

# Colorado State University Greek Community 2011 Seal of Approval

## TIMELINE

**Award Period:** January 1, 2011 – December 31, 2011

**Due Date:** Monday, December 5, 2011 by 5:00 PM to the Greek Life Office

*\*\*\*Note: No late applications will be accepted.\*\*\**

## PURPOSE

In an effort to encourage achievement of the fraternal ideals of scholarship, brotherhood/sisterhood, leadership and service, and to recognize Greek organizations that strive for excellence, University endorsement standards have been established. Each standard identifies components necessary to the creation of a quality living and learning environment for Greek members. The Seal of Approval provides a set of benchmarks for all Greek chapters to ascribe. The awards process provides the Greek Life Office and the university administration an opportunity to recognize those chapters who meet minimum qualifications/expectations of chapter operation and management.

## ELIGIBILITY

**The Seal of Approval categories are REQUIRED BY ALL CHAPTERS.**

## QUALIFICATIONS

**Seal of Approval:** Chapters need to meet 80% proficiency in 4 categories, and 70% in the fifth category. Chapters need to ensure their lowest scoring Seal of Approval category is not the same two years in a row.

## DOCUMENTATION AND SCORING

**Seal of Approval:** To earn the Seal of Approval, chapters must apply for all five of the Seal of Approval Categories which include:

- Academics
- Risk Prevention & Membership Accountability
- Philanthropy & Service
- Membership Development & Retention
- Chapter Management

## PENALTIES FOR NOT OBTAINING THE SEAL OF APPROVAL:

- **The 1<sup>st</sup> Occurrence:** The chapter will be placed on Social Probation for the Fall Semester. If desired, at the beginning of the Fall Semester the chapter may schedule a hearing where they will present a Plan of Action to minimize their Social Probation. A response outlining any changes made will be released to the chapter and their advisor within seven days of the hearing.
- **The 2<sup>nd</sup> Occurrence:** The chapter will Not Be in Good Standing with the Greek Life Office for the Fall Semester and placed on Social Probation. If desired, at the beginning

of the Fall Semester the chapter may schedule a hearing where they will present a Plan of Action to alter their status with the Greek Life Office. A response outlining any changes made will be released to the chapter and their advisor within seven days of the hearing.

- **The 3<sup>rd</sup> Occurrence:** The chapter will Not Be in Good Standing with the Greek Life Office for the Fall Semester and placed on Social Probation. A hearing will be scheduled to review the status of the chapter which will determine if the chapter will be able to operate as an active fraternity/sorority on the Colorado State University campus.

## **INSTRUCTIONS**

- ◆ **The five Seal of Approval categories must be submitted in a binder together**
- ◆ **The Chapter Award Applications (essay and documentation) must be submitted in a separate binder with any applications for Chapter of the Year, Challenge the Process, Living the Ritual, and Greek Unity award applications**
- ◆ **Note: No late applications will be accepted**
- ◆ **Documentation provided by the Greek Life Office or your respective governing council is appropriately identified in the application. The chapter is responsible for proper documentation for all other questions.**
- ◆ **In order to assist in the judging process, please order your entire Seal of Approval in the order that is outlined in this packet. Failure to do so will result in a deduction of points by the judges.** If the chapter does not conduct programs as indicated in the criteria, please state that in the appropriate place.
- ◆ Application materials should be in a three ring binder or be professionally bound
- ◆ All entries must be on 8.5 in. x 11 in. paper
- ◆ Each category section should be tabbed and include a title page listing your chapter's name, the category name and the person(s) completing the respective section, including the person's telephone number or email address for each priority
- ◆ Documentation must be within the award period: January 1<sup>st</sup> through December 31<sup>st</sup>
  - Documentation for any other time will not be accepted.
- ◆ All supporting documentation must be legible, clearly identified and included in the appropriate section
- ◆ Suggestions for documentation are made in the criteria outline. Please submit what is suggested, including different documentation where appropriate
- ◆ For categories in which the chapter has no documentation, please provide a typed explanation of no more than one page, double-spaced
- ◆ If documentation is not provided, no points will be awarded. Judges have the right to take away points if adequate supporting information/documentation is not provided
- ◆ Falsification of documentation will result in disqualification in that particular category
- ◆ **Note: Chapters must apply for all five Seal of Approval criteria.**

