  
**Standards of Excellence  
2020 Evaluation Packet**

# Purpose Statement

There is a common set of principles to which all Fraternity and Sorority members ascribe. The Standards of Excellence at Midwestern State University aims to challenge the Fraternity and Sorority community to live up to the high principles and ideals upon which the respective chapters were founded. By providing a set of standards which reflect common principles, The Standards of Excellence at MSU provide a level of accountability for Fraternity and Sorority chapters with opportunities for recognition and distinction at the University level.

The Standards of Excellence is structured around six areas of chapter operations: scholarship, leadership, recruitment/intake & retention, philanthropy & community service, risk management & self-governance, and chapter management. Chapters will be evaluated on each area and provided with valuable feedback to assist their chapter grow and develop over time.

Chapters will be able to measure growth in relation to the specific areas of operations and receive recognition for their outstanding accomplishments. Moreover, the purpose of the Standards of Excellence is not to create competition between chapters or to judge one chapter against another, but rather to create a consistent method of evaluation and accountability.

# Method of Evaluation

The Standards of Excellence process is based on reporting by each chapter during a calendar year. Evaluation will occur for each chapter in the following areas: scholarship, leadership, recruitment/intake & retention, philanthropy & community service, risk management & self-governance, and chapter management. ***The annual evaluation will be based upon activities from the twelve month period beginning January 1 and ending on December 31.***

A committee of faculty, staff, student leaders, and advisors will be review each submission and provide an evaluation score and critical feedback to each chapter based on the submitted materials.

***A chapter is expected to meet a minimum of 70% of the criteria statements overall each year.***

Chapters that fail to meet the minimum expectation of 70% or do not submit a Standards of Excellence application will be considered “not in good standing” for all reporting purposes, which will result in the following sanctions.

First year of failure to meet minimum expectation of 70% or submit an application:

* The chapter may NOT host/co-sponsor ANY social event (defined as date parties, mixers, formals, semi-formals, or parties) with alcohol for ONE semester.
* The chapter leadership will develop an improvement plan for each operational area where the chapter did not meet 70% of the total score and schedule a meeting with the Office of Student Leadership and Involvement to discuss the improvement plan and chapter performance.

Second year of failure to meet minimum expectation of 70% or submit an application:

* The chapter may NOT host/co-sponsor ANY social event (defined as date parties, mixers, formals, semi-formals, or parties) with alcohol for the ENTIRE academic year.
* The chapter leadership will develop an improvement plan for each operational area where the chapter did not meet 70% of the total score and schedule a meeting with the Office of Student Leadership and Involvement to discuss the plan and chapter performance.
* The chapter may only participate in EITHER Homecoming events OR Greek Week events during the following academic year.

Third year of failure to meet minimum expectation of 70% or submit an application:

* The chapter may NOT host/co-sponsor ANY social event (defined as date parties, mixers, formals, semi-formals, or parties) for the ENTIRE year.
* The chapter leadership will develop an improvement plan for each operational area where the chapter did not meet 70% of the total score and schedule a meeting with the Office of Student Leadership and Involvement to discuss the plan and chapter performance.
* The chapter may NOT participate in ANY Homecoming events or Greek Week events during the following academic year.

Fourth year of failure to meet minimum expectation of 70% or submit an application:

* The chapter will lose ALL university recognition and will have no rights or privileges of being a registered student organization for a period of ONE academic year. The chapter must then apply for re-recognition with the Office of Student Leadership and Involvement.

## Scoring

Each criteria statement will be evaluated individually by the review committee using three options: full, half, and no credit.

* Full credit is given when documentation fulfills all of the listed requirements for a particular criteria statement (2 points).
* Half credit is given if partial documentation is submitted, and/or the chapter only completes a portion of a particular criteria statement (1 point).
* No credit is given if a chapter does not meet a particular criterion, and/or does not provide the specified supporting documentation for a particular criteria statement (0 points).

Neatness, simplicity, and clarity will be considered when evaluating and awarding credit. CHAPTERS SHOULD NOT depend on elaboration, expensive decoration, or exaggeration to make a case for criteria statements.

## Rating and Recognition

Chapters will be provided with a rating level and recognition based on the total score earned overall and in each operational area.

***Scores from all categories will be combined and chapters will receive recognition based upon the following percentages:***

* **Chapter of Excellence** will be awarded to chapters who achieve at least 95% of the total points.
* **Gold Achievement** will be awarded to any chapters achieving 90-94% of total points.
* **Silver Achievement** will be awarded to any chapters achieving 85-89% of total points.
* **Bronze Achievement** will be awarded to any chapters achieving 75-84% of total points.

