

Colorado State University

FRATERNITY AND SORORITY LIFE

Elevation

In Pursuit of Fraternal Excellence

2019 Calendar 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, Community Service & Philanthropy, Membership Development, Membership Recruitment & Retention, Chapter Management, and External Relations. Chapters must also participate in the evaluation process that includes the [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 resulting 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 will develop an action plan that outlines the steps the chapter will take to achieve their goals throughout the 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 academic year. Chapters should consider areas of success and areas for future improvement. The chapter should identify recommendations for the future related to their efforts in that priority area. In addition, each priority area provides additional items that should be addressed through the chapter's reflection. Ideally, reflections should 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:

- 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 along with their OFSL chapter liaison and discuss their progress, highlighting areas of success and continued growth. Chapter presidents at a minimum should plan to attend, although the chapter is able to include any members/advisors they feel can provide insight about their organization and the organization's experience over the previous year with the Elevation program. Failure to participate in the panels will prevent the chapter from being accredited.

2018-2019 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 2018 semester through the spring 2019 semester.

Ongoing:

- ☐ [Proof of Liability Insurance](#) (updated upon expiration)

January 2019:

- ☐ President's attendance at the Fraternity & Sorority Leadership Institute

February 1, 2019:

- ☐ [Finance & Facility Form \(includes live-in roster if applicable\)](#)
- ☐ [Roster Update](#)
- ☐ [Contact Form](#)
- ☐ [Hazing Compliance Form](#)
- ☐ [Notice of Membership Intake/Recruitment Intent](#)
- ☐ [Priority Area Assessments](#)
- ☐ [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](#)

February 22, 2019

- ☐ [Priority Area Action Plans](#)

February 28, 2019:

- ☐ [RamLink Student Organization Registration](#)

March 15, 2019:

- ☐ Chapter President Check-In with OFSL Staff Liaison (Meetings cannot be scheduled to occur before February 11, 2019. Please schedule at least a week in advance to ensure staff schedules can accommodate the chapter)
- ☐ [Roster Update](#)

April 26, 2019:

- ☐ [New Member Completion of F/S 101 Program](#) (if applicable)

May 10, 2019:

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

September 6, 2019:

- ☐ [Finance & Facility Form \(includes live-in roster if applicable\)](#)
- ☐ [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.)

- ☐ [Contact Form](#)
- ☐ [Web Update Form](#)

October 18, 2019:

- ☐ Chapter President Check-In with OFSL Staff Liaison (Meetings cannot be scheduled to occur before September 16, 2019. Please schedule at least a week in advance to ensure staff schedules can accommodate the chapter.)
- ☐ [Roster Update](#)

November 22, 2019:

- ☐ [New Member Completion of F/S 101 Program](#) (if applicable)
- ☐ [Priority Area Reflections](#)

Week of December 9-13, 2019:

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

December 13, 2019:

- ☐ [Roster Update](#)
- ☐ [Community Service and Philanthropy Report](#)
- ☐ [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.

Officers connected to the Academic Achievement priority area (and should assist with priority area efforts):

- Scholarship/Academic Officer
- Accountability Officer (if relevant, based on chapter practices)

Connections to [CLIMB](#):

- Beyond academic performance, chapters should actively support their members in their journey to become **lifelong learners and develop critical thinking skills**. Preparing for life after college is more than just earning a stellar GPA; it's also about engaging critically in academic concepts and gaining skills around learning that will last a lifetime.
- As students engage in their academic coursework, they should also develop a great sense of **purpose and be able to make meaning** of their professional plans post-college assisted by their academic course of study and additional professional experiences like internships, education abroad, and service learning.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

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, Measurable, 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.

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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

What does current research recommend?

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

- Academic workshops related to academic skill building and/or post-collegiate planning that are coordinated by, presented to, or attended by the chapter.
- Academic assistance programs to assist those who fail to meet academic requirements including procedures to monitor academic progress and information, resources, and strategies to encourage improvement.
- Academic recognition programs for both individual academic excellence and academic improvement.
- Offer scholarships to members from local chapter, advisory board, inter/national organization and/or alumni organizations
- Academic emphasis in new member program including support and academic monitoring for new members and meetings/workshops specifically focused on academic success.
- Faculty Involvement, assistance, and recognition, including engagement with the chapter's faculty/staff advisor.

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 uploaded using the [Priority Plan Form](#). [Due September 6, 2019]*

- *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 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? Of what accomplishment are you most proud? What do you wish you could have done? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

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. A sample scholarship plan template can be found [here](#). [5 points each semester]
Documentation includes the Scholarship Plan of the chapter, not to exceed three pages. [Due February 1, 2019 and September 6, 2019 respectively.]

