

Standards of Excellence

2017-2018

**Background**

The fraternity and sorority community at California State University, San Bernardino has had a long and rich history, dating back to 1986. Since that time, fraternities and sororities have had a continued and active presence on campus. The University is supportive of the goals and ideals of the fraternity and sorority community, which complement the mission of the institution. These ideals include academic achievement, personal development, leadership, campus involvement, community service and civic responsibility and responsible social conduct. Through the Standards of Excellence, fraternities and sororities are evaluated in order to remain recognized organizations in good standing and be eligible for university and council awards. Each standard sets the minimum expectations for fraternities and sororities to abide by and exceed.

**Standards Assessment Tool**

At the conclusion of each academic year, chapters will be required to turn in the Standards Assessment Tool (SAT), which outlines the chapter’s accomplishments of the Standards of Excellence along with qualifying documentation. The SAT will indicate which documentation the chapter is responsible to provide and which will be provided by the Office of Student Engagement. After the completed SATs are turned in, a chapter leader will meet with an OSE staff member for review and scoring. Scored SATs will be used as the foundation for SOE awards. Chapters will receive an audit report detailing scores in addition to items of strength and areas for improvement. The audit report will also issue the formal recognition level achieved by the chapter. The audit will be available after the Fraternity and Sorority Banquet at the end of Spring quarter.

**SAT Scoring**

Points awarded for the standards reflect a comprehensive picture of a fraternity or sorority chapter. Office of Student Engagement (OSE) staff will utilize the following point system to score chapters.

No Points - Chapter did not prove they met the standard

Partial Points - Chapter partially met the standard or documentation was questionable and chapter will receive only ½ of available points.

Full Points - Chapter fully met the standard and provided adequate documentation

NOTE: Points will ***NOT*** be awarded for any standards that were met as a result of requirements from a sanction

**Timeline**

The Standards of Excellence will be a year long assessment and recognition tool for the CSUSB fraternity and sorority community. The chapter is responsible to collect documentation to prove they have met the standards; except where information in the SAT indicates that it will be provided by OSE

**Chapters must submit the SAT and all documentation by May 7, 2018.**

* Chapters who do not submit a completed SAT by this date will automatically be placed on probation until the SAT is turned in. ***Probation includes no intramural participation, no room reservations, no access to ASI funds, and no participation in any on-campus events as a chapter.***
* Turning the SAT in late will result in the chapter being ineligible for SOE awards.
* Chapters that do not turn in an SAT by the end of the June 1, 2018 will be subject to loss of recognition by the Office of Student Engagement.

A copy of the Audit Report regarding chapter standing will be sent to headquarters/national board, advisor, and chapter president after the Fraternity and Sorority Banquet.

**Recognition of Achievements**

The standards reflect a tremendous amount of work on the part of chapter members, leaders, advisors and inter/national staff and volunteers. Chapters that meet these standards will be recognized at the Fraternity and Sorority Banquet each spring. The following point breakdown signifies the corresponding award that will be rewarded:

***Overall Standards Achievement***

90% of total points: Gold Award- Chapter of Excellence

80% of total points: Silver Award- Chapter of Achievement

70% of total points: Bronze Award- Chapter of Promise

50% or less of total points: Probationary Chapter

***Functional Area Achievement*** (i.e. Scholarship, Chapter Management, etc.)

80% of points in any given area: Certificate of Achievement

**Instructions & Helpful Hints**

The following information is provided to assist chapters in completing the Standards Assessment Tool (SAT). Please follow all instructions carefully to ensure the opportunity to receive full credit.

General:

* The 2017-2018 Standards of Excellence evaluates only events/programs/workshops/etc. that occur between September 1, 2017 and May 6, 2018.
* All chapters must complete the Standard Assessment Tool and upload it electronically using Orgsync.
* All SOE documents (Standard Assessment Tool/Documentation Forms) must be completed and submitted electronically to OSE by 11:59pm on Monday, May 7, 2018.
* Answer all questions to the best of your ability. Supply any and all supporting documents as requested in the Standards Assessment Tool. Utilize chapter records to complete your application.
* Please keep an electronic copy of submitted documentation and SAT for your records in case of discrepancies.
* Only events or activities sponsored and implemented by the chapter NOT events/policies, etc. sponsored solely by an (inter)national organization (except as specifically designated in criteria) will be considered.
* Students are expected to do all the work related to preparing the SAT and to accurately represent the work of their chapter. ***Successful advising of the SOE Program includes providing tips, offering suggestions, connecting students with support from OSE if necessary, challenging students to work in advance, and reviewing the application before submission.***

