2019 Standards of Accreditation & Excellence Guidelines & Information Packet

The annual Standards of Accreditation and Excellence Program is designed to ensure all chapters are meeting minimum requirements and to highlight individual and chapter achievements that best promote our core values, integrity, leadership and empowerment, throughout the fraternity and sorority community at Florida Atlantic University.

All items must be submitted through Owl Central by visiting: www.fau.edu/getinvolved
Accreditation vs. Awards

- The Standards of Accreditation and Excellence program serves as Fraternity & Sorority Life’s annual assessment of our Greek Community at FAU. Therefore, all FAU Fraternity & Sorority chapters must participate in the Accreditation process; failure to submit an Application for Accreditation may result in the chapter losing privileges such as but not limited to social event privileges, organization or member participation in Greek Week, Sunshine State Classic Step Show, Yard Show, Homecoming, or other signature Fraternity & Sorority Life or campus wide events.
- Following submission of the Application for Accreditation, chapters will be notified of their results indicating one of the following statuses for each category: Full Accreditation, Partial Accreditation, or No Accreditation. Based on their results, the chapter may be invited to apply for an Award for any category in which they achieve Partial or Full Accreditation.
- Chapters must achieve Full Accreditation in any given category to apply for the Excellence Award for the same category.
- Chapters must achieve Full or Partial Accreditation to apply for other Awards not including the Excellence Awards.
- Chapters that achieve Full Accreditation in all categories and apply for Excellence Awards in all categories will be considered for the Chapter of the Year award for their respective council.

Eligibility

- Accreditation and awards will recognize the accomplishments of chapters and individuals between the dates of January 1 - December 31, 2018. All materials and reports must reflect this time period.
- Chapters that have been put on conduct probation, disciplinary probation or removed from campus by a University recognized hearing body, or by any internal process of the fraternity/sorority for any incident occurring during the award period, January 1-December 31, 2018, are not eligible for chapter awards. However, individual chapter members are still eligible for individual awards provided they are in good standing with the university.

Submission Guidelines

- There will be three total submission forms on Owl Central: the Application for Accreditation, Application for Excellence and Other Awards and for the Individual Excellence Award nominations. Each chapter may submit one Application for Accreditation; chapters may apply for any and all Excellence and Other Awards depending on their Accreditation Status for the respective categories. Any FAU student may submit an unlimited number of Individual Excellence Award nominations.
- When submitting the Application for Accreditation, please include the provided Chapter Profile Page and Advisor Verification Form (templates provided at the end of this packet).
- When submitting Excellence and Other Award applications, please include the provided Cover Page (template provided at the end of this packet).
- All applications for Excellence and Other Awards should be thorough, adhere to page limitations, and be typed in 12 pt. font and double-spaced. The file that is uploaded to Owl Central MUST be a PDF to preserve formatting. The file must be labeled using the following template: “[Organization Name] [Award Name] Submission”, then uploaded through the appropriate form submission option accessible on Owl Central. Only one Excellence and Other Award application document can be submitted per chapter for any given Award.
- To upload the items for the Application for Accreditation and Excellence and Other Awards applications on Owl Central:
  - Before submitting, make sure your file(s) is typed in 12 point font, double spaced, with application category clearly labeled within the document and in the file name, and saved as a PDF.
  - Log into Owl Central, go to the Fraternity & Sorority Life organization page, scroll down to Forms and click on “SOAE – Application for Accreditation”. This will become available on Monday, December 10, 2018 and close at 11:59pm on Monday, January 21, 2019.
  - Fill out the questions and upload the PDF files and other documents/photos where requested, making sure to hit the final “Submit” button at the end of the form; the submitter should receive e-mail confirmation upon submission.
Presentation Guidelines
Chapters that submit *Excellence and Other Award* applications may be invited to do a presentation. Each chapter will be given no more than 15 minutes to present on any given category. The presentation(s) should supplement the application(s) and demonstrate the chapter's progress toward and achievement of organizational goals and expectations. When creating the presentation, chapter representatives should address not only *how* their chapter has met their goals and expectations, but also the level of effectiveness they had while doing so and what conclusions were drawn (things that worked, didn’t work, will be changed or improved for next time, etc.). The presentation should NOT be a re-cap of the application (though highlights from the it can be included); instead, it should provide a more holistic report of the chapters’ challenges and successes in that area over the past year. A minimum of two and maximum of four active chapter members must be present for the presentation.