Each chapter will receive written feedback from the Standards of Excellence committee to be used as additional evaluation of chapter operations.

These awards of recognition will be presented at the Annual Greek Awards Banquet.

## Deadline

***Chapters must submit all application materials by January 31 or the previous business day, if January 31 falls on a weekend, of each year to the Office of Student Leadership and Involvement.***

***Late applications WILL NOT be accepted or evaluated. No extensions to the due date will be considered.***

# Presentation Format

***The presentation of the Standards of Excellent Evaluation packet must be in the following format:***

* Evaluation packet must be submitted in a standard three-ring binder.
* The Verification/Cover Sheet must be included in the front of the binder.
* A copy of the Standards of Excellence criteria statements must be at the beginning of the binder before any documentation with the location of the documentation for each criteria statement clearly identified.
* The documentation for each operational area should be sectioned off using tabs.
* For each criteria statement, there are three possible options: Yes, No, Not Applicable
  + If you feel your chapter meets the criteria statement, place an “X” on the line in front of the question. Then answer the question(s) and/or provide documentation. Make note on the documentation line where the documentation can be found within the binder.
  + Page numbers should be clearly noted or visible.
  + If you feel your chapter does not meet the criteria statement, leave the line blank and move on to the next question.
  + If you feel the criteria statement is not applicable to your chapter, place a “N/A” on the line of the question. Then provide a clear explanation as to why it does not pertain and any supporting documents that directly support your rationale. If you provide a legitimate reason, you shall be rewarded the points for that criteria.
* When the criteria documentation calls for the chapter bylaws or constitution, please only provide the page on which the needed policy is located, as opposed to the entire set of bylaws or constitution. Please highlight the appropriate section of the bylaws or constitution.
* Points will be deducted if the application is not neat and orderly.
* You must provide specific dates for events/programs, or points will be deducted.
* Answer each question individually. Do not combine answers to questions.
* Materials should be firmly secured within the binder.
* Avoid the use of bulky items, as they are not necessary. You are, however, encouraged to use pictures if they will aid in documentation.
* ***Remember that your evaluation documentation should be submitted as if the individual reading it does not know anything about your chapter.***
* If your chapter is unable to provide information for specific questions based on national policy, you may receive points if you provide a letter from your national office stating the policy. This letter would need to address each question, specifically verifying that you meet those criteria.

# Tips for Implementation

***To ensure the successful implementation and completion of the Standards of Excellence program, the following steps should be taken:***

* Recognize the value of the Standards of Excellence program in serving as a tool to allow your chapter to reach its ultimate potential for success.
* Utilize Standards of Excellence as the basis for the setting of chapter goals and make each member aware of its importance.
* Thoroughly read the Standards of Excellence packet to ensure there is a complete understanding of what is expected of your chapter.
* Include the entire chapter in the process. The completion of this portfolio should not fall solely on the chapter president or another officer. Assign responsibility for the implementation of every individual criterion to a particular officer/committee chair or member.
* Start the data collection and reporting process early. Do no wait until the last minute as it will cause unneeded stress and potentially a lack of reporting.
* Keep documentation for criteria statements in a safe place. You may want to save copies of any brochures from workshops, email correspondences, attendance sheets from events, photographs, flyers, screenshots, text messages, group messages, etc. to document the criteria statements.
* Set dates for progress reports and deadlines for the accomplishments of specific tasks. If necessary use visual techniques to keep all members informed of progress.
* Review accomplishments and upcoming events with advisors and executive council meetings.
* Review the Standards of Excellence at meetings with both initiated members and new members; discuss goals and the chapter’s present performance level.

Standards of Excellence Evaluation  
 Cover Page

Chapter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Contact Information

Name of person submitting application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of person submitting application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email and phone number of person submitting application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff advisor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email and phone number for faculty/staff advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter advisor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email and phone number for chapter advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chapter Information

# of new members during recruitment/intake fall semester: \_\_\_\_\_\_\_ spring semester: \_\_\_\_\_\_\_

# of new members initiated into the chapter fall semester: \_\_\_\_\_\_\_ spring semester: \_\_\_\_\_\_\_

Total members (including new) in the chapter fall semester: \_\_\_\_\_\_\_ spring semester: \_\_\_\_\_\_\_

Total of philanthropic dollars raised fall semester: \_\_\_\_\_\_\_ spring semester: \_\_\_\_\_\_\_

