

Colorado State University

FRATERNITY AND SORORITY LIFE

Elevation

In Pursuit of Fraternal Excellence

2017-2018 Academic Year

Philosophy

The Office of Fraternity and Sorority Life believes each chapter has the opportunity to elevate their organization and collectively elevate the entire fraternity and sorority community through the continuous process of improvement. The Elevation accreditation program allows chapters the opportunity to determine the best pathway for their success. The program is not a 'one size fits all' model, but instead encourages CSU chapters to assess their current reality, determine goals to fit their individual needs, develop action plans to meet their established goals, and reflect on successes and opportunities for improvement. Chapters have the opportunity to continually grow and improve, achieving the goals they set for themselves in each of seven priority areas created to provide congruence with the commonly shared values of fraternities and sororities at CSU expressed in [the CLIMB](#). To remain recognized by the Office of Fraternity and Sorority Life, all chapters are required to complete each of the seven priority areas each year, including the submission of all requested forms and documentation. The seven priority areas include Academic Achievement, Harm Reduction, Philanthropy & Community Service, Membership Development, Membership Recruitment & Retention, Chapter Management, and External Relations. Chapters must also participate in the evaluation process that includes the [Elevation Reflection Video](#) and [End of Year Panels](#).

Results

The Elevation accreditation program operates on a points-possible system, meaning that all components have a value assigned to them and it is the chapter's responsibility to complete each component (as applicable) in a timely & thorough manner to receive credit.

- Chapters receiving 75% of available points or higher will be considered "accredited" by the Office of Fraternity and Sorority Life
- Chapters receiving less than 75% of available points will be considered "unaccredited" and must meet a set of expectations correlating to the number of years unaccredited. Failure to comply with the expectations listed will result in the chapter being unaccredited:
 - If a chapter is unaccredited for the first year, they will be considered "unaccredited first year" and are required to meet with a Chapter Advocate from the Office of Fraternity and Sorority Life three times per semester the following cycle.
 - If a chapter is unaccredited for a second consecutive year, they will be considered "unaccredited second year" and, in addition to meeting with the Chapter Advocate three times per semester, the chapter must also complete a chapter-wide Elevation education presentation presented by an Office of Fraternity and Sorority Life staff member within the first six weeks of the semester.
 - If a chapter is unaccredited three or more consecutive years, they will be considered "unaccredited in crisis" and, in addition to the meeting with the Chapter Advocate three times per semester and chapter-wide Elevation education presentation, the chapter must also adhere to a list of restricted privileges that may include participation in community-wide programming and hosting social events. Chapters have the opportunity to earn back some of these privileges upon midyear review by the Office of Fraternity and Sorority Life.

All results will be communicated by outcome letters following the cycle, and accreditation status is published on the Office of Fraternity and Sorority Life website.

Format

Each priority area includes several sections detailed below:

- Assessment: The chapter is asked to conduct an assessment to identify areas of strength and areas of improvement for the given priority area. The chapter should intentionally conduct the assessment in order

to understand their current reality and the needs of chapter members, which will allow the chapter to more accurately create chapter goals and an action plan for the priority area. Chapters should consider assessing current members' beliefs and experiences related to the area as well as external data points (e.g. GPA, chapter surveys, retention statistics, etc.). Following the assessment, chapters should utilize the results to establish chapter goals for improvement related to the priority area. Additionally, chapters should utilize chapter members, officers, advisors, and their inter/national organization for assistance in assessing the current reality in order to develop meaningful chapter goals.

- Action Plan: Based on the initial assessment and established goals, the chapter is asked to develop an action plan that outlines the steps the chapter will take to achieve their goals throughout the calendar year. The action plan should directly address the findings from the previously conducted assessment. The action plan can include expectations and programs provided by the chapters inter/national organization. Overall, the chapter's action plan should outline all steps the chapter will be taking to reach their goals related to the priority area, as well as dates for completion of action items, and how they will know if they have achieved the goals.
- Revisions to the Action Plan: At the beginning of the second semester, the chapter has the opportunity to submit any revisions to the action plan submitted in the previous semester. These revisions should take into consideration the chapter's updated plans, as well as modifications related to any learning or changes in chapter culture/behavior throughout the previous semester. If the chapter does not wish to revise their action plan, they can submit their original action plan with a short reflection on why the action plan was not revised.
- Reflection: Each priority area includes an opportunity for chapters to reflect on the action plan that was created and implemented over the calendar year. Chapters should consider what was successful and areas for future improvement. The chapter should identify recommendations for the future related to their efforts in that priority area. Ideally, the reflection is designed to assist the chapter's transition process from one officer to the next.
- FSL Expectations: The Office of Fraternity and Sorority Life expects that chapters will complete all requirements outlined of this section in each priority area by the listed deadlines.
- Outcomes: If chapters are successful and high performing in the given priority area, it is expected the chapter will achieve the outcomes outlined for each area.