Disqualification Guidelines
- Applications turned in after the deadline indicated in this packet
- Applications not adhering to ALL eligibility and submission guidelines
- Applications with false or misleading information (*this action may also result in judicial charges*)

Scoring Guidelines
- Chapters that meet all criteria in a given category will receive Full Accreditation for that category
- Chapters that meet some but not all criteria in a given category will receive Partial Accreditation for that category
- Chapters that do not meet any criteria in a given category will receive No Accreditation for that category
- Only chapters that receive Full Accreditation in a given category will be eligible to apply for the correlating Excellence Award
- Chapters that receive Partial or Full Accreditation in a given category will be eligible to apply for correlating other Awards
- A maximum of one chapter from each governing council will receive the Excellence Award for each category
- A maximum of one chapter from each governing council will receive each of the other Awards outside of Excellence Awards
- Chapters that achieve Full Accreditation in all categories *and* apply for Excellence Awards in all categories will be considered for the Chapter of the Year award for their respective council
- Individual Excellence Awards will be selected by the panel of judges who review the nominations and invite the most qualified candidates to interview for the awards

Other Information
- Judges for Standards of Excellence will be FAU faculty and staff chosen by Fraternity & Sorority Life staff members. Chapters may suggest faculty or staff members they believe would make good judges by emailing fslife@fau.edu or speaking directly with a Fraternity & Sorority Life staff member by Friday, January 11, 2019.
- SOAE Judges will be announced on or before February 1, 2019
- Fraternity & Sorority Life Staff members and SOAE Judges are NOT eligible to write letters of recommendation for any Individual Excellence Award nominations. (SOAE Judges may write letters of recommendation for individuals outside of the council in which they are judging)
- Each Excellence and Other Awards application will be reviewed and scored by at least three judges. Their scores will be averaged to calculate the chapter’s final score. The council advisor will review packets but will not submit scores. Scoring rubrics will be made available in January on the Fraternity & Sorority Life Owl Central page
- Each chapter will be asked to attend a Feedback Meeting with the advisor for their council to review their SOAE performance. Feedback will include a compilation of the judges’ comments (if applicable) as well as the council advisor’s comments
- Fraternity & Sorority Life Staff will review nominations for the Greek Hall of Fame category and select the inductees.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>November 30, 2018</td>
<td>2019 Standards of Accreditation and Excellence Information Packet distributed to chapter presidents and made available online at <a href="http://www.fau.edu/fslife">www.fau.edu/fslife</a></td>
</tr>
<tr>
<td>Dec 2018 through Jan 2019</td>
<td>Standards of Accreditation and Excellence Office Hours: Chapters make an appointment with Fraternity &amp; Sorority Life staff to inquire about their application packet, submission process, presentations etc. and ensure correct procedure is followed</td>
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<tr>
<td>December 10, 2018</td>
<td>Application for Accreditation form open on Owl Central</td>
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<td></td>
<td>Individual Excellence Award Nominations open on Owl Central</td>
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<tr>
<td>January 21, 2019 (11:59pm)</td>
<td><strong>Deadline to submit</strong> Application for Accreditation on Owl Central</td>
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<tr>
<td>February 1, 2019</td>
<td><strong>Deadline to submit</strong> Individual Excellence Award Nominations on Owl Central</td>
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<tr>
<td></td>
<td>Standards of Excellence Judges announced</td>
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<tr>
<td>February 5, 2019</td>
<td>Accreditation results announced; chapters achieving Partial or Full Accreditation in any category are invited to apply for Excellence and Other Awards Excellence and Other Awards application form open on Owl Central</td>
</tr>
<tr>
<td>February 18 – 22, 2019</td>
<td>Individual Excellence Award nominee interviews (by invitation only)</td>
</tr>
<tr>
<td>March 1, 2019 (11:59pm)</td>
<td><strong>Deadline to submit</strong> Excellence and Other Awards applications on Owl Central</td>
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<tr>
<td>March 11 – 15, 2019</td>
<td>Presentations for Excellence and Other Awards (location TBD, open to all students)</td>
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<tr>
<td>March 18 – 22, 2019</td>
<td>Feedback Meetings</td>
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<tr>
<td>March 27, 2019</td>
<td>Standards of Accreditation and Excellence Awards Banquet</td>
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Chapter Accreditation
All chapters are required to complete an Application for Accreditation and will receive either No Accreditation, Partial Accreditation, or Full Accreditation for each category. The eight categories that make up Chapter Accreditation are:
- Chapter Operations
- Scholarship
- Leadership
- Member Education
- Greek Relations
- Community Service
- Philanthropy
- Brotherhood/Sisterhood

Individual Excellence Awards
Awards in this category will be given to individuals who best exemplify the ideals and values of fraternity and sorority life. Fraternity and sorority members nominated for these awards can submit their own nomination or it can be submitted on their behalf by another individual. The following Individual Excellence Awards will be given:
- Fraternity and Sorority Scholars of the Year – awarded to one sorority member and one fraternity member
- New Member of the Year – awarded to one individual per council
- Woman/Man of the Year – awarded to one male and one female
- Chapter President of the Year – awarded to one sorority president and one fraternity president*
- Chapter Advisor of the Year – awarded to one advisor in the Greek community
- Greek Hall of Fame – 10 – 12 individuals from all four councils are inducted

