

University of Connecticut
fraternity
& sorority
life

Project Arête
Accreditation Program
2009

Table of Contents

Statement of Purpose

President's Letter of Understanding

Program Resources (Tab 1)

 Tips for Completion (Tab 1)

 Master Calendar for Due Dates (Tab 1)

 Program Requirement Planning Guide (Tab 1)

Program Expectations (Tabs 2-7)

 Academic Achievement (Tab 2)

 Chapter Management (Tab 3)

 Recruitment and Retention (Tab 4)

 Membership Development (Tab 5)

 Campus and Community Involvement (Tab 6)

 External Relations (Tab 7)

Forms (Tab 8)

Statement of Purpose

The University of Connecticut believes that the fraternity and sorority experience can and should be an educationally enriching and socially meaningful one that contributes to the overall sense of community on campus. While many of UConn's fraternities and sororities provide this experience to their members, it is essential to develop benchmarks and expectations to ensure that all members have the opportunity to enhance their collegiate experience through fraternal membership. This will help us achieve our vision of "an outstanding Greek community that enhances the student experience, and is recognized locally and nationally for fraternal excellence."

To this end, the Project Arête Accreditation Program was developed. The six areas of accreditation criteria within this program are intended to help chapters understand basic expectations and identify areas of strength and weakness. The program is designed to assess chapters' success in these six areas and provide both recognition and accountability. In order to have a fraternity and sorority community that provides value to the overall UConn community and lives up to the values inherent in the organizations' missions, it is imperative that all groups be accountable to these basic expectations.

Arête, the Greek word for excellence, is a fitting name for this annual accreditation program. Joining a fraternity or sorority means pledging oneself to higher standards. It means working daily to be a better man or woman. In short, it means being excellent. The Project Arête Accreditation Program is specifically designed to help all groups become excellent. It acknowledges that achieving this status is a process and is created to support and elevate groups to excellence in each category, all the while celebrating successes and working through struggles. For it is only through individual chapter excellence and efforts that the entire UConn fraternity and sorority community can be excellent together.

Fraternities and sororities do not exist in a vacuum. They report to their inter/national organization, local and regional advisors, University administrators, and governing councils. Project Arête is designed to help chapters meet expectations of all these constituents, and the criteria clarifies the need for ongoing collaboration and support from these entities. When collaboration is fostered and resources utilized, chapters will have the greatest chance for success at UConn as measured by the Project Arête criteria.

Project Arête is not simply a system of requirements. Chapters should not look for loopholes or approach the program with a sense of obligation. Project Arête should be a set of expectations that all chapters already meet. If a chapter is living out the values they are founded upon, achieving what is listed in the program will be easy. The program is not intended to be another burden for organizations, but instead an opportunity to be better, celebrate successes, and inspire a sense of achievement versus indifference.

The program coincides with each calendar year, beginning in January and concluding in December. Due dates throughout this calendar year are detailed in this packet. At the end of the calendar year, each chapter will be evaluated by a review committee consisting of students, staff, faculty, and alumni representatives. This committee will evaluate all accreditation criteria and the chapter Action Plan and identify chapters to be recognized at the annual Fraternity and Sorority Life Awards Program held each spring semester. In addition, chapters that fail to meet basic expectations as established through the program will be held accountable through the development of additional requirements and goal setting.

The Project Arête Accreditation Program is broken down into six main areas. The points attainable for each of these six areas are detailed below. Chapters will fall within the levels described based on the percentage of overall points they receive. This allows chapters an exemption from certain elements of the program that may not be relevant to them (i.e. Housing). A chapter in good standing that has met the basic expectations will be one with at least **70%** of the applicable points. The six categories are as follows:

Category	Points Available	Points Applicable	Points Received
Academic Achievement	52		
Chapter Management	40		
Recruitment and Retention	36		
Membership Development	86		
Campus and Community Involvement	30		
External Relations	20		
Total	264		

Levels

- Gold Chapter: Excellent/Arête: Well Above Expectations, 90-100% of applicable points
- Silver Chapter: Good: Above Expectations, 80-89.9% of applicable points
- Bronze Chapter: Fair: Meets Expectations, 70-79.9% of applicable points
- In Need of Improvement: Poor: Does not meet minimum expectations, below 70% of applicable points

Chapters In Need of Improvement must meet with OFSL staff on a monthly basis for the following calendar year for additional goal setting and progress reports, and to determine the potential future of the chapter at UConn.