What should a Scholarship Plan include?

SMART Goals: All goals for the Scholarship Plan should be Specific, Measurable, 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.

Officers connected to the Harm Reduction priority area (and should assist with priority area efforts):

- Risk Management Officer
- Social Chair
- Accountability Officer
- Membership Development Officer (person responsible for educating members on wellness or other harm reduction-related topics)

Connections to [CLIMB](#):

- As chapters **build connections** among members, supporting one another in meeting harm reduction expectations and ensuring members are healthy should be a top priority.
- Chapters excelling in the area of harm reduction and risk management are often **change agents** in the wider community, encouraging everyone to meet risk management expectations and provide an ever safer fraternity and sorority experience. They also encourage positive individual decision-making and member accountability.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

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 and community 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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

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 uploaded using the [Priority Plan Form](#): [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

FSL Expectations

- The chapter submits its organization's proof of liability insurance to the Office of Fraternity and Sorority Life annually upon expiration using the [Liability Insurance Form](#). [2.5 points] *[Due upon expiration – view a full list of expiration dates for chapters [here](#)]*
- 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 February 1, 2019]*
- The chapter submits the [Hazing Compliance Form](#) to the Office of Fraternity and Sorority Life each semester. [2.5 points per semester] *[Due February 1, 2019 and September 6, 2019 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 [Fraternity & Sorority Joint Policy on Risk Management](#) or [CSU Student Conduct Code](#) 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 November 22, 2019]*

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 resources to assist with the mission of a charitable organization.

Officers connected to the Community Service & Philanthropy priority area (and should assist with priority area efforts):

- Community Service Officer
- Philanthropy Officer

Connections to [CLIMB](#):

- Engaging community service and philanthropy efforts allows chapters and individual members the opportunity to serve as **change agents**, addressing community needs, advocating for important causes, and working to effectively transform the world for good.
- Efforts around community service and philanthropy often allow organizations to support causes that promote **inclusivity and social justice** by working toward equity and addressing systems of injustice through advocacy, support, and service.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

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

- What organization does 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 events about what they're supporting?
- Are your members an active part of the planning or implementation of your philanthropic efforts? 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 does your chapter plan? How many members participate?
- How many members do service independently?
- How many hours of community service are completed through independent activities versus chapter-sponsored opportunities?
- Do people like the opportunities the chapter plans, 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?
- How do you make meaning of the service experience with members that participate?

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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

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 uploaded using the [Priority Plan Form](#). [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

FSL Expectations

- The [Community Service and Philanthropy Report](#) is submitted on time each semester. [2.5 points each semester] *[Due May 10, 2019 and December 13, 2019 respectively]*
- At least 70% of the chapter participated in an endorsed University/council-sponsored community service project each semester (e.g. CSUnity in Spring and Fall Clean up in Fall). If extenuating circumstances exist regarding participation in these events and accommodations are requested, chapters should contact their OFSL staff liaison. [2.5 points each semester] *[Verified by the Office of Fraternity and Sorority Life through the Community Service and Philanthropy Report and through reports provided specific to each event]*
- The [Philanthropy and Fundraising Registration Form](#) is submitted correctly prior to all philanthropic/fundraising 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]
- The chapter did not violate the [Fraternity & Sorority Joint Policy on Philanthropy & Fundraising](#) [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.

Officers connected to the Membership Development priority area (and should assist with priority area efforts):

- Brotherhood/Sisterhood Officer
- Ritualist (or person responsible for implementing chapter Ritual)
- Member Education Officer (person responsible for member education for all levels of membership)

Connections to [CLIMB](#):

- The support of **lifelong learning and critical thinking** goes beyond what a member learns inside the classroom and extends to the personal development the member gains through chapter provided educational and leadership experiences.
- A chapter providing positive membership development allows members to better understand the organization **purpose and make meaning** and connections between the fraternity and sorority experience and their personal values and decision making.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

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.
- Deliver educational programs on a wide range of topics to help members learn and grow as a result of their membership.
- Planned brotherhood/sisterhood events.
- Encourage involvement in other on-campus opportunities and the pursuit of leadership roles in those organizations.
- Provide 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.
- Plan 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 uploaded using the [Priority Plan Form](#): [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area).

- In this section's reflection, in order to receive full credit, the chapter must also specifically address how they utilized the information received from the Dyad community assessment specific to their chapter to adjust or address areas of chapter need and success. This might include reflection on areas of success or growth for the chapter, as well as areas for further improvement with a specific focus on how the chapter has or can activate with initiatives or programs to continue areas of success and make improvements connected to areas for growth.