**PRIORITY 1: ACADEMICS**

*(46 points possible, up to 2 bonus points available; 37 points needed for Seal of Approval)*

**Priority Criteria:**

1. Chapter has an appointed/elected Academic Officer
  - A. Submit a written job description included in the chapter's constitution/bylaws. – **1 pt.**
  - B. Describe how this position is utilized in your chapter at the Colorado State University and who held the position during the award period. – **1pt.**
  - C. Include specific goals submitted and achieved by the Scholarship Officer – **2 pts.**
  
2. Chapter has a written academic program
  - A. Submit a one page summary/outline of the program – **3 pts.**
  - B. Describe how this program is utilized in your chapter at Colorado State University – **1 pt.**
  - C. Submit a written review of the effectiveness of current programs and practices – **1 pt.**
  
3. Chapter has a written new member/neophyte academic program
  - A. Include documentation in the bylaws or other policy items detailing activities to support new members/neophytes and their academic achievements in their first year. – **3 pts.**
  
4. The chapter has conducted/attended at least one academic workshop per semester during the award period.
  - A. Workshop #1 – **2 pts.**
  - B. Workshop #2 – **2pts.**
  - C. Additional workshops – **1 pt.** each, up to **2** additional points  
*Include documentation of meeting minutes, agenda, handouts, etc.*
  
5. The chapter has an active faculty advisor (not including Greek Life staff).
  - A. Who met with the chapter as a whole – **1 pt.**
  - B. Who addresses the new members during their educational period – **1 pt.**  
*Include documentation of meeting minutes, agenda, handouts, etc.*
  
6. The chapter requires and enforces a minimum grade point average (1 pt for documentation that chapter has requirement, 1 pt for documentation that it is enforced.)
  - A. For new members wanting to join – **2 pts.**
  - B. To remain in good standing within the chapter – **2 pts.**
  - C. To hold an office within chapter – **2 pts.**  
*Include a copy of bylaws or policy that states your requirement.*
  
7. Fall and Spring Academic Events. The chapter attends All-Greek Academic Events (to be determined by Vice Presidents of Scholarship)
  - A. Spring Event – **3 pts.**

B. Fall Event – **3 pts.**

*Chapters must receive a letter verifying attendance from their respective council*

**Chapters do not need to submit documentation for the following; these items will be verified by the Greek Life Office:**

7. New member class maintains a 2.5 GPA or higher in their first semester with the chapter
  - A. Spring Semester – **2 pts.**
  - B. Fall Semester – **2 pts.**
  
8. Chapter GPA is equivalent to or above the all women's or all-men's GPA
  - A. Spring Semester – **2 pts.**
  - B. Fall Semester – **2 pts.**
  
9. Chapter GPA is equivalent to or above the all-university GPA
  - A. Spring Semester – **1 pt.**
  - B. Fall Semester – **1 pt.**
  
10. Chapter improved or maintained their GPA from one semester to the next (will look at Fall '10-Spring '11 & Spring '11-Fall '11)
  - A. Spring Semester – **2 pts.**
  - B. Fall Semester – **2 pts.**
  
11. At least 20% with a G.P.A. above a 3.5 on a 4.0 scale
  - A. Spring Semester – **1 pt.**
  - B. Fall Semester – **1 pt.**

**PRIORITY 2: RISK PREVENTION-CHAPTER STANDARDS & MEMBERSHIP ACCOUNTABILITY**  
*(28 points possible; 22 points needed for Seal of Approval)*

**Priority Criteria:**

1. Chapter has an elected or appointed person whose responsibilities include risk prevention and management.
  - A. Provide name of appointed person. – **1 pt.**
  - B. Submit a copy of his/her responsibilities, be sure to describe how these responsibilities are specific to your chapter at the Colorado State University. – **3 pts.**
  - C. Provide examples of how job responsibilities were implemented in the chapter. – **3 pts.**
  