The Project Arête Accreditation Program and all submission forms can be downloaded from the Office of Fraternity and Sorority Life (OFSL) website, under the Policies and Forms: www.greeklife.uconn.edu/forms.html.

All submissions are due to the OFSL. Failure to submit materials by the listed due dates may result in loss of privileges or recognition from the OFSL. Kevin Lobdell is the main contact for all Project Arête Accreditation Program submissions. Kevin can be contacted at Kevin.Lobdell@uconn.edu or at 860-486-4874. Note: Kevin will not be the contact in the fall 2009 semester.

Office of Fraternity and Sorority Life
 Student Union, Room 315
 Phone: 860.486.4710
 Fax: 860.486.5989
 Website: www.greeklife.uconn.edu

President's Letter of Understanding Spring 2009

As president of my chapter, I verify that I have read and understand all components of the Project Arête Accreditation Program. I commit that my chapter will meet the deadlines listed for each component in order to keep our organization in good standing during the 2009 calendar year.

I agree that everything submitted will be accurate and complete. If deadlines are not met and/or information provided is not accurate, I understand my chapter may face loss of privileges and/or recognition from the OFSL.

Chapter: _____

Date: _____

Print Name: _____

Signature: _____

President's Letter of Understanding must be signed and turned into the Office of Fraternity and Sorority Life by Friday, January 23, 2009.

President's Letter of Understanding Fall 2009

As president of my chapter, I verify that I have read and understand all components of the Project Arête Accreditation Program. I commit that my chapter will meet the deadlines listed for each component in order to keep our organization in good standing during the 2009 calendar year.

I agree that everything submitted will be accurate and complete. If deadlines are not met and/or information provided is not accurate, I understand my chapter may face loss of privileges and/or recognition from the OFSL.

Chapter: _____

Date: _____

Print Name: _____

Signature: _____

President's Letter of Understanding must be signed and turned into the Office of Fraternity and Sorority Life by Friday, September 4, 2009.

Tips for Completion

- Keep track of criteria completion throughout the year, even when materials aren't due. This program has a variety of due dates, but keep in mind that most materials will be collected at the end of the calendar year (December). Because Project Arête recognizes efforts throughout the year the work you did in February is just as important as what you did in November. Keep ALL records and materials in the accreditation binder and add to it immediately after an event or program throughout the year to ensure materials are not lost or misplaced over time. You will find you have an excellent record of the great things your chapter has accomplished! These materials can be helpful for your inter/national accreditation program as well.
- If you are a chapter that transitions officers at the end of each academic year (April-May), ensure that Project Arête is a part of your transition process. New officers will need to understand the program to ensure your chapter continues to be successful in meeting and tracking accreditation criteria throughout the calendar year.
- Delegate! The chapter president should not be solely responsible for making sure criteria are completed and successfully documented. Various officers and chapter members should be aware of the program and its requirements and help document the chapter's efforts. For instance, the scholarship officer should be responsible (in part) for documenting and tracking the criteria in the Academic Achievement section of the Project Arête Program.
- Discuss your chapter's Project Arête progress with the whole chapter. Every member should buy in to this process and is responsible for the chapter's success – just like everyone in the chapter will bear potential consequences for not meeting basic expectations. Spend time at chapter meetings discussing the program and outlining the chapters' plans to meet the expectations set up in the program. Invite chapter members to help with various components of the chapter's efforts.
- Set goals as a chapter. What is realistic for your chapter to accomplish? How can your chapter step up their efforts? Discuss the areas in which you are already successful and those in which you can improve. Setting goals and making those goals widely known will help your chapter understand where to place efforts appropriately and invite all chapter members into the process. Remember, goals should always be **SMART**:
 - **Specific** (who/what/when/where/why?)
 - **Measurable** (*how* will you know when it's completed?)
 - **Attainable** (*can* you do it?)
 - **Relevant** (*should* you do it – based on your values and vision?)
 - **Time-Bound** (realistic timeframe to complete each step of the goal)

Master Calendar for Due Dates

All documentation for the following accreditation criteria will due by Friday, December 11, 2009 at 12:00pm in the binder provided, unless listed below or stated otherwise in the criteria.