[15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

FSL Expectations

- The chapter met attendance expectations at all OFSL-sponsored mandatory programs throughout the year (i.e. educational speakers/programs, etc.) Notice of at least one month must be provided to chapters for an event to be considered mandatory. [5 points] *[Verified by the Office of Fraternity and Sorority Life on an ongoing basis]*
- At least 70% of the chapter participated as volunteers for new student move-in. [5 points] *[Verified by the Office of Fraternity and Sorority Life]*
- 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 May 10, 2019 and December 13, 2019 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.

Officers connected to the Membership Intake/Recruitment & New Member Retention priority area (and should assist with priority area efforts):

- Recruitment Officer (if relevant)
- Intake Officer (if relevant) or New Member Educator

Connections to [CLIMB](#):

- Efforts to bring in and educate new members assist students in **building coalitions and making powerful connections** that support a positive overall CSU experience.
- Effective new member education provides a foundation of education about the organization's **purpose**, values, and current realities and allow members to **make meaning** of their role in the organization.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

Action Plan

You've assessed the current state of your membership intake/recruitment and new member education program. 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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019] To be eligible for accreditation, documentation must include a written*

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.

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:

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

summary, no more than five pages, of the chapter's membership intake/recruitment action plan and member education program.

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 uploaded using the [Priority Plan Form](#): [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

FSL Expectations

- The chapter submits the [Notice of Membership Intake/Recruitment Form](#). [5 points each semester]. *[Due February 1, 2019 and September 6, 2019 respectively]*
- At least 80% of current new members complete the online F/S 101 Program each semester the chapter has a new member class/line. [5 each semester] *[Verified by the Office of Fraternity and Sorority Life each semester and Due April 26, 2019 and November 22, 2019 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.

Officers connected to the Chapter Management priority area (and should assist with priority area efforts):

- President
- Secretary/Administrative Officer
- Treasurer/Financial Officer
- House/Facility Manager (if applicable)

Connections to [CLIMB](#):

- Engaging in solid chapter management practices allows members to engage in **critical thinking** and provides the operational foundation for all other goals of the chapter to be met. A chapter won't successfully educate, support, and retain members without good chapter management and won't be able to reach goals in any priority areas.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]*

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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

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 uploaded using the [Priority Plan Form](#). [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

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 2019. [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 February 28, 2019]*
- 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]*
- At least 80% of current chapter membership completes the fraternity/sorority community assessment survey in February when it's issued. [10 points] *[Verified by the Office of Fraternity and Sorority Life]*

Chapter should submit documentation for the following.

- The chapter provides regular [Roster Updates](#) each semester. [10 points] *[Spring 2019 Deadlines: February 1, 2019, March 15, 2019, and May 10, 2019; Fall 2019 Deadlines: September 6, 2019, October 20, 2019, and December 13, 2019]*
- The chapter ensures that all new members joining the organization complete the [Membership Information Form](#) within 72 hours of starting an intake/new member education process [2.5 points each semester]
- The chapter submits the [Contact Form](#) each semester. [2.5 points each semester] *[Due February 1, 2019 and September 6, 2019 respectively]*
- The chapter submits the [Finance & Facility Form](#), including a copy of the Chapter's Live-In Membership Roster of members that live in the facility (if applicable), each semester. [2.5 points each semester] *[Due February 1, 2019 and September 6, 2019 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.

Officers connected to the External Relations priority area (and should assist with priority area efforts):

- Public Relations Officer
- Social Media Manager
- Officer(s) Responsible for Parent & Family Efforts (if relevant)
- Council Delegate
- Scholarship Officer (or person managing faculty appreciation/interaction)
- Alumni/ae Relations Officer

Connections to [CLIMB](#):

- Positive external relations allows a chapter to effectively **build coalitions and make authentic connections** with a host of constituents that can positively impact the organization's operations and members.

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 uploaded using the [Priority Plan Form](#). [Due February 1, 2019]

Who should be considered 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

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 uploaded using the [Priority Plan Form](#). [Due February 22, 2019]*

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 uploaded using the [Priority Plan Form](#); [Due September 6, 2019]*

- *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 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? Please specifically address how your efforts over the last year have supported areas of [CLIMB](#) (see description at beginning of this priority area). [15 points] *Documentation includes a written reflection on the success of your action plan, not to exceed three pages, and must be uploaded 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 November 22, 2019]*

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 update the FSL website as requested using the [Web Update Form](#) each semester. [2.5 points per semester] [Due February 1, 2019 and September 6, 2019 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]*