**Using Microsoft Word for the Standards Assessment Tool:**

• Begin by opening the SAT and immediately saving it to your computer using the following filename format: Organization name-SOE2018 (e.g DeltaDeltaDelta-SOE2018). This is the version of the file to complete and submit. If you skip this step, your responses will not save in the word form.

The packet can be found on the OSE website and in the Greek Life portal files on Orgsync.

• Use a PC to complete this document. Microsoft Word forms do not work correctly on a Mac.

**Completing the SOE:**

* There is a documentation form for each of the SOE categories. Be sure to complete and submit these forms via Orgsync.
* Read every criteria statement very carefully and respond to every criteria statement according to the instructions provided.
* Self-score each criteria to the level you feel your chapter has met/accomplished the specific criteria and provided documentation.

**About Documentation:**

* Nearly every criteria statement on the SAT requires documentation. All of the supporting documents should be submitted via org sync.
* Examples of supporting documents are: meeting minutes or agendas, thank you letters, photos, news articles, printed programs, program fliers, program evaluations, emails, letters, and so on.
* Documentation must provide evidence that programs were planned AND implemented.
* Joint programming and collaboration is preferred. However, documentation must clearly portray the level of involvement of the chapter, and that level of involvement should be equal to that of co-sponsors.
* Documentation for all responses is required in order to receive full credit. Some questions include directions about what constitutes documentation. Material specifically requested must be submitted to receive full credit for the response.
* The OSE staff has a limited amount of time to locate documentation. If the documentation is not well organized, the staff may not be able to locate the necessary information or give full credit for a response.

**Do’s & Don'ts**

**DO:**

* Use screen shots of relevant web-based pages as documentation.
* Provide sound rationale for N/A responses. If the chapter has made a conscious decision not to address the criteria, state this and provide a rationale. If the chapter cannot address it because of organization restrictions, limitations, or resources, please explain.
* Think in terms of proof. Ask yourself, "Does this documentation prove we met this criteria?"

**DON'T:**

* Retype the criteria form. Use the form as provided and all form fields can be typed in and saved.
* Include a complete set of governing documents (copy of the constitution, bylaws, etc.) every time the document needs to be referenced.
* Forget to submit documentation materials via org sync.
* Include website addresses as documentation.
* Assume a flier announcing an event is proof the event actually happened.

Standards of Excellence

Standards Assessment Tool

&

Self-Audit Rubric

Self-evaluate your chapter using the following scale:

No Points - Chapter did not prove they met the standard

Partial Points - Chapter partially met the standard or documentation was questionable and chapter will receive only ½ of available points.

Full Points - Chapter fully met the standard and provided adequate documentation

N/A – Not applicable

**Standard I: Academic Achievement**

Purpose: The educational mission of CSUSB is the key component to a strong fraternity and sorority community. It is expected that one of the main goals of fraternities and sororities should be to promote academic achievement. Chapters should provide an environment that facilitates studying and promotes academic achievement.

**Minimum Standards:**

| Choose an item. | 1. The chapter achieved at least a 2.5 term GPA for Spring 2017

**Documentation by Office of Student Engagement 5 Points** |  |
| --- | --- | --- |
| Choose an item. | 1. The chapter achieved at least a 2.5 term GPA for Fall 2017

**Documentation by Office of Student Engagement 5 Points** |  |
| Choose an item. | 1. The chapter achieved at least a 2.5 term GPA for Winter 2018

**Documentation by Office of Student Engagement 5 Points** |  |
| Choose an item. | 1. Academic Success Program - Submit a written academic success program for initiated and new members and demonstrate how the plan is being implemented. In order to receive the maximum points the following criteria must be included:
* The chapter identifies and has rewards and recognition for those members who excel academically.
* The chapter has individual member standards enforces minimum individual expectations for member academic performance.

**Documentation Orgsync : Academic Success Program 20 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The Chapter has minimum GPA standard that is enforced to hold executive office.