Spring 2009 Semester

President's Letter of Understanding due Friday, January 23, 2009

Submissions due Friday, January 30, 2009:

- ◇ Roster submission/update via ICS or Excel
- ◇ Chapter calendar including all chapter activities, meetings, and events
- ◇ New Member Education calendar/ program
- ◇ Anti-Hazing Contract

Within 2 weeks from the start of New Member Education period:

- ◇ Update of rosters to include new members
- ◇ New Members Rights and Responsibilities

Snapshot Meeting must be completed by Friday, February 27, 2009

Action Plan must be submitted within 3 weeks after completing Snapshot Meeting.

Due date: _____ (Determined during snapshot meeting)

Fall 2009 Semester

President's Letter of Understanding, due Friday, September 4, 2009

Submissions due Friday, September 11, 2009:

- ◇ Roster submission/ update via ICS or Excel
- ◇ Chapter calendar including all chapter activities, meetings, and events
- ◇ New Member Education calendar/ program
- ◇ Anti-Hazing Contract

Within 2 weeks from the start of New Member Education period:

- ◇ Update of rosters to include new members
- ◇ New Members Rights and Responsibilities

Snapshot Meeting must be completed by Friday, October 2, 2009

Program Requirement Planning Guide

Requirement	Program/ Event 1	Program/ Event 2	Program/ Event 3	Program/ Event 4
One event/ program annually to support faculty relations				
Two programs annually to develop members academically.				
One program/ initiative to help develop new members academically (Spring)				
One program/ initiative to help develop new members academically (Fall)				
Two risk management programs/ workshops annually w/ outside presenter				
Three alcohol free sisterhood/ brotherhood activities each semester (Spring)				
Three alcohol free sisterhood/ brotherhood activities each semester (Fall)				
Four educational programs annually with an outside speaker				
One ritual awareness/ education workshop annually				
One service event per semester (Spring)				
One service event per semester (Fall)				
One philanthropy event annually				
One alumni event annually				
One event annually for parents				

Note: The unshaded boxes indicate the minimum requirements for programs or events. If you do more than the minimum, please record these additional programs in the shaded boxes and document accordingly in the appropriate criteria sections.

Academic Achievement (52 Points)

Academic achievement is a pillar of UConn's Greek community, and each chapter should demonstrate how they support the academic mission of the University. It is an expectation that every chapter develop programming and opportunities for individual members to become academically successful. A strong scholarship program includes both recognition and accountability measures and develops innovative ways to help member live out their membership obligation of academic achievement and commitment to learning.

A. Academic Support

1. Chapter has an academic chair or someone in a similar capacity to promote academics in the chapter. (2 points)
____ Documentation: Provide the name and contact information of the officer as well as the officer's job description as well as officer goals.
2. Chapter has a written academic plan that shows how members are supported and held accountable with minimum GPA requirements listed. (10 points)
____ Documentation: Provide a copy of the academic plan. The plan should include requirements and support for both new members and initiated members. This may include study hours, academic workshops, mentoring/tutoring systems, positive and negative incentives, etc. The plan should address how members are held accountable if they do not meet the GPA requirements of the group as well as what the GPA requirements are to hold office.
3. Chapter has a Faculty/Staff Advisor from the University of Connecticut that will help support their academic initiatives. (4 points)
____ Documentation: Faculty/ Staff Advisor will submit a letter of support on behalf of the chapter to be included with the yearly accreditation report. The letter should detail scope and frequency of communication and interaction. All letters of support are outlined under the Forms tab, number 8, on page 16.
4. Chapter will plan/organize at least one event/program annually to support faculty relations. This may include an event during family weekend, a newsletter, faculty appreciation events, etc. (4 points)
____ Documentation: Provide a copy of the event/program, attendance list, invitation, newsletter, etc.
5. Chapter will host at least two programs in the calendar year that help develop all members academically. At least 50% of the chapter should be in attendance. (4 points/program = 8 total)
____ Documentation: Provide an agenda or documentation of the event as well as the attendance list. Possible topics for these programs may include time management, study skills, etc.
6. Chapter hosts at least one program/initiative in the semester(s) in which new members are recruited that helps develop new members academically. (2 points/semester = 4 total)

____ Documentation: Provide an agenda for the program or indication that the program/initiative occurred in the new member program outline.