2. Chapter has a written policy defining risk management and dealing with the implementation of risk management. – **2 pts.**  
*Provide a copy of the written plan including federal, state, and local laws and Colorado State University policies.*
  
3. Chapter sponsored or attended a risk management workshop or seminar which covered university, IFC, PHC, MGC, NPHC, and chapter policies during the award period. – **5 pts.**  
*\*\*\*Note: Meetings where council officers review university and community policies and round tables do not count toward this criterion\*\*\**  
*Provide a copy of agenda, sign in sheet, any handouts passed out, etc.*
  
4. Chapter sponsored at least two additional programming efforts that were related to risk management issues (i.e. stress management, academic dishonesty, eating disorders, wellness, etc.)  
*\*\*\*Note: Meetings where council officers review university and community policies and round tables do not count toward this criterion\*\*\**
  - A. Program #1 – **2 pts.**
  - B. Program #2 – **2 pts.***Provide a copy of agenda, sign in sheets, any handouts passed out, etc.*
  
5. Chapter has a written emergency procedure policy – **2 pts.**  
*Provide a copy of the written plan including Colorado State University specifics.*
  
6. Chapter has a disciplinary body whose responsibilities include addressing risk prevention and management.
  - A. Provide a list of the members of the body and their responsibilities. – **2 pts.**
  - B. Describe how these members are chosen. – **2 pts.**
  - C. Provide a summary of cases/issues that this body addressed and in what manner. – **2 pts.**

**Chapters do not need to submit documentation for the following; these items will be verified by the Greek Life Office:**

7. Chapter has not had any disciplinary problems/infractions with their respective councils/Greek Life Office/Colorado State University during the award period. – **2 pts.**

**PRIORITY 3: PHILANTHROPY & SERVICE**

*(24 points possible, up to 8 bonus points available; 20 points needed for Seal of Approval)*

**Priority Criteria:**

**Note: A chapter will not be given dual points for a single event listed in more than one category.**

1. Chapter participates in a minimum of two (one per semester) **community service/hands-on projects** with 70% of the chapter participating.
  - A. Spring Semester – **3 pts.**
  - B. Fall Semester – **3pts.**

*Provide description of event, names and signatures of all chapter members in attendance, how many total hours were given by your organization, benefits the chapter gained from participation, and benefits the organization/community gained from the chapter volunteering.*
  
2. Chapter sponsors one **philanthropy/fundraising project** annually with 70% of the chapter participating.
  - A. Philanthropy/fundraising project #1 – **3 pts.**
  - B. Additional philanthropy/fundraising project (s) – **1 point** each, up to **3 bonus pts.**

*Provide description of event, names of all chapter members in attendance, how much total monies were raised, where money was donated, and benefits gained from participation.*
  
3. Chapter participates in a minimum of **one service** and **one philanthropic project/event** per semester sponsored by another chapter, student group or non-profit organization.
 

*\*\*\*Note: Chapters must have/prove at least 60% participation at the project/event\*\*\**

  - A. Spring Semester of awards period – **3 pts.**
  - B. Fall Semester of awards period – **3 pts.**
  - C. Participation with chapters from other three governing councils – chapter earn points for participation in/with an event sponsored by another council or a chapter from another council. (e.g. IFC chapter with 3 PHC events = 1 point. IFC chapter with 2 PHC events and 1 MGC event = 2 points, and so on) – **Up to 3 points possible**

*\*\*\*Note: Chapters will receive a maximum of one point per council\*\*\**

*Provide name of event, location, date and names of all chapter members in attendance, and how much time and/or money was donated, and where the time/money was donated to.*
  
5. Chapter has 50% of members or more that volunteer with service projects individually.
  - A. 50% of members – **3 pts.**
  - B. 75% of members – **4 pts.**
  - C. 90% of members – **5 pts.**

*List of members names, signatures and organization/service. List total number of volunteers divided by total chapter roster for chapter percentage.*