A panel of judges will be selected to review the nominations. If there are many nominations for an award, the panel will invite a select group of nominees to interview with the judges. If an individual invited to interview does not complete the interview by February 28, 2019 they will no longer be considered for the Individual Excellence Award in which they were nominated. Fraternity and Sorority Scholars of the Year, Greek Hall of Fame and Chapter Advisor of the year may not be required to go through this interview process. *Alpha Psi Lambda is considered a fraternity

Excellence and Other Awards
Awards in this category will honor the most successful chapters of 2018 based upon the eight categories. Chapters that receive Partial or Full Accreditation for a category in their Application for Accreditation may submit an Excellence or Other Award for the same category. This section consists of the following awards:
- Chapter Operations: Chapter Operations Excellence, Most Improved Organizational Operations
- Scholarship: Scholarship Excellence, Most Improved Scholarship
- Leadership: Leadership Excellence, Most Involved on Campus
- Member Education: Member Education Excellence, All-Member Education Program of the Year
- Greek Relations: Greek Relations Excellence, Partnership of the Year
- Community Service: Community Service Excellence, Most Community Service Hours
- Philanthropy: Philanthropy Excellence, Most Philanthropic Dollars Raised
- Brotherhood/Sisterhood: Brotherhood/Sisterhood Excellence, Brotherhood/Sisterhood Event of the Year

Chapter of the Year
Chapter of the Year is the highest honor that a chapter can receive. Chapter of the Year will be awarded to one chapter in each council. To be eligible for this award, a chapter must achieve Partial or Full Accreditation in all categories and submit an Excellence and Other Awards application for all categories.
**Fraternity and Sorority Scholars of the Year**

This award will follow the same process as the Honors Convocation Fraternity & Sorority Scholar award. The recipients must be free from disciplinary probation from the University. The Dean of Students Office conducts the selection process.

**New Member of the Year**

This award is for members that joined their organizations during the 2018 calendar year. One recipient will be chosen from each council. A nomination must include the following information for the individual:

- First and last name
- Organization
- Semester joined
- Class standing
- FAU email and cell phone number

In the essay box provided in the form, the nominator should answer the following questions:
- Description of how the individual is or has been involved in their chapter, in the Greek community and in the University community
- Rationale for why this individual is unique and/or deserving of this award

At least one but no more than three recommendation letters from the chapter president, chapter advisor, Headquarters staff, or FAU faculty member/administrator must also be included as part of the nomination. There will be a place within the nomination form to upload this letter.

The nominee’s GPA will also be provided to the judges for consideration.

**Greek Man and Woman of the Year**

This award is for members who have made a significant contribution to their chapter, the Greek community, and the University community. A nomination must include the following information for the individual:

- First and last name
- Organization
- Semester joined
- Class standing
- FAU email and cell phone number

In the essay box provided in the form, the nominator should answer the following questions:
- How the individual is or has been involved in their chapter, in the Greek community and in the University community
- How his/her contributions this year impacted their chapter, the Greek community and the University Community
- The individual’s greatest achievements since becoming a member of the chapter
- How his/her involvement in the FAU Greek community has allowed for further development of their personal goals and ambitions
- How he/she has upheld the values of the Greek community
- Rationale for why this individual is unique and/or deserving of this award

At least one but no more than three recommendation letters from the chapter president, chapter advisor, Headquarters staff, or FAU faculty member/administrator must also be included as part of the nomination. There will be a place within the nomination form to upload this letter.

The nominee’s GPA will also be provided to the judges for consideration.
Chapter President of the Year
(Nominations cannot be submitted by any member of their chapter)

This award is given to the president who best demonstrates the ideals of the Greek community through leadership, scholarship, campus involvement, and vision. All applicants for this award should have served as a Chapter President during the spring 2018 and/or fall 2018 semesters. Nominators cannot nominate their own chapter president; they may only nominate a president from another chapter. A nomination must include the following information for the individual:

- First and last name
- Organization
- Semester joined
- Class standing
- FAU email and cell phone number
- Dates of Presidency
- In the essay box provided in the form, the nominator should answer the following questions:
  - What was his/her greatest achievement as chapter president?
  - What has been his/her most difficult task as president, and how did or has he/she handled that challenge?
  - How has his/her chapter benefited the most from his/her leadership?
- At least one but no more than three recommendation letters from the chapter's executive council (written by one officer or the entire council sans the president), an advisor/national officer from the organization or FAU faculty member/administrator must also be included as part of the nomination. There will be a place within the nomination form to upload this letter.
- The nominee’s GPA will also be provided to the judges for consideration.

Chapter Advisor of the Year

This award is given to a chapter advisor who best demonstrates dedication to helping support chapter efforts and helping the chapter achieve organizational goals. A nomination must include the following information for the individual:

- Advisor Name
- Advisor Email
- Advisor Sorority/Fraternity
- Length of Time Advising the Chapter
- In the essay box provided in the form, the nominator should answer the following questions:
  - Describe the role played by the advisor within the chapter
  - List the advisor's involvement both within chapter and externally
  - Honors, recognitions and other awards received
  - Other additional information (community service work, etc.)