Total of community service hours volunteered fall semester: \_\_\_\_\_\_\_ spring semester: \_\_\_\_\_\_\_

## Advisor Verification

***This confirms that the chapter’s advisor, as named in this cover page, verifies that all information contained herein is authentic and this portfolio is entirely the work of students.***

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Faculty/Staff Advisor’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Advisor’s signature Date

# Scholarship

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The Chapter elects or appoints an academic chair or officer who regulates programming and provides resources for academic achievement within the chapter. *Documentation must include (1) an official job description, (2) List of all programs/events put on by the chair.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter has a written academic/scholarship plan that establishes how members are supported and held accountable for maintaining a minimum GPA requirement. *Documentation must include (1) a typed copy of the academic plan updated within the last two years, (2) a documentation of minimum GPA requirement for active members, new members, and executive board officers, and (3) a typed description of any incentive programs*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter hosts or participates in at least 2 educational programs/workshops pertaining to academic achievement each year. At least one of these programs must involve a campus faculty or staff resource person. *Documentation must include (1) an agenda, program, or handouts from as least two programs/workshops and, (2) evidence of the involvement a faculty or staff resource person in the one of the programs/workshops.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_ The chapter regularly encourages members to develop positive relationship with university faculty members. *Documentation must include (1) communication to members about visiting with faculty members, and (2) an event or program aimed at developing relationships with university faculty members during the year.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Criterion requiring no documentation and will be provided by Student Leadership and Involvement.***

5) \_\_\_\_\_ The chapter maintains a semester GPA equal to or greater than the All-Male or All-Female average on campus for each semester. This information will be verified by the Office of Student Leadership & Involvement.

# Leadership

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The chapter holds their own officer transition retreat for newly elected and outgoing executive officers. *Documentation must include (1) an agenda from the retreat, (2) attendance recorded at the retreat, and (3) all leadership role and chapter goals, and (4) a reflection of all leadership role and chapter goals.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter participated in a national or regional leadership conference sponsored by a national organization. *Documentation must include (1) a list of members who attended with a printed out confirmation of registration or payment for each individual and (2) a schedule of events from the conferences. (3) a reflection of what was learned by each attendee.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter sponsored or co-sponsored a program/event open to all university students, faculty, and staff. NOTE: if the event was co-sponsored make sure in the description of the event that it is made clear your organization’s role in the event. *Documentation must include (1) a description of the event (including location, date, and time) and (2) evidence of the event taking place (i.e. photographs and/or flyers).*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_ The chapter is in regular attendance at their respective governing council’s meetings. *Documentation must include (1) an official letter from the governing council stating that the chapter was in attendance at 90% of the meetings held for each semester.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_ The chapter makes an effort to receive recognition to share events and accomplishments of the chapter or individuals members from the (inter)national or regional level of their organization and/or members from The Wichitan, campus media, local newspaper, and/or other local news source. *Documentation must include copies of at least two news releases or communication pieces issued in the past year.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_ The chapter has at least one member that is a Student Ambassador, Resident Assistant, MSU Crew, Peer Educator, Orientation Leader, Peer Leader, Supplemental Instruction Leaders or completed Rising Mustangs. *Documentation must include (1) a roster or letter of documentation proving the chapter’s members who are Student Ambassadors, Resident Assistant, MSU Crew, Peer Educator, Peer Leader, or Supplemental Instruction Leaders.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) \_\_\_\_\_ The chapter submits one or more nominations to annual student leadership awards. *Documentation must include (1) a copy of the application(s) submitted or verification from the Dean of Students office the chapter submitted award nominations.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) \_\_\_\_\_ The chapter had members participate in the both the weCONNECT spring semester and iLEAD fall semester leadership conferences. *Documentation must include (1) the name of member(s) who attended weCONNECT and (2) the name of member(s) who attended iLEAD.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Recruitment/Intake and Retention