B. Academic Performance

1. Chapter will achieve a chapter GPA that is at or above the all women's (sororities) or men's (fraternities) GPA each semester. (10 points/semester = 20 total)

____ Documentation: Grade reports are based on rosters and are calculated and provided by the OFSL.

Chapter Management (40 Points)

Chapters must complete all aspects of the Project Arête Accreditation Program. A high-performing chapter is one that is attentive to detail in all areas of chapter operations on campus.

A. Accreditation

1. Attend Snapshot meetings with OFSL staff each semester. (2 points/semester = 4 total)
____ Documentation: OFSL will confirm that this is completed
Spring 2009: must be completed by Friday, February 27, 2009
Fall 2009: must be completed by Friday, October 2, 2009
2. No more than three weeks after the Spring Snapshot meeting, chapter submits Goals/Action Plan to the OFSL detailing chapter goals for the year. Review progress at Fall Snapshot meeting. (4 points)
____ Documentation:
 - a. Submit goals to OFSL: A template for the Action Plan can be found at <http://www.greeklife.uconn.edu/forms.html> under Project Arête Accreditation Program. Due within 3 weeks from the completion of the snapshot meeting.
 - b. In December, submit short narrative (250 words or less) explaining how goals in the Action Plan were addressed and detailing progress made.

B. Chapter Operations

1. Membership rosters are submitted via ICS or Excel at least once each semester, by the end of the second week of classes. Updates are made when membership changes (new members added; members resign, are expelled, or transfer, etc.) Instructions for rosters can be found under tab 8 titled forms, starting on page 2. (2 points/semester = 4 total)
____ Documentation: OFSL will confirm that this is completed.
Spring 2009: updates/ submissions due by Friday, January 30, 2009
Fall 2009: updates/ submissions due by September 11, 2009
2. Chapter is registered with Student Activities – Involvement Office and in compliance with SOLID requirements by the end of the second week of classes each semester in which their officers transition. (2 points/semester = 4 total)
____ Documentation: Print page from Student Activities website showing organization’s listing: <http://www.studentactivities.uconn.edu/vdStuOrg/>.
3. Updated Constitution and Chapter Bylaws are on file with the OFSL. (2 points)
____ Documentation: Submit this to the OFSL annually in binder.
4. Current copy of the organization’s insurance certificate, including naming “University of Connecticut” as additional insured, is filed with the OFSL annually. (2 points)
____ Documentation: Submit this to the OFSL annually in binder.
5. Calendar is submitted at the beginning of each semester and includes all chapter activities, meetings, and events. (2 points/semester = 4 total)

____ Documentation: Submit calendar and short narrative (100 words or less) explaining how the activities reflect the chapter's values and priorities.

Spring 2009: Due by Friday, January 30, 2009

Fall 2009: Due by Friday, September 11, 2009

C. Housing (if applicable)

Chapters with housing have a special duty to ensure the safety of members and guests, cleanliness of the chapter house, and contribute to the goal of Greek community.

1. Chapter will meet Husky Village Contract requirements, including:

- a. Attend House Manager Training every semester. (2 points/semester = 4 total)
- b. Maintain 100% occupancy each semester. (2 points/semester = 4 total)
- c. Maintain the required balance in their deposit account, and replenish account if charged for any vacancies or damage. (2 points)

____ Documentation: Submit short narrative (100 words or less) explaining how the chapter meets the above expectations and contributes to the goal of Greek community in Husky Village. Residential Life and OFSL will verify that the chapter meets the expectations.