**Documentation by Office of Student Engagement 10 Points** |  |

**Merit Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The chapter GPA was above the All Greek Average for Spring 2017

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter GPA was above the All Greek Average for Fall 2017

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter GPA was above the All Greek Average for Winter 2018

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter GPA was above the All Undergraduate Average for Spring 2017

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter GPA was above the All Undergraduate Average for Fall 2017

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter GPA was above the All Undergraduate Average for Winter 2018

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends at least two (2) academic enhancement programs each year. Examples include: time management, campus academic resources, study skills, note taking strategies, etc.

**Documentation Orgsync : Event/Workshop Documentation Form 20 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors or co-sponsors at least two programs that promotes student/teaching faculty relations. This program could include:

- An invited speaker (teaching faculty member) to address the chapter.- Discussions led by a teaching faculty member. Social interaction for members of the chapter and members of the teaching faculty.**Documentation Orgsync : Event/Workshop Documentation Form 20 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |

**Bonus Standards:**

| Choose an item. | 1. The chapter achieved above a 3.0 GPA each quarter from Spring 2017-Winter 2018

**Documentation by Office of Student Engagement 15 Points** |  |
| --- | --- | --- |

**Standard II: Leadership & Engagement**

Purpose: Fraternities and sororities are structured as sub-organizations within the larger campus community. Common traditions such as Homecoming and Greek Week bind the community together and contribute to a thriving campus life. Involvement in campus life outside of fraternity and sorority life is highly encouraged. Involvement and engagement helps chapters fulfill their mission, and gives members the opportunity to learn from new experiences. One of the cornerstones of community involvement is allowing sorority and fraternity members to make use of their various talents and passions. Chapters embody this important component of our community by raising funds for charity, donating their time and by raising social awareness. These efforts are done to improve our communities both within and outside of the CSUSB campus.

**Minimum Standard:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The Chapter has a minimum of 25% of its membership involved in another student organization (non-fraternity or sorority related).

**Documentation Orgsync : Participation Student Organization and Campus Leadership Form 20 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sends required parties to regional/national leadership development activities and conferences each year.

**Documentation Orgsync : Leadership Programs and Conference Forms 15 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors or co-sponsors at least one (1) event each year that is designed to raise money or goods (Philanthropic) for a community agency.

**Documentation Orgsync : Volunteer Service and Philanthropy Documentation Form 10 Points**  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors or co-sponsors at least one (1) event each year that is designed to benefit a community service or agency though volunteer hours and hands-on work (community service).

**Documentation Orgsync : Volunteer Service and Philanthropy Documentation Form 10 Point** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter completes an average of five (5) hours of community service per member each year

**Documentation will be calculated by OSE based on the Volunteer Service and Philanthropy Documentation Forms submitted via Orgsync 10 Points** |  |

**Merit Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The chapter co-sponsors at least one (1) event/program with a non-Greek student organization each year.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter co-sponsors at least one (1) event/program with campus department each year.

**Documentation Orgsync : Event/Workshop Documentation Form** **10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter supports CSUSB athletics by attending at least one (1) athletic sporting events per year.

**Documentation Orgsync : Event/Workshop Documentation Form** **10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter partciaptes in at least (2) CSUSB events or programs where recruitment is not the focus. Examples include SMSU Program Board Events, Theater Arts Performances etc. Events where organizations table are excluded from this category.

**Documentation Orgsync : Event/Workshop Documentation Form** **20 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapters sponsors or cosponsors at least one (1) events open to all CSUSB students. In order to receive points is this category at least 1/3 of the event participants must be non-affiliated. Philanthropy & Recruitment Events are excluded in this section.

**Documentation Orgsync : Event/Workshop Documentation Form** **10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter has 10% of its membership in elected or appointed leadership positions in other student organizations (non-fraternity or sorority related).

**Documentation Orgsync : Participation Student Organization and Campus Leadership Form** **20 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter completes an average of ten (10) hours of community service per member each year

**Documentation will be calculated by OSE based on the Volunteer Service and Philanthropy Documentation Forms submitted via Orgsync 10 Points** |  |
| Choose an item. | 1. The chapter invites and has participation from non-affiliated students in their philanthropic and service events at least one (1) time per year.