Greek Hall of Fame

Members of the Florida Atlantic University Fraternity & Sorority community have the opportunity to be inducted into the FAU Greek Hall of Fame. Multiple recipients will be chosen from each council by the Fraternity & Sorority Life staff members. Nominees must have been a member of their fraternity/sorority for a minimum of two semester, and have or be graduating from FAU anytime in 2018 or in May or August 2019. A nomination must include the following information for the individual:

- First and last name
- Organization
- Semester joined
- Class standing
- FAU email and cell phone number
- In the essay box provided in the form, the nominator should answer the following questions:
o Describe the nominee’s leadership experiences, academic achievement, and varying levels of involvement in their chapter, the council (CPA, IFC, MGC, NPHC), the fraternity/sorority community, and the University community.

o Describe the contributions this member has made to Florida Atlantic University and the fraternity/sorority community.

• At least one but no more than three recommendation letters from the nominee’s chapter president, an advisor/national officer from the organization, a student leader in the FAU community or an FAU faculty member/administrator must also be included as part of the nomination. There will be a place within the nomination form to upload this letter.
Criteria for Accreditation

The following items make up the Criteria for Accreditation and are divided into categories. In some cases the chapter will not need to submit anything because the information is already available/document by Fraternity & Sorority Life.

☐ Chapter will be required to upload the Chapter Profile Page, Advisor Verification Form and Chapter Verification Form within the Application for Accreditation; these forms are located at the end of this Guidelines & Information Packet.

Organizational Operations

☐ Chapter must be in good standing with their inter/national organization

  What to submit: Most recent letter of good standing

☐ Chapter must be in compliance with all policies and procedures associated with being a Registered Student Organization

  What to submit: nothing (Fraternity & Sorority Life will verify chapter’s status with Student Activities & Involvement and Council for Student Organizations)

☐ Chapter will maintain a roster of active members and new members on ICS and update it as needed in a timely manner

  What to submit: nothing (evidenced by ICS roster and internal recordkeeping)

☐ Chapter will have an active advisor and/or advisory team/graduate chapter. A member from this advisory team/graduate chapter will represent the organization at all advisor meetings scheduled by Fraternity & Sorority Life

  What to submit: nothing (evidenced by advisor meeting attendance records and/or communication between advisor(s) and Fraternity & Sorority Life)

☐ Chapter will submit payment for their Greek Assessment invoice from Fraternity & Sorority Life by the indicated deadline(s) each semester

  What to submit: Receipt(s) of payment

☐ Chapter will conduct membership recruitment/intake each academic year

  What to submit: Documentation of membership recruitment/intake approval

☐ Chapter must have the following documents on file and must update and resubmit as needed but no less than once per academic year:

  What to submit: collect the following items and upload to the Application for Accreditation Form:
  • Certificate of Insurance
  • Chapter Emergency Procedures
  • Officer Contact Information
  • Constitution & Bylaws

☐ Chapter will meet minimum attendance requirements for Fraternity & Sorority Life meetings and programs:

  What to submit: nothing (evidenced by Fraternity & Sorority Life’s attendance records from these events)
  • Community Meeting – mandatory for all members; those that have class are excused
  • Presidents Roundtables – president or alternative executive board officer (3 meetings per semester)
  • Summer Preview – minimum 2 and maximum 8 members
  • Meet the Greeks – minimum 2 and maximum 8 members

☐ Chapter will hold regular meetings with Fraternity & Sorority Life

  What to submit: nothing (evidenced by Fraternity & Sorority Life’s records of said meetings); chapter has the option to submit a list of dates that meetings were held, with whom and what was discussed

☐ Chapter will initiate at least 75% of new members who started the new member process

  What to submit: List of ALL new members that accepted bids and which were initiated along with date of initiation; submit one list for each semester

☐ Chapter will hold ritual education for all members within 72 hours of every initiation or at least once per academic year

  What to submit: Documentation of ritual education (meeting minutes, discussion questions, or other materials showing that this was completed)
Scholarship
☐ Chapter’s all-member cumulative average must meet or exceed the corresponding all-male, all-female, or all-undergraduate cumulative average for that semester
  What to submit: nothing (evidenced by Fraternity & Sorority Life Community Reports)
☐ Chapter must have and enforce minimum GPA requirements for active members to maintain good standing
  What to submit: Indicate where in the Constitution & Bylaws or other document submitted the information that includes GPA requirements for potential new members as well as GPA requirements for members to maintain good standing is located (the document does not have to be uploaded again)
  What to submit: Documentation indicating the bylaws/GPA standards were enforced, particularly with members not in good standing (i.e. notices given to members not in good standing, notes from meetings with scholarship chair, list of criteria those not in good standing must meet to regain privileges, and so forth)
☐ Chapter must have and enforce a minimum GPA standard for potential members to join
  What to submit: List of new members offered bids in 2018 and their GPA at the time of bid acceptance
☐ Chapter’s New Member semester average (if applicable) must be 2.5 or higher
  What to submit: nothing (evidenced by Fraternity & Sorority Life Community Reports)