Evaluation

The Office of Fraternity and Sorority Life will review the completion of Elevation accreditation materials, expectations, and outcomes as listed in each priority area. In addition, chapters must complete the following:

- Elevation Reflection Video: The chapter will submit an Elevation Reflection Video that describes the chapter's experience completing the elevation accreditation program. The video should not exceed seven minutes, and should review the priority areas highlighting their successes and areas of growth. The video is an integral component to the End of Year Panels, and failure to submit a video will prevent the chapter from being accredited.
- End of Year Panels: Each chapter is required to participate in the Elevation End of Year Panel process. These twenty-five minute panels are the culminating experience of the elevation cycle and allow the chapter to meet with faculty and staff members from around campus and discuss their progress, highlighting areas of success and continued growth. Failure to participate in the panels will prevent the chapter from being accredited.

2017-2018 Elevation Due Date Checklist

Elevation accreditation is awarded on both academic and calendar year cycles. The award period for academic year chapters runs from the Fall 2017 semester through the Spring 2018 semester. The Elevation accreditation program has the following due dates for academic year chapters.

September 1, 2017:

- [Chapter Facility Information Form](#) (if applicable)
- Chapter Live-In Roster (if applicable)
- [Chapter Roster Update](#)
- [Fall Chapter Contact Form](#)
- [Hazing Compliance Form](#)
- [Notice of Membership Intake/Recruitment Intent](#)
- [Priority Area Assessments](#)
- [Proof of Liability Insurance](#) (and updated as expired)
- [Risk Management Policy and Emergency Procedures](#)
- [Scholarship Plan](#) (Not required if the chapter meets/exceeds the respective all-women's or all-men's GPA in the previous semester.)
- [Web Update Form](#)

September 22, 2017

- [Priority Area Action Plans](#)

September 30, 2017:

- RamLink Student Organization Registration

October 13, 2017:

- Chapter President Check-In with OFSL Staff Liaison (Meetings cannot be scheduled to occur before September 11th, please schedule at least a week in advance to ensure staff schedules can accommodate the chapter)
- [Chapter Roster Update](#)

November 17, 2017:

- [Fraternity/Sorority 101 for New Members Form](#) (if applicable)

December 8, 2017:

- [Chapter Roster Update](#)
- [Fall Community Service and Philanthropy Report](#)
- [Fall Leadership Development Report](#)

January 2018:

- Attendance at the Fraternity & Sorority Leadership Institute

January 26, 2018:

- [Chapter Facility Information Form](#) (if applicable)
- Chapter Live-In Roster (if applicable)
- [Chapter Roster Update](#)
- [Hazing Compliance Form](#)
- [Notice of Membership Intake/Recruitment Intent](#)
- [Priority Area Action Plan Revisions](#)
- [Scholarship Plan](#) (Not required if the chapter meets/exceeds the respective all-women's or all-men's GPA in the previous semester.)
- [Spring Chapter Contact Form](#)
- [Web Update Form](#)

March 9, 2018:

- Chapter President Check-In with OFSL Staff Liaison (Meetings cannot be scheduled to occur before February 5th, please schedule at least a week in advance to ensure staff schedules can accommodate the chapter)
- [Chapter Roster Update](#)

April 20, 2018:

- [Elevation Reflection Video](#)
- [Fraternity/Sorority 101 for New Members Form](#) (if applicable)
- [Priority Area Reflections](#)

May 2- 3, 2018:

- [Elevation End of Year Panel](#)
- [FSL Awards Panels](#) (Optional)

May 4, 2018:

- [Chapter Roster Update](#)
- [Spring Community Service and Philanthropy Report](#)
- [Spring Leadership Development Report](#)

PRIORITY 1: ACADEMIC ACHIEVEMENT

The primary aim of fraternities and sororities is to assist members in their academic efforts. All chapters should actively work to support members in their academic efforts, promote lifelong learning, and create opportunities for growth and improvement related to academic excellence.