**Documentation Orgsync : Volunteer Service and Philanthropy Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The Chapter has a minimum of 50% of its membership involved in another student organization (non-fraternity or sorority related).

**Documentation Orgsync : Participation Student Organization and Campus Leadership Form 15 Points** |  |
| Choose an item. | 1. The chapter hosts an event/program with another organization outside of their council in an effort to build positive relationships. Note to meet this standard PHC/ IFC organizations must host a program with an NPHC/ USFC organization.

**Documentation Orgsync : Event/Workshop Documentation Form** **10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |

**Bonus Standards:**

| Choose an item. | 1. The chapter has 10% of member(s) attend leadership conferences/workshops (ex. UIFI, Leadershape, AFLV, Campus Leadership conferences, etc.) either through chapter sponsorship (chapter pays for member(s) to attend); receiving a scholarship to attend; or the conference/workshop is free to attend. These conferences/workshops are in addition to those required by your inter/national organization or those hosted by OSE.

**Documentation Orgsync : Leadership Programs and Conference Forms 15 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| --- | --- | --- |
| Choose an item. | 1. The chapter receives a Presidents Volunteer Service Award through the Office of Community Engagement.

**Documentation by the Office of Community Engagement 15 Points** |  |
| Choose an item. | 1. The chapter co-sponsors an additional event/program with a non-Greek student organization each year.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |

**Standard III: Chapter Management & Self-Governance**

Purpose: In order to maintain a solid base of operation, each chapter should responsibly conduct its internal affairs. CSUSB values the autonomy of the undergraduate officers in their decision making skills that affect chapters now and in the future. However, as organizations that are guests at CSUSB and that also represent an Inter/National entity, each chapter should fulfill certain obligations. One of the central goals of the fraternity and sorority community is to further the development of its members. In order to achieve this, we must commit to promoting the leadership potential of members in all stages of their CSUSB experience. These highly educated and responsible leaders set an example through their efforts.

**Minimum Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The Chapter’s Constitution and/or By-laws are updated and ratified at least bi-annually with a copy submitted to OSE.

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter has an advisor (either alumni/graduate or faculty/staff) who attends at least one chapter or executive board meeting per month and maintains regular communication with the chapter.
* The Chapter Advisor must complete the Campus Security Authority Training and submit an annual Chapter Advisors Report Form.

**Documentation Chapter Advisors Report 20 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter maintains the minimum membership requirements for the university and/or governing council : IFC- 15, NPHC- 5, PHC- 10, USFC-5

**Documentation by the Office of Student Engagement 20 Points** |  |
| Choose an item. | 1. The chapter submits all recruitment paperwork (i.e. Grade Verifications, Intake/NME forms, rosters, etc.) as required.

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter has a written new member education program which is submitted to OSE at the beginning of the new member process.

**Documentation by Orgsync New Member Education Program 25 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. 75% of new members attend and complete the CSUSB New Member Education Conference

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (60% of membership) at least one (1) member development program each year for all members. Examples include: fraternal values, personal wellness, leadership development, stress management, diversity, self-defense, gender relations.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |

**Merit Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. Chapter President or designee attends quarterly president’s roundtable meetings

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. Chapter President or designee attends annual Greek Leadership Retreat

**Documentation by Office of Student Engagement 10 Points** |  |
| Choose an item. | 1. Chapter leadership meets quarterly with the CSUSB Greek Advisor to discuss chapter updates and goal progress.

**Documentation by Office of Student Engagement 15 Points** |  |
| Choose an item. | 1. The chapter retains 80% of new its new members from bidding/selection through initiation.

**Documentation by Office of Student Engagement 15 Points** |  |
| Choose an item. | 1. The chapter has a defined officer transition program.

**Documentation Orgsync: Officer Training & Transition Form 15 points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter conducts at least one (1) goal setting activity each quarter and established written goals and objectives. A chapter that conducts annual goals must review and report on goal progress each quarter.

**Documentation Orgsync: Goal Setting Form 30 points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (60% of membership) a second member development program each year for all members. Examples include: fraternal values, personal wellness, leadership development, stress management, diversity, self-defense, gender relations.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter has fiscal policies reviewed with members and annual or quarterly budget that is reviewed and approved annually by members of the organization.