D. Financial Management

Chapters with strong financial management systems are able to balance their budget and remain fiscally solvent.

1. Chapter creates and maintains an annual budget for all finances. (2 points)

____ Documentation: Submit budget and short narrative (100 words or less) explaining how the expenses reflect the chapter's values and priorities.

- a. If national policies restrict sharing of the budget, a letter from the headquarters (or alumni/graduate chapter) referencing that policy and confirming financial good standing of the chapter may be submitted instead.

2. Chapter is current with its inter/national headquarters payments. (2 points)

____ Documentation: Letter from headquarters confirming financial good standing of the chapter must be submitted. All letters of support are outlined under the Forms tab, number 8, on page 16.

3. Chapter pays governing council dues on time every semester. (2 points)

____ Documentation: OFSL confirms this with the respective council in December during each accreditation year.

Recruitment and Retention (36 Points)

A. Recruitment

Recruitment is an important and necessary area for every chapter to participate in as an undergraduate chapter. Chapters should be intentional in how they recruit members in order to maintain quality membership.

1. Submit a Recruitment/Intake Action Plan. (8 points)

____ Documentation: This detailed plan will include the chapter's intentions and approach in recruiting new members. This plan should include specific plans to continue the process in the future. Explain how the chapter's recruitment process incorporates the values of the organization.

B. New Member Education/Program

Following the recruitment period new member education is intended to provide new members with knowledge and information. This period is a time where new members are oriented to the history, values and culture of the organization and the chapter, as well as the UConn Greek community.

1. Submit New Member Calendar/Program. (4 points/semester = 8 total)

____ Documentation: The new member calendar and program is submitted to the OFSL in the chapter's own format. This is the detailed "course syllabus" for the new member program, with specific dates and topics addressed. For culturally-based groups, the Intake process is often inclusive of both the recruitment and education of new members. The new member period will not exceed 8 weeks as required by the OFSL. Any exceptions must be requested in writing at least two weeks prior to the end of the 8 week period, to the OFSL and the respective inter/national headquarters for approval.
Spring 2009: Due by Friday, January 30, 2009
Fall 2009: Due by Friday, September 11, 2009

2. Sign and return Anti-Hazing Contract. (2 points/semester = 4 total)

____ Documentation: Submit signed Anti-Hazing Contract. This will be kept on file in the OFSL but the chapter should keep a copy as well.
Spring 2009: Due by Friday, January 30, 2009 (Tab 8, page 6)
Fall 2009: Due by Friday, September 11, 2009 (Tab 8, page 11)

3. Sign and return New Member Rights & Responsibilities. (2 points/semester = 4 total)

____ Documentation: Submit signed New Member Rights & Responsibilities form. This will be kept on file in the OFSL but the chapter should keep a copy as well.
Spring 2009: Due within 2 weeks from the start of the New Member Education period.
(Tab 8, page 8)
Fall 2009: Due within 2 weeks from the start of the New Member Education period.
(Tab 8, page 13)

4. 90% cumulative attendance at the fall and spring Greek 101 programs. (2 points)

____ Documentation: Attendance will be taken by Order of Omega and confirmed by the OFSL.

5. 75% of new members are initiated each semester the organization takes new members. (2 points/semester = 4 total)

____ Documentation: Each chapter will maintain 75% of their new member class from the extension of invitations (bids) through initiation.

6. New members must be added to the chapter's roster via ICS or Excel with all required information complete. Roster submission information can be found under Forms (Tab 8) starting on page 2. (2 points/semester = 4 total)

____ Documentation: OFSL will verify that this is completed.

Spring 2009: Due within 2 weeks from the start of the new member education process

Fall 2009: Due within 2 weeks from the start of the new member education process

C. Membership

In addition to bringing members into each chapter and providing them with support and education it is important to support and retain members currently in the chapter. In order to maintain involvement with seniors please consider the following when coordinating events.

1. Member Retention. (2 points)

____ Documentation: A short narrative (250 words or less) should be submitted on how the chapter remains relevant and engages all members in chapter events, activities, and education.