Leadership
☐ Chapter will meet minimum attendance requirements for Fraternity & Sorority sponsored leadership programming:
  • Greek Officers Leadership Development (GOLD) – President and New Member Educator or approved alternative(s)
  • Learn 2 Lead (L2L) – minimum number of emerging leaders (set annually by FSLife)
  What to submit: List of member(s) that attended each program (verified with FSLife and LEAD & Serve)
☐ At least 51% of chapter members must be members of another Registered Student Organization (RSO) on campus outside of the fraternity or sorority, or hold a leadership position on campus such as a governing council officer, Fraternity & Sorority Life Ambassador, Elite Owl, Owls Care Leader, Resident Assistant, Orientation Leader, etc.
  NOTE: work-study, internships and other employment does not count. This threshold should be met in both spring 2018 and fall 2018 for Full Accreditation
  What to submit: Leadership List; a template for this list will be available on Fraternity & Sorority Life’s Owl Central page under ‘Documents’

Member Education
☐ Chapter must have their New Member Education plans approved by Fraternity & Sorority Life prior to beginning the program
  What to submit: Documentation of approval for all semesters in which new member education took place
☐ All chapter members must have completed the online module Hazing Prevention: It’s Everyone’s Responsibility prior to taking in new members and/or conducting intake
  What to submit: Nothing (evidenced by Hazing Prevention Completion Report)
☐ All new members must have completed the online module Hazing Prevention: It’s Everyone’s Responsibility prior to being initiated into the organization
  What to submit: Nothing (evidenced by Hazing Prevention Completion Report)
☐ All new members must have completed the New Member Education Series sponsored by Fraternity & Sorority Life
  What to submit: Nothing (evidenced by NMES Completion Report)
☐ Chapter members must attend the annual Anti-Hazing Summit unless excused by Fraternity & Sorority Life (class, verifiable on Banner, is automatically excused)
  What to submit: Nothing (evidenced by attendance records from the event)

Greek Relations
☐ Chapter must be in good standing with their respective governing council (which can include having representation at sponsored programs, events, and meetings; being financially current; meeting behavioral expectations; etc.)
  What to submit: Letter of good standing from the governing council confirming the chapter is in good standing
Chapter must host at least one purposeful program (educational, philanthropic, leadership development, or other — though socials do NOT count) that is open to and attended by non-members

**What to submit:** Summary of information about the program including date, time, location, and list of all attendees

**Philanthropy**

- Chapter will engage in a minimum of one (1) charitable/fundraising initiative each semester. If applicable, it is recommended that the fundraising efforts are done toward the national philanthropy of the organization

  **What to submit:** Philanthropy Form (after each initiative or for the entire semester regardless if the initiative resulted in monetary or non-monetary donations)

**Community Service**

- Chapter must engage in a minimum of one (1) HANDS-ON community service project each semester. If applicable, it is recommended that service efforts are related to the national philanthropy of the organization

  **What to submit:** Summary of information about the hands-on community service project including date, time, location, and list of members who attended; this information should also be evidenced in NobleHour

- Chapter must log a minimum of 5 hours per member per semester via NobleHour or an alternative method approved by Fraternity & Sorority Life

  **What to submit:** nothing (evidenced by semesterly NobleHour report)

**Brotherhood/Sisterhood**

- Chapter must demonstrate at least 80% retention from one semester to the next (graduation does not count against this percentage)

  **What to submit:** Membership Losses Report; a template for this list will be available on Fraternity & Sorority Life’s Owl Central page under ‘Documents’

- Chapter must host at least one brotherhood or sisterhood event for members only that does not include alcohol

  **What to submit:** Summary of information about the brotherhood/sisterhood event including date, time, location, and list of members who attended; this information should also be evidenced in the Owl Central event submission
Excellence and Other Awards

The following Excellence and Other Awards are available in each category. Chapters that receive Partial or Full Accreditation in a given category will be invited to apply for the corresponding Excellence and Other Award for that category.

Organizational Operations

Organizational Operations Excellence

☐ Chapter must demonstrate strong internal organization and communication

  - **What to submit:** programming calendar(s), meeting minutes, other documents that support chapter’s efforts

☐ Chapter must demonstrate consistent maintenance of roster management on ICS

  - **What to submit:** a membership summary for both spring semester and fall semester that includes number of active members at the beginning of the semester, number of new members (number that accepted bids), number of new members initiated, number of active members and new members at the end of the semester, and a breakdown of who was removed from the roster and for what reason (graduated, transferred, expelled/removed, dropped out, etc.)