Assessment

At the beginning of each academic year the chapter evaluates their academic program, as well as their previous year's academic achievement, and sets goals for improvement. [10 points] *Documentation must include a written summary of the results of the assessment and chapter goals for improvement, and must be submitted using the Priority Plan Form. [Due September 1, 2017]*

Remember!

Academic goals for improvement should be both at the individual level, as well as the chapter level. In addition, all goals should be SMART: Specific, Measureable, Attainable, Relevant, and Timely.

Have you thought about this?

At the beginning of each semester, pull a group of relevant officers together to review the previous semester's academic achievement and the chapter's academic program. Look for trends, including strengths and areas of improvement. Discuss any changes needing to be made that will help the chapter reach its academic goals. Don't forget to take minutes to document what was discussed!

Action Plan

You've assessed the current state of your chapter's academic program and set goals to improve, but what is your step by step plan to achieving those goals? Following the completion of evaluation and goal setting, the chapter should develop the plan for achieving goals. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the Priority Plan Form. [Due September 22, 2017]*

What does Current Research Recommend?

Based on current research and best practices, we recommend having the following items in your chapter's academic program:

Academic Assistance Programs

- Programs for members who fail to meet academic requirements
- Procedures to monitor academic progress of members throughout semester
- Information, resources and strategies for improvement provided to members
- Academic Workshops related to academic skill building and/or post-collegiate planning that have been coordinated by, presented to, or attended by the chapter.
- Academic Recognition Programs
 - Individual recognition of members for academic excellence
 - Individual recognition of members for academic improvement
- Offering scholarships to members from local chapter, advisory board, inter/national organization and/or alumni organizations
- Academic Emphasis in New Member Program
 - New member meetings focused on academics
 - Procedures to monitor academic progress of new members
 - Information, resources and strategies for improvement provided to new members
- Faculty Involvement and Interaction with Chapter
 - Interaction with Chapter's Faculty/Staff Advisor
 - Academic mentoring/assistance provided by faculty
 - Recognition provided by chapter for faculty members

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- *In your reflection in this area the chapter should address how academic endeavors and outcomes reflect [Lifelong Learning & Critical Thinking](#) as well as [Meaning-Making & Purpose](#), particularly how the chapter strategized with the Office of Fraternity and Sorority Life and/or other campus partners to academically motivate members, support underperforming active and new members respectively, and how the chapter met or made meaning of not meeting chapter/council/(inter)national GPA expectations.*

FSL Expectations

- *The chapter submits a [Scholarship Plan](#) if they did not meet the respective all-women's or all-men's GPA in the previous semester. [5 points each semester] *Documentation includes the [Scholarship Plan](#) of the chapter, not to exceed three pages. [Due September 1, 2017 and January 26, 2018 respectively.]**

What should a Scholarship Plan include?
SMART Goals: All goals for the Scholarship Plan should be Specific, Measureable, Attainable, Relevant, and Timely.
Academic Performance: The plan should discuss how the chapter will create and encourage opportunities to raise individual GPAs.
Recognition: The Scholarship Plan should explain how academically successful members are recognized and how the chapter utilized incentives.

Outcomes

Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter's achievement of these outcomes is addressed in the reflection).

- *Chapter term GPA meets or exceeds the respective all-women's or all-men's GPA each semester. [10 points each semester]*
- *Chapter New Member Class term GPA meets or exceeds the all-university GPA each semester. [5 points each semester]*

PRIORITY 2: HARM REDUCTION

Harm Reduction is an important component of the fraternity and sorority experience. Harm reduction includes the promotion of a healthy lifestyle, understanding membership expectations, and the accountability measures associated with failure to meet them.

