentation: Provide an overview of the education/event around diversity for the new members/Neophytes.*

- Chapter participates in recruitment / intake yearly.
  - MGC/NPHC chapters maintain 10 members for both semesters.
  - NPC chapters recruit to quota during the formal recruitment process in the fall semester.
  - IFC chapters recruit 100% of their recruitment goal set at the beginning of the year through the Chapter Development Program.

*Documentation: Greek Life staff will provide.*

(Bonus): NPHC and MGC chapter has more than 10 active members in the chapter at the end of both semesters.

*Documentation: Greek Life staff will provide.*

(Bonus): Chapter actively incorporates social media to positively promote the organizations image.

*Documentation: Submit screenshots from the Chapter's social media pages showcasing the advertisement of the chapter's positive image and encouragement to participate in the recruitment process, or attend programs like Meet the Greeks, Greek 101, etc.*