Membership Development (86 Points)

A. Risk Reduction and Management

An excellent chapter places a strong emphasis on risk management and reduction and adherence to their own inter/national policies, those of UConn, and Connecticut state law. Chapters should strive to keep their members and guests safe and continually work to provide a well-balanced membership experience that includes responsible events and programming.

1. Chapter appoints/elects a risk management officer. (2 points)
___ Documentation: Provide the name and contact information of the officer as well as the officer's job description and officer goals.
2. Chapter submits risk management policy to the OFSL annually. (2 points)
___ Documentation: Print and submit inter/national risk management policy. This will be kept on file in the OFSL but the chapter should keep a copy as well.
3. Each semester the chapter sends representatives to the risk management/social event roundtable to understand event planning and the alcohol event notification process. (2 points/semester = 4 total)
___ Documentation: OFSL will provide confirmation that representatives attended the roundtable.
4. Chapter conducts at least two risk management programs/workshops involving an outside presenter each year with at least 50% attendance. (4 points/program = 8 total)
___ Documentation: Provide the dates, names of presenters, attendance, and a description of the program. These programs can be about risk-related issues in general, and do not need to focus specifically on alcohol and/or drugs.
5. Chapter has not been found responsible for violating any policies of the governing council during the accreditation period. (2 points)
___ Documentation: Council will provide letter confirming good standing. If chapter has been found in violation of governing council policies, they should submit a brief narrative (250 words maximum) detailing the incident and what the chapter has done as a result.
6. Chapter has not been found responsible for violating any UConn Student Code of Conduct or OFSL policies, including the Alcohol Event Notification Process, during the accreditation period. (2 points)
___ Documentation: OFSL and Community Standards will confirm any violations. If chapter has been found in violation of OFSL policies or the UConn Student Code of Conduct, they will submit a brief narrative (250 words maximum) detailing the incident(s) and what the chapter has done as a result.
7. Chapter has not been found responsible for violating any policies of their inter/national organization during the accreditation period. (2 points)
___ Documentation: Submit a letter from the inter/national headquarters confirming that the chapter is in good standing. If chapter has been found in violation of their

organization's policies, chapter will submit a brief narrative (250 words or less) detailing the incident(s) and what the chapter has done as a result.

B. Chapter Standards and Member Accountability

Chapters have the right and obligation to hold individual members accountable for organizational policies and standards. Excellent chapters have strong systems established for educating new and active members on member expectations and holding members accountable to those expectations. Chapters with fully functioning self-governance are those chapters that successfully uphold their values and ideals and continually help members live out their membership obligations.

1. Chapter has functioning standards/judicial board. (4 points)

___ Documentation: Provide the names of the members of this board as well as a description of the role and responsibilities of this board.

2. Chapter members are aware of member expectations (academic, behavior, etc.). (2 points)

___ Documentation: Provide a description of how members are educated. Feel free to attach any documentation of resources that are shared with each member (bylaws, social contract, etc.).

3. Please provide a narrative response addressing your chapter's efforts to address and reduce the number/percentage of individuals with a conduct history at UConn. (2 points)

___ Documentation: Narrative response should be submitted (250 words or less).

C. Leadership Development

Leadership development is a pillar of the Greek community and chapters should work diligently to help their members develop leadership skills through programming and opportunities as well as encourage participation in inter/national headquarters and OFSL provided opportunities.

1. Chapter is engaged and active with their inter/national organization. This may include regular communication with the organization and attendance at inter/national conventions, leadership schools, regional conferences and other sponsored leadership opportunities. (3 points)

___ Documentation: Submit a brief narrative response (100 words or less) describing this relationship and engagement. Separately list any names of members that have attended conferences or programs listed above. These should be verifiable with your inter/national organization.

2. Chapter sends required number of participants to the Greek Emerging Leader Conference each spring semester. (2 points)

___ Documentation: OFSL will confirm chapter's participation in the conference.

3. Chapter president attends Presidents Workshop each January. (2 points)

___ Documentation: OFSL will confirm chapter president attended the workshop.

4. Chapter holds an annual officer transition program. (2 points)

___ Documentation: Provide the date of the program with a brief description of what occurred and who was present. Please attach a copy of the agenda for the transition.