**Documentation Orgsync : Chapter Financial Information Form 20 points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. 90% of new members attend and complete the CSUSB New Member Education Conference

**Documentation by Office of Student Engagement 15 Points** |  |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (50% of membership) a parent/family program each year which enables active members to connect with parents/families.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (50% of membership) an alumni/ae program each year which enables active members to connect with alumni/ae.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sends at least one (1) newsletter per year to both alumni and parents. This can either be the same newsletter distributed to each group or separate newsletters. The newsletters can be distributed via mail, electronically or at an alumni chapter meeting. Each chapter can decide which alumni are included. (New organizations without local alumni can receive full credit by mailing newsletters to parents only.)

**Documentation Orgsync : Newsletter /Routine Communication Form** | ***Requirement fulfilled by:******Date of Event:*** |

**Bonus Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The chapter has been recognized on the regional or inter/national level for achievements during the year.

**Documentation submitted from inter/national Organization to OSE.** |  |
| Choose an item. | 1. The chapter sponsors or co-sponsors a development program with a chapter from another council.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends a second parent/family program each year which enables active members to connect with parents/families.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends a second alumni/ae program each year which enables active members to connect with alumni/ae.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. Chapter has an article in the local or campus newspaper about an event or activity hosted by the chapter.

**Documentation Orgsync : Press Release 10 Points** | ***Requirement fulfilled by:******Date of Event:*** |

**Standard IV: Responsible Social Conduct**

Purpose: The fraternity and sorority community at CSUSB strives to provide a responsible and safe environment for its members and commits to participating in programs and events that promote healthy behavior and responsible decision making. Proactive risk management policies and education is the key to generating positive behaviors.

**Minimum Standards:**

|  |  |  |
| --- | --- | --- |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (75% of membership) at least one (1) anti-hazing education event/workshop each year.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter sponsors, co-sponsors, or attends (75% of membership) at least one (1) alcohol and other drug education event/workshop each year.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter conducts a quarterly alcohol-free social activity with another organization.

**Documentation Orgsync : Event/Workshop Documentation Form 30 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter is not charged with and found responsible for any violations of council, national, and university policy and/or local, state, federal law.

**Documentation by Office of Student Engagement 50 Points** |  |

**Merit Standards:**

| Choose an item. | 1. Risk Management Officer - The chapter has an elected/appointed risk management officer or other-named officer whose duties include, but are not limited to: coordinating risk management programs, overseeing social functions, being responsible for adherence to the university, local chapter, and (inter)national alcohol/social/risk management policies (if applicable) and fire code/safety compliance.

**Documentation by Office of Student Engagement 10 Points** |  |
| --- | --- | --- |
| Choose an item. | 1. Chapter Code of Conduct – Chapter has a written Code of Conduct or membership contract which includes member expectations regarding alcohol and drugs, hazing, fighting, and other risk management issues. The Code must be signed by every member annually and a copy of the University’s policies on Alcohol and Other Drugs and Hazing shall be attached to each member’s copy. It is also recommended that copies of the (inter)national organizations risk management policies also be attached, if applicable.

**Documentation Orgsync: Code of Conduct Form 10 Points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. The chapter has in place a written crisis management plan that each member is educated on, which is turned into OSE annually. The plan should include at least the following components:

-Contact information for chapter leadership, advisors, and national representatives- Chapter management plan including an order of succession- Media relations plan including who can speak to the media under what circumstances- Process to follow in the case of a death or serious illness- Process to follow in the case of a natural disaster**Documentation Orgsync: Crisis Plan Form 10 points** | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. At least two (2) chapter members attend CHOICES training.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points** | ***Requirement fulfilled by:******Date of Event:*** |

**Bonus Standards:**

| Choose an item. | 1. The chapter has operated without being charged with violations of the student code of conduct for two (2) consecutive years.

**Documentation by Office of Student Engagement 20 Points** |  |
| --- | --- | --- |
| Choose an item. | 1. Chapter facilitates CHOICES program with trained peer health educators.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |
| Choose an item. | 1. Chapter hosts an educational program on diversity/inclusion.

**Documentation Orgsync : Event/Workshop Documentation Form 10 Points****\* Standard can be combine with another requirement\***  | ***Requirement fulfilled by:******Date of Event:*** |