☐ Chapter must demonstrate consistent advisory board presence and support

  - **What to submit:** meeting minutes that show advisor presence; advisory board meeting minutes (if applicable); other documentation of advisor training and/or advisor/chapter engagement

☐ Chapter must summarize why they are deserving of the Excellence Award

  - **What to submit:** one-page summary of why they believe they deserve the Excellence Award for Organizational Operations

Most Improved Organizational Operations

☐ Chapter must demonstrate improvement in one or more areas of organizational operation

  - **What to submit:** one-page summary of which area(s) were the focus for improvement, why they needed to be improved, how the organization made progress in the area(s) and the overall outcome/ effect on the organization; chapter is also encouraged to submit supplemental documentation of the improvement if applicable

☐ Chapter must summarize why they are deserving of the Most Improved Organizational Operations Award

  - **What to submit:** one-page summary of why they believe they deserve the Most Improved Organizational Operations Award

Scholarship

Scholarship Excellence

☐ Chapter must demonstrate continued and/or maintained academic improvement as a chapter

  - **What to submit:** summary of GPA averages for the past 5 semesters

☐ Chapter must have and utilize a clear and comprehensive scholarship plan that includes academic support, incentives, and accountability for members

  - **What to submit:** documentation of this scholarship plan AND documentation of it being executed (such as agendas from meetings, photos of incentives, email communications, etc.)

☐ Chapter must demonstrate use of university provided academic resources

  - **What to submit:** documentation that said resources were utilized (verified with respective resource areas)

☐ Chapter summarize why they are deserving of the Excellence Award

  - **What to submit:** one-page summary of why they believe they deserve the Excellence Award for Scholarship

Most Improved Scholarship

☐ Chapter must have an increase in at least one of the chapter’s GPA averages

  - **What to submit:** summary of which GPA average(s) increased, including time frame and by how much

☐ Chapter should see a decrease in number of members in bad academic standing

  - **What to submit:** summary of the decrease, including time frame and by how much

☐ Chapter should have a clear action plan that identifies and aims to improve in areas where the chapter struggles academically; the plan should include general strategies as well as clear steps that are taken
What to submit: scholarship plan or outline that includes the items listed above; chapter is also encouraged to submit documentation of how this plan was executed

☐ Chapter must summarize why they are deserving of the Most Improved Scholarship Award

What to submit: one-page summary of why they believe they deserve the Most Improved Scholarship Award

Leadership

Leadership Excellence

☐ Chapter has more than minimum required attendees at the following leadership programs: Learn2Lead, iLead, WeLead

What to submit: list of attendees at each program that can be verified with LEAD & Serve

☐ More than 51% of members are members of another RSO on campus outside of the fraternity or sorority, or hold a leadership position on campus such as a governing council officer, Fraternity & Sorority Ambassador, Elite Owl, Owls Care Leader, Resident Assistant, Orientation Leader, etc. NOTE: work-study, internships and other employment does not count.

What to submit: Leadership List (same as used for Application for Accreditation); all involvement must be verified on Owl Central or with the advising department where the leadership role is held.

☐ Chapter has at least one (1) chapter member attend an inter/national leadership/membership development program (regional conference, national convention, national leadership programs, UIFI, AFLV, LeaderShape, etc.) annually

What to submit: Attendee should submit their materials from the program and/or what was used to share their experience with their chapter

☐ Chapter must summarize why they are deserving of the Leadership Excellence Award

What to submit: one-page summary of why they believe they deserve the Leadership Excellence Award

Campus Involvement Award

☐ Chapter has at least 90% of members involved in another RSO on campus outside of the fraternity or sorority, or hold a leadership position on campus such as a governing council officer, Fraternity & Sorority Ambassador, Elite Owl, Owls Care Leader, Resident Assistant, Orientation Leader, etc. NOTE: work-study, internships and other employment does not count.

What to submit: Leadership List (same as used for Application for Accreditation); all involvement must be verified on Owl Central or with the advising department where the leadership role is held.

☐ Chapter must summarize why they are deserving of the Campus Involvement Award

What to submit: one-page summary of why they believe they deserve the Campus Involvement Award

Member Education

Member Education Excellence

☐ Chapter must demonstrate a well-rounded offering of educational programs including a combination of those facilitated by the chapter and those facilitated by the university (such as National Hazing Prevention Week, Wellness Expo, other lectures/speakers or programs that are educational in nature)

What to submit: calendar of programs and/or attendance summary of each (EVENT PASS?)