D. Membership Education & Development

Education does not end at initiation. Many organizations focus all their educational initiatives on new members without considering that active membership makes up a majority of the chapter and deserve and need continuing education as well. A strong chapter recognizes this and works to provide valuable educational experiences throughout an individual's membership experience.

1. Chapter elects or appoints an officer in the chapter responsible for maintaining and building sisterhood/brotherhood. (2 points)
___ Documentation: Provide the name and contact information of the officer as well as the officer's job description and officer goals.
2. Chapter elects or appoints an officer in the chapter responsible for member education (not just new member education). (2 points)
___ Documentation: Provide the name and contact information of the officer as well as the officer's job description and officer goals.
3. Chapter holds at least six alcohol-free sisterhood/brotherhood activities each year with at least 50% of the chapter in attendance at each event. Examples of these events may include chapter retreats, community outings, etc. but should not include events counted for other areas of this program (such as community service events). (2 points/event = 12 total)
___ Documentation: Provide the date, attendance, and a description of the alcohol-free activities.
4. Chapter hosts or attends at least four educational programs with an outside speaker each year with at least 50% attendance at each event. (3 points/event = 12 total)
___ Documentation: Provide the date, attendance, and a description of each program. At least one of these programs should focus on a cultural issue or diversity and one on health and wellness related topics. These four programs do not include the risk management-related programs discussed above, but may include Greek community-wide speakers/programs at which 50% of the chapter is in attendance.
5. Chapter has an annual recognition program for its members. (3 points)
___ Documentation: Provide a brief narrative (100 words maximum) describing the recognition program and attach any relevant materials.
6. Chapter has a system for engaging senior members and providing compelling opportunities for them to stay involved. (3 points)
___ Documentation: Provide a brief narrative (100 words maximum) describing the engagement of seniors and attach any relevant materials.

E. Ritual

Ritual is what binds all members of a fraternity or sorority together, and it is an expectation that chapters work to accurately and regularly perform their ritual. Ritual services are an opportunity to reengage and educate members in the purpose and values of the organization and should be a time of reflection.

1. Chapter has an officer whose responsibilities include conducting ritual, educating members on ritual, and ensuring ritual paraphernalia is in good working order and is secure. (2 points)
____ Documentation: Provide the name and contact information of the officer as well as the officer's job description and officer goals.
2. Chapter performs ritual services at least four times annually. (2 points/service = 8 total)
____ Documentation: Provide the names of the ceremonies (officer installation, pledging, initiation, etc.) and the dates they were performed.
3. Chapter has at least one ritual awareness/education workshop or program annually. At least 75% of the chapter should be in attendance. (3 points)
____ Documentation: Provide the date and a brief description of the workshop as well as an attendance list.

Campus and Community Involvement (30 Points)

A. Community Service

Through community service, chapter members give of their time and services to enhance their community. Community service may include volunteering at a homeless shelter, participating in an alternative break trip through Community Outreach, or coordinating a park clean-up.

1. Elected position within the chapter who focuses on coordinating community service opportunities. (2 points)
____ Documentation: A position description and officer goals should be submitted outlining the officer's vision for the year.
2. Minimum of five community service hours per semester per member. (2 points/semester = 4 total)
____ Documentation: The chapter should track the individual member's hours and submit to the office the cumulative hours listed by individual. Provide a 100 word narrative how the chapter will approach members who do not meet this requirement.
3. Chapter organizes one service event per semester. The hours members attend the event will *not* be included in the five service hours they should accomplish as an individual. (2 points/semester = 4 total)
____ Documentation: The agenda, attendance list, flyers and any other documentation regarding the event should be provided among documentation.

B. Philanthropy

Philanthropy is the act of providing tangible gifts or contributions to a cause. Every organization and many governing councils have a cause that they raise money for throughout an academic year. This organization may be identified through a national organization or a cause that the local chapter feels strongly about. It is important for our members to contribute to groups and organizations who need assistance.