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The chapter has an elected or appointed officer and/or committee responsible for coordinating the chapter’s recruitment/intake efforts. *Documentation must include (1) the name of and official job description directly from your officer manual or governing documents of the officer and/or committee directly responsible for coordinating membership recruitment/intake, (2) a list of any members elected or appointed to serve on the membership recruitment/intake committee, and (3) a typed action plan for the chapter’s recruitment/intake process that is goal oriented.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter holds a minimum of 2 workshops, retreats, and/or training sessions to prepare the chapter for membership recruitment/intake (one each semester). *Documentation must include agendas or outlines from each of the workshops, retreats, and/or training sessions held complete with dates, locations, and times.* *\*Note: Each session of a regional organization training retreat may count for credit.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter has written requirements and/or standards used to evaluate individuals for potential membership or initiation into the chapter. *Documentation must include (1) a list of the values and/or standards used to evaluate potential new members.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_ The chapter has an elected or appointed officer responsible for coordinating the chapter’s new member and initiated member education programs. *Documentation must include (1) an official job description directly from your officer manual or governing documents*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_ The chapter has a written new member education program and supporting materials for new members. *Documentation must include (1) the outline of programming for each new member meeting*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_ The chapter sponsors a mentorship program as part of the new member education process. *Documentation must include (1) a description of the process of selection of pairs and (2) a copy of the responsibilities/expectations of the mentor. (3) explanation of how the chapter holds their mentors to these expectations.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) \_\_\_\_\_ The chapter has a presentation available to give to prospective new members which discloses general information about the **chapter and the values of the organization**. *Documentation must include (1) a copy of the presentation.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Criterion requiring no documentation and will be provided by Student Leadership and Involvement.***

8) \_\_\_\_\_ The chapter retained at least 80% of their new members for the spring semester.

9) \_\_\_\_\_ The chapter retained at least 80% of their new members for the fall semester.

# Philanthropy and Community Service

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The chapter has an elected or appointed officer/committee responsible for coordinating the chapter’s philanthropic and community service efforts. *Documentation must include (1) the name of and official job description directly from your officer manual or governing documents for the officer and/or directly responsible for coordinating the chapter’s philanthropic and community service efforts and (2) a list of all philanthropic and community service efforts hosted by the chapter*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter coordinates/sponsors at least two philanthropic (focus on raising funds) projects per year. *Documentation must include (1) a typed description of each project, (2) the public relations (PR) plan for each project (ex. Social media posts, flyers, posters, tabling , etc.), (3) amount of money raised and donated, items collected and donated, and/or attendance for each project, and (4) reflection on the event that discusses what happened, an analysis of what did and did not succeed, and how to make this event or an event like this better moving forward*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter co-sponsors community service (focus on hours volunteered) events with non-fraternity/sorority members and/or community members. *Documentation must include (1) evidence of non-fraternity/sorority members and/or community members involved in the planning and implementation and (2) a summary of the total number of individuals involved and hours donated. (3) reflection on the event.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Criterion requiring no documentation and will be provided by Student Leadership and Involvement.***

4) \_\_\_\_\_ The Office of Student Leadership & Involvement will export all community service hours through submitted to MustangsLink each semester. Collectively the chapter completes a total of 50 hours or more of community service **per member** throughout the year. **Community Service hours not submitted on MustangsLink will not be counted**