Assessment

At the beginning of each academic year the chapter conducts an assessment to identify the current needs of their harm reduction approach. This assessment should address three major areas: knowledge of chapter members surrounding policies/laws, effectiveness of enforcement and accountability strategies, and needs of the membership in the area of harm reduction. Based upon this assessment, the chapter should create goals for increasing chapter competencies in each of the areas throughout the academic year. [10 points] *Documentation must include a written summary of the results of the assessment for each of the three areas and chapter goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]*

What do we mean by the three major areas?

Knowledge of Policies: Do your members know the chapter, fraternity & sorority community, and University policies to which they are held accountable? Do they need some additional training in this area to increase their level of understanding?

Effectiveness of Enforcement and Accountability Strategies: Have/are you implementing your policies? Where could you do a better job? When members make poor decisions, are you using strategies to help them live up to chapter expectations?

Chapter Harm Reduction Needs: How can you help your members be safer? What are some areas in which they could benefit from more information so that they might make educated decisions? For example, are they aware of the effects of alcohol consumption? Or, could they benefit from stress reduction strategies? Would information on nutrition improve their overall health?

Action Plan

You've assessed the current state of your chapter's harm reduction efforts, and set goals to improve them, but what is your step by step plan to achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in each of the three areas. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the [Priority Plan Form](#). [Due September 22, 2017]*

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address any policy violation that occurred throughout the calendar year and specifically if they chose to reach out to the Office of Fraternity and Sorority Life and/or the inter/national organization prior to being found responsible to ask for help in areas in which chapter activities or procedures may be in conflict with policies in light of [Meaning Making & Purpose](#). Chapters should also reflect on how efforts in harm reduction reflect on [Building Coalitions and Connections](#), particularly on the well-being of members and challenge to elevate the status quo.

FSL Expectations

- The chapter submits its organization's proof of liability insurance to the Office of Fraternity and Sorority Life and provides updated proof if a certificate of insurance expires during the academic year using the [Liability Insurance Form](#). [2.5 points] *[Due September 1, 2017]*
- The chapter submits its organization's risk management policy and emergency procedures to the Office of Fraternity and Sorority Life using the [Risk Management & Emergency Procedures Form](#). [2.5 points] *[Due September 1, 2017]*
- The chapter submits the [Hazing Compliance Form](#) to the Office of Fraternity and Sorority Life each semester. [2.5 points per semester] *[Due September 1, 2017 and January 26, 2018 respectively]*

Outcomes

This outcome will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter's achievement of this outcome is addressed in the reflection).

- Chapter has not had any disciplinary action or violations of the [Joint Policy on Risk Management](#) or [CSU Student Code of Conduct](#) related to members' behavior or harm reduction concerns during the academic year. [10 points]
 - Chapters who are found responsible for violations of the policies listed above will lose the full 10 points. These chapters have the opportunity to earn back five points in this section by submitting a narrative, discussing what was learned from the violation and how the chapter has changed practices to address the behavior. This narrative should be included as part of the [Reflections](#) submission. *[Due April 20, 2018]*

PRIORITY 3: COMMUNITY SERVICE & PHILANTHROPY

Community service and philanthropy are important components of the fraternity and sorority experience. Community service includes the giving of our time and abilities to provide individuals or organizations with hands-on support. Philanthropy involves the raising of awareness and resources to assist with the mission of a charitable organization.

Assessment

At the beginning of each academic year the chapter conducts an assessment to identify the successes and current needs of both their community service and philanthropic areas. Based upon these assessments, the chapter should create goals for both areas. [10 points] *Documentation must include a summary of results of the assessment for both community service and philanthropy, and chapter goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]*

When assessing the area of philanthropy within your chapter, think **about...**

- What organization do the philanthropic efforts of your chapter support? Do your members know about the organization? Could they tell others about why it is important to your chapter?
- What type of event do you use to raise funds? Is it effective? Could something else raise more money?
- Do you raise awareness of the organization you're supporting while also raising funds? How could you better educate the participants of your philanthropy about what they're supporting?
- Are your members an active part of the planning or implementation of your philanthropy? How could you increase their level of involvement?
- What is the impact of supporting this organization on your chapter and its members?

