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Elevation Reflections Template

Chapter:

Date:

This document is intended to be used as a template for chapters completing their reflections phase of the Elevation Program. It provides guidance for reflection and addresses expectations outlined in the Elevation Program.

What are Elevation Action Plan Reflections?

* The final written phase of the Elevation Program is the reflections phase. The reflections phase is arguably the most important component of the Elevation Program as it challenges chapters to reflect on their experience. Each priority area includes an opportunity for chapters to reflect on the action plan that was created and implemented over the year of their officer term. 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.

**Template Instructions:**

As your officer term 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](https://fsl.colostate.edu/about/mission-vision/) (see description at beginning of each priority area). Reflections are worth 45 points. *Documentation includes completing this reflection template that must be uploaded using the* [*Reflection Upload Form*](https://fsl.colostate.edu/reflection-upload-form/)*.*

As a reminder, the seven priority areas are: Academic Achievement, Harm Reduction, Community Service & Philanthropy, Membership Development, Recruitment/Intake and New Member Education, Chapter Management, and External Relations.

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| Priority Area One: 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 (that should assist with priority area efforts):   * Scholarship/Academic Officer * Accountability Officer (if relevant, based on chapter practices)   Connections to [CLIMB:](https://fsl.colostate.edu/about/mission-vision/)   * 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. | |
| 1: | **Did I/we achieve the goals established in our Academic Achievement action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year in our academic program?**  *Questions to consider:*   * *Did my chapter utilize an academic plan?* * *Did we set goals for individual members and our chapter around academic achievement?* * *Did our academic performance match our effort?* * *How did we uniquely and individually support each member in their academic success?* * *How did we discuss academic achievement within the chapter in an ongoing way?* |
| *[Write response here}* |
| 3: | **Is our system for celebrating academic achievement and holding members academically accountable working? Why or why not?"** |
| *[Write response here]* |
| 4: | **What are you most proud of accomplishing during your term in the area of academic achievement?** |
| *[Write response here}* |
| 5: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here]* |

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| Priority Area Two: 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 (that 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:](https://fsl.colostate.edu/about/mission-vision/)   * 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. | |
| 1: | **Did I/we achieve the goals established in our Harm Reduction action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to harm reduction and risk management?** *Questions to consider:*   * *Did our chapter have any risk management issues this year?* * *What were the areas of biggest risk for our chapter?* * *Did our chapter focus both on risk management/compliance AND harm reduction (i.e., did we focus on reducing risk by making good decisions in addition to compliance with policies)?* |
| *[Write response here}* |
| 3: | **How did your chapter provide education related to harm reduction and risk management to members in addition to providing accountability?** |
| *[Write response here}* |
| 4: | *Only required for chapters who have been found responsible for a policy violation:*  **What did your chapter learned from any policy violations and resulting conduct processes and how has the chapter changed practices to address the behavior?** |
| *[Only write a response if your chapter was found responsible for violating policy]* |
| 5: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 6: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |

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| Priority Area Three: 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 (that should assist with priority area efforts):   * Community Service Officer * Philanthropy Officer * Fundraising Officer   Connections to [CLIMB:](https://fsl.colostate.edu/about/mission-vision/)   * 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. | |
| 1: | **Did I/we achieve the goals established in our Community Service & Philanthropy action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to community service?** *Questions to consider:*   * *Did my chapter provide chapter-organized opportunities for members to complete service together?* * *Did my chapter utilize a service hour requirement? If so, was it effective? How did the chapter recognize chapter members that contribute service hours?* * *When my chapter participated in service opportunities, did we debrief the service as an organization and connect that service to organizational values? How?* * *Did we provide education or follow up about the impact of our service initiatives? How?* |
| *[Write response here}* |
| 3: | **What went well and needed improvement this year related to philanthropy?**  *Questions to consider:*   * *Did my chapter host a philanthropy or fundraising event?* * *Was it registered with your council? Why or why not?* * *Did my chapter connect our philanthropic fundraising to the cause we’re raising the money for?* * *Did my chapter provide education about our philanthropic cause to our members and to those that contributed to our philanthropic efforts? How?* * *If we hosted a philanthropy event, did we reach out more widely than the fraternity/sorority community to promote attendance?* * *Did we provide education or follow up about the impact of our philanthropic initiatives and fundraising? How?* |
| *[Write response here}* |
| 4: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 5: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |

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| Priority Area Four: 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 (that 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:](https://fsl.colostate.edu/about/mission-vision/)   * 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’s **purpose and make meaning** and connections between the fraternity and sorority experience and their personal values and decision making. | |
| 1: | **Did I/we achieve the goals established in our Membership Development action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to membership development?**  *Questions to consider:*   * *Do we understand what is meant by membership development?*   *[A solid membership development program should include educational programming, personal development, senior programming, campus involvement efforts, Ritual education, and brotherhood/sisterhood efforts.]*   * *Are there parts of a membership development program (see list above) our chapter doesn’t focus on to which we should devote more attention?* |
| *[Write response here}* |
| 3: | **How did the chapter prioritize engagement in chapter Ritual or focus on chapter values?** |
| *[Write response here}* |
| 4: | **How did the chapter (or individual officers) engage in programming or initiatives offered the the (inter)national organization?**  *Questions to consider:*   * *Did chapter members or officers participate in programming sponsored by your (inter)national organization? [this could include engagement at the district or regional level]* * *How does your chapter engage with your (inter)national organization?* |
| *[Write response here}* |
| 5: | **How did the chapter provide intentional development for members at all levels (including leadership and personal development)?**  *Questions to consider:*   * *What general leadership development programming was provided to the chapter?* * *What professional development/personal excellence programming was provided to the chapter?* * *What senior engagement or recognition programming did our chapter complete?* |
| *[Write response here}* |
| 6: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 7: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |

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| Priority Area Five: Membership Intake/Recruitment & New Member Education | |
| 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 fraternities and sororities. 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 (that should assist with priority area efforts):   * Recruitment Officer (if relevant) * Intake Officer (if relevant) or New Member Educator   Connections to [CLIMB:](https://fsl.colostate.edu/about/mission-vision/)   * 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 allows members to **make meaning** of their role in the organization. | |
| 1: | **Did I/we achieve the goals established in our Membership Intake/Recruitment & New Member Education action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to developing interest in the organization/recruitment efforts??**  *Questions to consider:*   * *What went well and needed improvement with the process of recruiting/identifying new members to start an intake or new member education process?* * *Did we meet our interest building or recruitment goal? Why or why not?* * *Do we build interest in our organization leading with the values and purpose of our organization? Why or why not?* |
| *[Write response here}* |
| 3: | **What went well and needed improvement this year related to educating new/prospective members?**  *Questions to consider:*   * *What went well and needed improvement with the process of educating members in an intake or new member education process?* |
| *[Write response here}* |
| 4: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 5: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |

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| Priority Area Six: 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 (that should assist with priority area efforts):   * President * Secretary/Administrative Officer * Treasurer/Financial Officer * House/Facility Manager (if applicable)   Connections to [CLIMB:](https://fsl.colostate.edu/about/mission-vision/)  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. | |
| 1: | **Did I/we achieve the goals established in our Chapter Management action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to chapter management?**  *Questions to consider:*   * *Did our chapter have an approved budget?* * *Did members understand financial obligations?* * *Did members pay their dues?* * *Are we financially solvent? Did we pay invoices (to other chapters, our own organization, our governing council) on time and fully?* * *Did our chapter maintain a chapter calendar that is accessible to all members?* * *Did the chapter plan our calendar in advance to balance all values of our organization (time for academic/scholarship programs, social events, sisterhood/brotherhood events, etc.)?* * *Did our chapter host chapter meetings regularly and efficiently?* * *Were chapter meetings well attended? Why or why not?* * *Did we keep accurate chapter meeting minutes and provide them for all members to review after the meeting? Did our chapter have a medium for communicating quickly to all members?* * *Does our chapter have a communication plan for emergencies?* * *Did our chapter communicate expectations in advance to members?* * *Does our chapter have an officer transition program? Is it effective?* * *Do newly elected officers know what is expected of them and do they have access to important documents and information?* * *Do officers goal set and discuss Elevation as part of the transition program?* |
| *[Write response here}* |
| 3: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 4. | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |

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| Priority Area Seven: 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 (that 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:](https://fsl.colostate.edu/about/mission-vision/)  Positive external relation efforts allow 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. | |
| 1: | **Did I/we achieve the goals established in our External Relations action plan?**  *Questions to consider:*   * *Were the goals created in our action plan achieved? Why or why not?* * *How could future officers better accomplish their goals?* |
| *[Write response here}* |
| 2: | **What went well and needed improvement this year related to external relations?**  *Please consider each target audience: parents and families, (inter)national organization, other fraternities and sororities, our own and other governing councils, alumni/alumnae, faculty and staff, Fort Collins community, and unaffiliated students and address them in the response.* |
| *[Write response here}* |
| 3: | **How did your chapter work toward having a positive image and building relationships with its various publics.?** |
| *[Write response here}* |
| 4: | **What are you most proud of accomplishing during your term?** |
| *[Write response here}* |
| 5: | **Based on everything you’ve learned during your term, what advice would you give to the next officer?** |
| *[Write response here}* |