# Risk Management and Self Governance

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The chapter has an elected or appointed officer responsible for, but not limited to, coordinating risk management programs, overseeing social functions, responsible for adherence to the state, university, local chapter, (inter)national alcohol/social/risk management policies (if applicable) and fire code/safety compliance. *Documentation must include (1) the name of and official job description directly from your officer manual or governing documents for the officer directly responsible for risk management (2) and a list of all programs and attendees at each of those event.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter coordinates or participates in a risk management workshop that educates chapter members on **alcohol, substance abuse, and underage drinking issues**. *Documentation must include (1) agendas or outlines from each of the workshops held and (2) evidence that the workshops took place (i.e. photographs, attendance/sign in sheets, informational materials handed out.)*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter has written a position statement or policy about the following: (1) a policy that prohibits the use of chapter funds to purchase alcohol, (2) a policy that supports and operates on an alcohol-free academic week as specified in MSU’s Student Organization Policies, and (3) a written positions, resolution, and/or policy prohibiting hazing with the organization. *Documentation must include (1) a copy of the a policy that prohibits the use of chapter funds to purchase alcohol, (2)a copy of the policy that supports and operates on an alcohol-free academic week as specified in MSU’s Student Organization Policies, and (3) a copy of the written position, resolution, and/or policy prohibiting hazing with the organization*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_ The chapter coordinates or participates in a specific workshop, **led by a professional**, for all chapter members on **hazing awareness, prevention, and consequences**. *Documentation must include (1) agendas or outlines from each of the workshops held, (2) attendance of at least 90% of chapter, and (3) reflection of material learned.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_ The chapter coordinates or participates in at least one program, **led by a professional**, that promotes the **value of human dignity and/or promotes a climate of diversity and inclusion**. *Documentation must include (1) agendas or outlines from each of the workshops held, (2) evidence of attendance of 90% of chapter, and (3) reflection of material learned.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_ The chapter coordinates or participates in at least one program, **led by a professional,** that educates members about the prevention of **sexual assault, dating violence, domestic violence, or stalking**. *Documentation must include (1) agendas or outlines from each of the workshops held, (2) evidence of attendance of 90% of chapter, and (3) reflection of material learned.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) \_\_\_\_\_ The chapter coordinates or participates in at least 1 training/workshop, **led by a professional,** that educates members about **bystander intervention**. *Documentation must include (1) agendas or outlines from each of the workshops held, (2) evidence of attendance of 90% of chapter, and (3) reflection of material learned.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) \_\_\_\_\_ The chapter has an elected or appointed officer that is responsible for managing that chapter’s standards or judicial board. *Documentation must include (1) the name and official job description directly from your officer manual or governing documents of the officer*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9) \_\_\_\_\_ The chapter has an active and functioning internal standards/conduct/judicial board. *Documentation must include (1) a copy of the standards/conduct/judicial board procedures and (2) a list of all the members who serve on the board*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10) \_\_\_\_\_ The chapter co-sponsors a campus-wide event/activity during **Hazing Prevention Week** that educates or promotes hazing prevention initiatives. *Documentation must include (1) evidence of co-sponsorship, (2) copies of any flyers, handouts, or pictures that documents the chapter’s participation, (3) proof that the chapter’s involvement was necessary and beneficial, and (4) reflection on the outcome of the event.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11) \_\_\_\_\_ The chapter co-sponsors a campus-wide event that educates students on a **risk management or wellness topic** (i.e. substance abuse, alcohol, emotional/social/physical wellness) with a university department/office. *Documentation must include (1) evidence of co-sponsorship from university department/office, (2) copies of any flyers, handouts, or pictures that documents the chapter’s participation, (3) proof that the chapter’s involvement was necessary and beneficial, and (4) reflection on the outcome of the event.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Chapter Management

**Instructions**: Place an “X” on the line provided next to each criteria statement if it applies to your chapter. **Provide the supporting documentation for each criteria statement that applies to your chapter**. On the documentation lines it should read first the title of the document, followed by the document’s exact location (which should be marked by a tab.) If a criteria statement is not met or was not completed by your chapter, leave the line blank.

If a criteria statement does not apply to you chapter write “N/A” on the line provided next to the statement. Provide a clear description of the rationale on a separate page and place it in the appropriate location as documentation.

## Criteria Statements:

1) \_\_\_\_\_ The chapter’s governing documents have been reviewed and ratified within the last two years. *Documentation must include (1) a copy of governing documents*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_ The chapter’s governing documents and other important policies and rules are available on MustangsLink in their most up-to-date format. *Documentation must include (1) evidence of availability (i.e. website, MustangsLink, etc.*).

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_ The chapter has an active social media presence and Public Relations (PR) Plan and regularly uses it to communicate chapter events and news items. *Documentation must include (1) a list of all chapter-related social media handles (Facebook, Instagram, Twitter, Snapchat, etc.) and (2) the PR plan, including timelines for, but not limited to, flyers, posters, social media posts, tabling, and communication with the chapter and its membership about how to promote the chapter and its endeavors.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_ The chapter via traditional or current technological means, publishes a newsletter each semester highlighting accomplishments and initiatives within the chapter and distributes it to relevant constituencies, including faculty, administrators and alumni/ae. *Documentation must include (1) a copy of the newsletter or publication in the spring and (2) a copy of the newsletter or publication in the fall*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_ The chapter hosts or encourages alumni/ae advisor(s) involvement with chapter sponsored activities. *Documentation must include (1) a detailed list of all programs used to encourage alumni/ae involvement*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_ The chapter has an elected or appointed officer responsible for managing the chapter’s budgets and finances. *Documentation must include (1) an official job description* *directly from your officer manual or governing documents.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) \_\_\_\_\_ The chapter compiles and utilizes a detailed budget. *Documentation must include (1) a copy of the budget for the year, (2) evidence of its approval, and (3) detailed list of how the budget is used.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) \_\_\_\_\_ The chapter provides all members with a detailed statement of the total cost for dues that are to be paid by members every semester. *Documentation must include (1) a copy of the detailed statement.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9) \_\_\_\_\_ The chapter reaches out to non-fraternity/sorority organizations to establish partnerships and communication outside of the fraternity/sorority community. *Documentation must include (1) evidence of regular communication with non-fraternity/sorority organizations, and (2) proof of partnering on a program.*

Documentation: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_