When assessing the area of community service within your **chapter**, think **about...**

- How many and what type of service opportunities is your chapter planning? How many members participate in them?
- How many members do service independently?
- How many total hours of service are completed by your chapter? What is the average per semester?
- How many hours of community service are completed through independent activities versus chapter-sponsored opportunities?
- Did people like the opportunities the chapter planned, or would they rather give their time to other organizations?
- What is the impact of service to the community on your chapter and its members?
- Do you provide any hands on service for the organization you support philanthropically?

Action Plan

You've assessed the current state of your chapter's community service and philanthropic efforts, and set goals to improve them, but what is your step by step plan to achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in both of the areas. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the [Priority Plan Form](#). [Due September 22, 2017]*

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*

- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address key components of community service and philanthropy as it relates to [Change Agents](#), particularly how chapter members better understand social and systemic issues connected to philanthropy and service opportunities, and how engagement in the process of giving back to society will continue through individual actions after a member's time at CSU.

FSL Expectations

- The [Community Service and Philanthropy Report](#) is submitted on time each semester. [2.5 points each semester] *[Due November 17, 2017 and May 4, 2018 respectively]*
- The chapter participated in at least one University/Council-sponsored community service project each semester (e.g. CSUnity, Spring Fling, Cans Around the Oval, etc.). [2.5 points each semester] *[Verified by the Office of Fraternity and Sorority Life through the Community Service and Philanthropy Report]*
- The [Philanthropy Registration Form](#) is submitted correctly prior to all philanthropic activities sponsored by the chapter. [5 points] *[Verified by the Office of Fraternity and Sorority Life]*

Outcomes

Chapter does not need to submit documentation for the following. These outcomes will be verified by the Office of Fraternity and Sorority Life as indicated in the Community Service and Philanthropy Report (but please be sure the chapter's achievement of these outcomes is addressed in the reflection).

- The chapter donates money or goods to a cause that is meaningful to their organization. [5 points]
- The chapter gives their time through service. [5 points]

PRIORITY 4: MEMBERSHIP DEVELOPMENT

Developing members throughout their membership experience is a hallmark of fraternity and sorority involvement. Chapters should be working to identify ways to keep members engaged throughout their time in the chapter as well as develop leadership and skills through programming and education.

Assessment

At the beginning of each academic year the chapter conducts a needs assessment to determine elements of a leadership and membership development program that includes educational opportunities for members at each level of their membership (new member, active member, senior member). [10 points] *Documentation must include a written summary of the results of the evaluations and goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]*

Action Plan

You've assessed the current state of your membership development program and set goals to promote lifelong engagement with the organization and meet the needs of members at every stage of their membership experience. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of membership development. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the [Priority Plan Form](#). [Due September 22, 2017]*

A strong membership development plan should include the following:

- Developmental opportunities for members at all levels (first year students through graduating seniors).
- Provide a strong officer transition program to build skills and set goals for newly elected officers each term.
- Be a continuation of the new member/intake program to help the newest members seamlessly acclimate into the chapter.
- Educational programs on a wide range of topics to help members learn and grow as a result of their membership.
- Several brotherhood/sisterhood events.
- Encourage involvement in other on campus opportunities and the pursuit of leadership roles in those organizations.
- Assistance getting connected to external leadership programs like the President's Leadership Program, REAL Workshops, etc.
- Participation in leadership programs sponsored by the inter/national organization.
- Senior engagement that promotes involvement and provides education about lifelong membership in the organization.
- Provides ritual education to all members throughout the membership experience in promotion of the organization's values.

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address strategies and outcomes of membership development considering [Inclusivity & Social Justice](#), particularly how the chapter has engaged in the integration of diverse perspectives, the elimination of oppression, and personal investigation of identities and systems of injustice as it relates to the fraternity/sorority experience through conversations that occurred within the chapter or events the chapter attended.

FSL Expectations

- The chapter met attendance expectations at all OFSL-sponsored mandatory programs throughout the year, including new student move-in. [5 points] *[Verified by the Office of Fraternity and Sorority Life on an on-going basis]*
- The chapter submits the [Leadership Development Report](#) each semester to indicate member involvement in student and community organizations and to track leadership positions and participation. [2.5 points each semester] *[Due November 17, 2017 and May 4, 2018 respectively.]*

Outcomes

Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter's achievement of these outcomes is addressed in the reflection and through the chapter's Leadership Development Reports).