☐ Chapter must summarize why they are deserving of the Member Education Excellence Award

What to submit: one-page summary of why they believe they deserve the Member Education Excellence Award

All-Member Education Program of the Year

☐ Chapter must submit event information and attendance record; at least 75% of the chapter must have attended the program (cannot be a NM program)

What to submit: summary of logistical information from the program including date, time, location, and list of members who attended (this can be pulled from Owl Central) as well as the purpose/outcomes of the event and any additional documentation such as worksheets, photos, or other materials related to the program

☐ Chapter must summarize why they are deserving of the All-Member Education Program of the Year Award
What to submit: one-page summary of why they believe this program is deserving of the All-Member Education Program of the Year Award

Greek Relations

Greek Relations Excellence

☐ Chapter must demonstrate positive relations within their own council and with the other councils in the Greek Community

What to submit: Letter of recommendation from the Greek Alliance

☐ Chapter must demonstrate positive relations with the general FAU community (non-Greek students/organizations, faculty/staff, departments, etc.)

What to submit: documentation of engagement with these populations (such as tabling reservations, co-sponsorship materials, social media engagement, or other correspondence, etc.)

☐ Chapter must demonstrate positive relations with the local community outside of FAU

What to submit: documentation of engagement with these populations (such as evidence of participation in local events/programs, co-sponsorship materials, social media engagement, or other correspondence, etc.)

☐ Chapter must summarize why they are deserving of the Greek Relations Excellence Award

What to submit: one-page summary of why they believe they deserve the Greek Relations Excellence Award

Partnership of the Year

☐ Chapter must describe the partnership, which may be with another chapter in their council or another council, with a governing council; with a non-Greek RSO; with an on-campus department; or with an off-campus entity

What to submit: summary of the partnership and its purpose, as well as any documentation that demonstrates the partnership’s formation, progress, and accomplishment(s)

☐ Chapter must summarize why they feel this partnership is deserving of the Partnership of the Year Award

What to submit: one-page summary of why they believe this partnership is deserving of the Partnership of the Year Award

Philanthropy

Philanthropy Excellence

☐ Chapter must demonstrate achievement beyond the level of accreditation in this area, such as hosting multiple charitable fundraising initiatives each semester, or hosting events/initiatives that are educational and/or raise awareness in addition to or instead of strictly raising money

What to submit: one-page summary of all charitable fundraising initiatives for both spring and fall semesters including date(s), location(s), and number of members and non-members that attended each

What to submit: An additional page is permitted for images (flyers, event photos, social media posts, etc.)

☐ Chapter must demonstrate support and participation in other philanthropic causes, either within the Greek, FAU, or local community

What to submit: one page summary of chapter’s participation in external events/programs for both spring and fall semesters including hosting organization, event title/date, and number of members that attended each

What to submit: An additional page is permitted for images (flyers, event photos, social media posts, etc.)

☐ Chapter must summarize why they are deserving of the Philanthropy Excellence Award

What to submit: one-page summary of why they believe they deserve the Philanthropy Excellence Award

Most Philanthropic Dollars Raised

☐ Chapter must have the most cumulative dollars donated over the course of the 2018 calendar year (spring + fall)

What to submit: nothing (evidenced by dollars reported in the Philanthropy Report Forms)
Community Service
Community Service Excellence
☐ Chapter must have representation at either the fall or spring Day of Service program coordinated by LEAD & Serve
   What to submit: names of members that attended (will be verified with LEAD & Serve)
☐ Chapter must demonstrate an effort to reflect individually or as a chapter after a community service event or experience
   What to submit: documentation of reflection activities (discussion questions, date/time reflection was conducted and with whom, etc.)
☐ Chapter must engage with one or more local agencies whereby members complete service projects or log hours
   What to submit: submit a letter from a local agency in which your chapter has done or frequently does service projects or logs community service hours describing your chapters’ contribution to the agency’s mission and overall effects of your work for the agency and community as a whole.
☐ Chapter must summarize why they are deserving of the Community Service Excellence Award
   What to submit: one-page summary of why they believe they deserve the Community Service Excellence Award

Most Community Service Hours
☐ Chapter must have the most cumulative hours over the course of the spring and fall semesters
   What to submit: nothing (evidenced by semesterly NobleHour report)

Brotherhood/Sisterhood
Brotherhood/Sisterhood Excellence
☐ Chapter must demonstrate a well-rounded schedule of brotherhood/sisterhood events and/or activities and/or initiatives that differ in day/time and type of activity
   What to submit: summary of events/activities/initiatives for each semester; next to each item, include date, time, location, activity and list of members who attended or were engaged as well as photos if available
☐ Chapter must host a retreat-style event or program where attendance is required, at least 75% of members were in attendance and the program includes team building and/or bonding activities (trips to Disney or paintballing do NOT count as retreats)
   What to submit: summary of logistical information from the retreat including date, time, location, and list of members who attended (this can be pulled from Owl Central)
   What to submit: summary of retreat agenda and any additional documentation including photos, receipts, worksheets, etc.
☐ Chapter must summarize why they are deserving of the Brotherhood/Sisterhood Excellence Award
   What to submit: one-page summary of why they believe they deserve the Brotherhood/Sisterhood Excellence Award

Brotherhood/Sisterhood Event of the Year
☐ Chapter must submit event information and attendance record
   What to submit: summary of logistical information from the event including date, time, location, and list of members who attended (this can be pulled from Owl Central)
☐ Chapter must summarize why they are deserving of the Brotherhood/Sisterhood Event of the Year Award
   What to submit: one-page summary of why they believe this event is deserving of the Brotherhood/Sisterhood Event of the Year Award
Chapter Profile Page

Please complete this form and upload it with your Application for Accreditation. Remember to save it as a PDF with the file name “[Organization Name] Chapter Profile Page” before uploading. If your organization does not have one of the following, please write N/A.