1. Elected position within the chapter who focus on coordinating philanthropy opportunities. (2 points)
____ Documentation: A position description and officer goals should be submitted outlining the officer's vision for the year.
2. Chapter raises \$15 per member per year through chapter sponsored philanthropy events (4 points)
____ Documentation: The name of the cause and a copy of the check submitted to the cause or verification of its receipt should be submitted. The name(s), date(s), and location(s) of the event(s) in addition to flyers, agendas, program outlines, attendance lists or any other documentation used during event (s) should be submitted.

C. Campus Involvement

Fraternity and sorority members are involved in a number of ways throughout the UConn community; this may be through the Cultural Centers, Community Outreach, Residential Life, the Visitor's Center, SUBOG, and other student organizations or departments. This involvement

provides students, faculty, and staff with an understanding of what it means to be a fully engaged fraternity or sorority member at the University of Connecticut.

1. 75% of the chapter membership is involved in organizations outside of the groups which fall under the OFSL's purview. (2 points/semester = 4 total)

____ Documentation: Submit two member rosters (Spring 2009 and Fall 2009) listing what other groups they are involved in. This may include any positions they hold within these organizations.

D. Greek Involvement

As important as it is for our members to reach out to the university community it is equally important that they have a presence among their fraternity and sorority peers. This can be accomplished by attending events such as president's forums and retreats.

1. 100% attendance to President Forums. (4 points)

____ Documentation: Attendance will be taken by the Office of Fraternity and Sorority Life. If president is unable to attend someone else should attend in his or her place.

2. Chapter is committed to the improvement of the fraternity and sorority community as a whole and takes active measures to work with other organizations. (4 points)

____ Documentation: Submit a written summary (500 words or less) which addresses the following: a) which other fraternity or sorority has lived their values by assisting your chapter over the course of the year, and b) how has your chapter assisted another fraternity or sorority over the course of the year.

3. Chapter members have applied for or been elected to a leadership position in a Greek leadership organization (Order of Omega, GAMMA, governing councils, HuskyTHON, committees, etc.). (2 points)

____ Documentation: Provide a list of who has applied and who has been elected to the positions listed above. Information should be verifiable by OFSL.

External Relations (20 Points)

It is important for each chapter to have a positive image with its various publics, including the inter/national organization, alumni, parents, and community members. Chapters should be proactive in disseminating accurate and positive information about the UConn Greek experience.

A. Inter/National Organization

1. Chapter will have a Chapter Advisor who will assist with organizational development, continuity, and ensure compliance with UConn and inter/national policies. (4 points)
____Documentation: Submit a letter of support from the Chapter Advisor documenting the scope and frequency of their involvement. All letters of support are outlined under the Forms tab, number 8, on page 16.
2. Chapter will sponsor at least one event for alumni annually. (3 points)
____Documentation: Chapter will submit a copy of the invitation for the event, at least two photos for the event, and provide a brief narrative no more than 100 words describing the event.
3. Chapter will create a newsletter at least once a year for the distribution to alumni/ae/parents/administrators about chapter operations and highlights. (2 points)
____Documentation: Chapter will submit a copy of newsletters that were distributed with a list of recipients.

B. University of Connecticut

1. Chapter provides at least one article for the OFSL monthly newsletter annually. (2 points)
____Documentation: Submit a copy of the newsletter that included the article.
2. Solicit campus media to cover an event or feature chapter at least once annually. (2 points)
____Documentation: Chapter will submit a copy of the article that appeared in the paper/magazine, the press release submitted, or some other demonstration of the communication with one of these groups.
3. Chapter has a local website with current information and appropriate content. (2 points)
____Documentation: Submit the URL and a printout of the site's main page.
4. Chapter host at least one event annually for parents. (3 points)
____Documentation: Chapter will submit a copy of the invitation, a list of those invited, those who attended, at least two pictures from the event, and a short narrative (250 words or less) describing the event.
5. Chapter has marketing pieces that accurately represents values of their organization (website, t-shirts, event posters, recruitment flyers, etc.). (2 points)
____Documentation: Submit copies/pictures/screen shots of all marketing pieces used during the year. These materials (as well as anything brought to the attention of the OFSL) will be considered in determining fulfillment of this requirement.