- Chapter members are engaged in campus and community opportunities as indicated on the Leadership Development Report. [5 points]
- The chapter engages with the inter/national organization. [5 points]
- The chapter provided intentional development for members at all levels. [5 points]

PRIORITY 5: MEMBERSHIP INTAKE/RECRUITMENT & NEW MEMBER RETENTION

The selection of new members and the ways in which fraternities and sororities educate and prepare these new members for a lifetime of involvement in a fraternity and sorority is the lifeblood of Greek organizations. Chapters should diligently examine when and how intake or recruitment is conducted as well as the practices by which interested members are prepared for membership.

Assessment

At the beginning of each academic year the chapter evaluates their membership intake/recruitment process and new member education program, as well as their previous semester's growth and new member retention metrics, and sets goals for improvement. [10 points] *Documentation must include a written summary of the results of the evaluations and goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]*

Action Plan *Documentation must be submitted using the [Priority Plan Form](#). [15 points] [Due September 22, 2017]*
The chapter has a documented Membership Intake/Recruitment Action Plan. *To be eligible for accreditation, documentation must include a written summary, no more than five pages, of the Chapter's Membership Intake/Recruitment Action Plan.*

What is a Membership Intake/Recruitment Action Plan?

This plan should describe the chapter's intentions and approach in attracting and recruiting new members. Explain how the chapter's recruitment or intake process incorporates the values of the organization. This is not simply submitting a copy of the inter/national organization's Recruitment/Intake program (although that can be included), but rather represents the chapter's specific plan to generate interest in membership continuously throughout the year.

The chapter has a documented New Member Education Program. *To be eligible for accreditation, documentation must include a written summary, no more than five pages, of the Chapter's New Member Education Program.*

Making the New Member Education Program Relevant!

This is not simply submitting a copy of your inter/national organization's New Member Education program (although that can be included), but rather represents the chapter's outline of your new member education program, with specific dates and topics addressed. We recommend including the following items:

- Length and format of program (e.g. weekly meetings, small group meetings)
- Education provided on expectations of membership
- Education provided on history and purpose of organization
- Education provided on hazing and risk management
- Resources and support provided for academic achievement
- Information on mentoring programs utilized

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address strategic initiatives and or conversations that considered [Inclusivity & Social Justice](#) as well as [Building Coalitions and Connections](#), particularly how the chapter gained awareness and acceptance of prospective and new members through personal investigation of identities, and progress involving new members' connections to campus resources, chapter networks, and CSU/Fort Collins that promote the welfare of the student in the collegiate experience and helping them feel like part of the community.

FSL Expectations

- The chapter submits the [Notice of Membership Intake/Recruitment Form](#). [5 points each semester]. *[Due September 1, 2017 and January 26, 2018 respectively]*
- Chapter hosts a Fraternity/Sorority 101 for New Members presentation and submits the [Fraternity/Sorority 101 for New Members Form](#) each semester the chapter has a new member class/line. [5 each semester] *[Due November 17, 2017 and April 20, 2018 respectively]*

Outcomes

Chapter does not need to submit documentation for the following. This criteria statement will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter's achievement of this outcome is addressed in the reflection).

- Chapter retains new members through their first semester of membership (Full points will be awarded for chapters retaining 90% or more of new members; half points will be awarded for chapters retaining at least 80% of new members) [5 points each semester]

PRIORITY 6: CHAPTER MANAGEMENT

A high-performing chapter is one that is attentive to detail in all areas of chapter operations on campus. A chapter that excels in the area of chapter management is organized, efficient, and timely.

Assessment

At the beginning of each academic year the chapter evaluates chapter management and sets goals for stronger operational management based on identified strengths and areas of improvement. [10 points] *Documentation must include a written summary of the results of the evaluations and goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]*

Chapter management includes the following:

- Financial management
- Chapter calendaring
- Chapter meetings and minutes
- Communication efforts
- Chapter document maintenance (bylaws, etc.)
- Housing (if applicable)
- Officer transition program

Action Plan

You've assessed the current state of your chapter management and set goals to promote better organization and efficiency. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of chapter management. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the [Priority Plan Form](#). [Due September 22, 2017]*

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address the commitment to [Lifelong Learning & Critical Thinking](#), particularly how current practices in chapter organization and management encourage sound decision-making, reflection on interests and passions of the chapter, and how the action plan designed new or maintained previous strategies with this in mind throughout the year.