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Fraternity or Sorority (please check): Fraternity _______ Sorority _______ Co-Ed _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Chapter Name:</td>
<td></td>
</tr>
<tr>
<td>National Founding Date &amp; Institution:</td>
<td></td>
</tr>
<tr>
<td>Local Chapter Founding Date:</td>
<td></td>
</tr>
<tr>
<td>Philanthropy/ies:</td>
<td></td>
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<tr>
<td>Color(s):</td>
<td></td>
</tr>
<tr>
<td>Flower:</td>
<td></td>
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<tr>
<td>Mascot/Symbol:</td>
<td></td>
</tr>
<tr>
<td>Mission Statement:</td>
<td></td>
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<tr>
<td>Open Motto:</td>
<td></td>
</tr>
<tr>
<td>Open Values/Principles:</td>
<td></td>
</tr>
</tbody>
</table>

Information about your chapter for 2018:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Spring 2018</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of New Members/Neophytes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Initiated Members:</td>
<td></td>
<td></td>
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<tr>
<td>Total number of members:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA</th>
<th>Spring 2018</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-chapter semester average:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All-chapter cumulative average:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Service Hours</th>
<th>Spring 2018</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Logged on NobleHour:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Philanthropy Dollars Donated</th>
<th>Spring 2018</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Donated and Reported:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Advisor Verification Form

Please have your Chapter Advisor complete this form after reviewing your Application for Accreditation materials and upload it with your Application for Accreditation. They should again review and complete the form for any additional Chapter Excellence and Other Awards applications your chapter submits. Remember to save each time as a PDF with the file name “[Organization Name] Advisor Verification Form” before uploading.

Organization Name: ___________________________________________________________

Advisor Name: _______________________________________________________________

Email: ______________________________________________________________________

Contact Number: ______________________________________________________________

Highlight which Application or Award you are verifying:
If the chapter is applying for more than one Award, you may highlight all of them on the same form and the chapter may submit the same file for each of the Awards in which they are applying

☐ Application for Accreditation
☐ Organizational Operations (Excellence and/or Most Improved)
☐ Scholarship (Excellence and/or Most Improved)
☐ Leadership (Excellence and/or Campus Involvement)
☐ Member Education (Excellence and/or All-Member Education Program of the Year)
☐ Greek Relations (Excellence and/or Partnership of the Year)
☐ Community Service (Excellence)
☐ Philanthropy (Excellence)
☐ Brotherhood/Sisterhood (Excellence and/or Brotherhood/Sisterhood Event of the Year)

As the advisor of the aforementioned undergraduate chapter, I hereby certify the validity and accuracy of the information submitted for the chapter’s Application for Accreditation or Chapter Excellence and Other Awards application.

Advisor Name (typed here serves as electronic verification) ________________________________

Date: ____________________________________________________________________________
Chapter Verification Form

Please complete this form and upload it with your chapter’s Application for Accreditation and for each Chapter Excellence and Other Awards application. Remember to save it as a PDF each time with the file name “[Organization Name] [Application for Accreditation/Award Name] Verification Form” before uploading.

Organization Name: __________________________________________________________

Name of person completing application: __________________________________________

Title of person completing application (if applicable): ______________________________

Email: ________________________________

Phone: ______________________________

Highlight which Application or Award you are verifying:
If applying for more than one Award, you may highlight all of them on the same form and submit the same file for each of the Awards in which you are applying

☐ Application for Accreditation
☐ Organizational Operations (Excellence and/or Most Improved)
☐ Scholarship (Excellence and/or Most Improved)
☐ Leadership (Excellence and/or Campus Involvement)
☐ Member Education (Excellence and/or All-Member Education Program of the Year)
☐ Greek Relations (Excellence and/or Partnership of the Year)
☐ Community Service (Excellence)
☐ Philanthropy (Excellence)
☐ Brotherhood/Sisterhood (Excellence and/or Brotherhood/Sisterhood Event of the Year)

As the person submitting this Application for Accreditation or Excellence and Other Award application for my organization, I certify the validity and accuracy of this information. I recognize that any misrepresented and/or inaccurate information reported may result in disciplinary action from Fraternity & Sorority Life.

Name (typed here serves as electronic verification) _________________________________

Date: ______________________________