FSL Expectations

Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life.

- The chapter president or designated representative attended the Fraternity and Sorority Leadership Institute in January 2018. [5 points]
- The chapter president or designated representative attended all Presidents Forums hosted by the Office of Fraternity & Sorority Life. [10 points]
- The chapter met with their OFSL Staff Liaison each semester. [2.5 points each semester]
- The chapter registers as a CSU student organization via RamLink [2.5 points] *[Verified by the Office of Fraternity and Sorority Life on September 30, 2017]*
- The chapter is in good financial standing with their respective governing council. [2.5 points]
- The chapter attended 90% of the council meetings for their respective council. [2.5 points]
- Chapter has a minimum of one active graduate/alumni/chapter advisor. [2.5 points]
- The chapter met attendance expectations at all programs in the Officer Workshop Series. [5 points each semester] *[Verified by the Office of Fraternity and Sorority Life on an on-going basis]*

Chapter should submit documentation for the following.

- The chapter provides regular [Chapter Roster Updates](#) each semester. [10 points] *[Fall 2017 Deadlines: September 1, 2017, October 13, 2017, and December 8, 2017; Spring 2018 Deadlines: January 26, 2018, March 9, 2018, and May 4, 2018]*
- The chapter submits the [Chapter Contact Form](#) to the Office of Fraternity and Sorority Life each semester. [2.5 points each semester] *[Due September 1, 2017 and January 26, 2018 respectively]*
- If applicable, the chapter submits the [Chapter Facility Form](#), including a copy of the Chapter's Live-In Membership Roster of members that live in the facility each semester. [2.5 points each semester] *[Due September 1, 2017 and January 26, 2018 respectively]*

Outcomes

Chapter does not need to submit documentation for the following (but please be sure the chapter's achievement of these outcomes is addressed in the reflection).

- The chapter is financially solvent. [2.5 points]
- The chapter practices sound document management and conducts regular and organized meetings. [2.5 points]
- The chapter practices effective officer transitions. [2.5 points]
- The chapter effectively manages a comprehensive chapter calendar. [2.5 points]

PRIORITY 7: EXTERNAL RELATIONS

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

Assessment

At the beginning of each academic year the chapter conducts an external relations analysis to determine opportunities for improved external relationships. [10 points]

Documentation must include a written summary of the results of the evaluations and goals for improvement, and must be submitted using the [Priority Plan Form](#). [Due September 1, 2017]

Who should we consider in External Relations?

- Parents & families of members
- Inter/national organization
- Other fraternities & sororities
- Our own and other governing councils
- Alumni/ae
- CSU faculty and staff
- The Fort Collins community
- Unaffiliated students
- Potential members

Action Plan

You've assessed the current state of your external relations plan and set goals to help you advance your efforts. These goals should consider all constituents and address efforts to reach these groups including but not limited to parents and families of members, alumni/ae, potential members, the local community, and faculty and staff. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of external relations. [15 points] *Documentation includes a summary of the action plan, not to exceed five pages, and must be submitted using the [Priority Plan Form](#). [Due September 22, 2017]*

Revisions to the Action Plan

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] *Documentation includes one of the following options, and must be submitted using the [Priority Plan Form](#): [Due January 26, 2018]*

- *The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed one page.*
- *A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed one page.*

Reflection

As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be submitted using the [Priority Plan Form](#). This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due April 20, 2018]*

- In your reflection in this area the chapter should address awareness and commitment to [Building Coalitions and Connections](#), particularly how connections to campus and Northern Colorado enhance the chapter through new/continued engagement, and how the chapter created and/or attended opportunities that benefit individual and collective personal wellness through healthy and diverse fellowship.

FSL Expectations

Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life.

- The chapter submits information to the Office of Fraternity and Sorority Life to update the FSL website as requested using the [Web Update Form](#) each semester. [2.5 points per semester] *[Due September 1, 2017 and January 26, 2018 respectively.]*

Outcomes

Chapter does not need to submit documentation for the following (but please be sure the chapter's achievement of this outcome is addressed in the reflection).

- The chapter has made improvements towards having a positive image and building relationships with its various publics. [5 points]