*\*\*\*Note: Chapters need to include the number of members in the chapter, the number of volunteers, and the percentage of members who volunteer\*\*\**

6. Chapter accurately completes Community Service/Philanthropy Report as provided by the VP's of Philanthropy and Service each semester.
  - A. Spring Semester of Awards Period – **3 pts.**
  - B. Fall Semester of Awards Period – **3 pts.**

*Copy of chapter hour logs as well as a letter of verification from the appropriate VP's of Philanthropy and Service.*

**PRIORITY 4: MEMBERSHIP DEVELOPMENT & RETENTION PRACTICES**

*(26 points possible, up to 7 bonus points; 22 points required for Seal of Approval)*

**Priority Criteria:**

1. Chapter follows a written new member/intake program which includes:
  - A. Chapter mentoring initiatives that promote total chapter involvement – **1 pt.**
  - B. Scholarship – **1 pt.**
  - C. Philanthropy – **1 pt.**
  - D. Chapter and CSU history and resource information – **1 pt.**
  - E. Leadership opportunities – **1 pt.**

*Submit a **1-2 page description** of program and benefits of this program which the above elements, **including any supporting documentation***

2. 70% of eligible new members attended the New Member retreat
  - A. Spring Semester – **5 pts.**
  - B. Fall Semester. – **5 pts.**

*Data collected by Greek governing council.*
3. Chapter attends/support the Education and/or Social Programs hosted in Fall and Spring semesters
  - A. Spring Semester – **5 pts.**
  - B. Fall Semester – **5 pts.**

*Data collected by Greek governing council.*

**Chapters do not need to include the following; these items will be verified by the office:**

4. Chapter retained their new members recruited during the award period.
  - A. 80% of members recruited for the largest new member class were initiated or retained. **3 pts.**
  - B. 90% of members recruited for the largest new member class were initiated or retained. – **4 pts.**
  - C. 95% of members recruited for the largest new member class were initiated or retained. – **5 pts.**

*Provide a list of all new members recruited during the award period including their bid acceptance date and initiation or current status (continuing new member, transfer, withdrawal, resigned, etc).*

5. Chapter retained or graduated their active members as of January 1 thru December 31, 2011.
  - A. 80% retention – **3 pts.**
  - B. 90% retention – **4 pts.**
  - C. 95% retention – **5 pts.**

*Data collected by the Greek Life Office and Indicated on the governing council checklist (provide a copy of the checklist with the requirements met).*

**BONUS:**

6. Chapter has a written senior program which includes:
  - A. Programming specific to senior needs (i.e. interview tips). – **1 pt.**
  - B. Recognition for senior leadership/chapter contributions. – **1 pt.**
  - C. Ways in which seniors are retained in the chapter - **1 pt.**

**PRIORITY 5: CHAPTER MANAGEMENT**

*(43 points possible; Chapters with facilities: 34 needed for Seal of Approval, Chapters without facilities: 31 points needed for Seal of Approval.)*

**Priority Criteria:**

1. Chapter has a minimum of one active graduate/alumnus advisor. – **1 pt.**  
*Provide a one-page letter from this individual explaining his/her role with the chapter.*
2. Chapter involves at least three faculty or staff members in chapter activities on at least two different occasions throughout the year.– **2 pts.**  
*Provide description of events, copies of invitations and names and titles of guests.*
3. Chapter sponsors at least one parent event annually.– **2 pts.**  
*Provide description of event, date, location and # attended.*
4. Chapter provides written communication to parents of members (new or active) orienting them to relevant information about the chapter. – **2 pts.**  
*Provide copy of this communication.*
5. The chapter holds an annual (alcohol free) officer transition/training program and involves their alumni/chapter advisors. - **3 pts.**  
*Provide description of event, names of all chapter members in attendance, effectiveness of activities, formal evaluations, and benefits gained from participation.*
6. Chapter has an updated, local website. – **2 pts.**  
*Provide web site address and printed copy of homepage.*
7. Chapter keeps accurate meeting minutes. – **2 pts.**  
*Submit at least 4 weeks of minutes from the award period.*
8. Chapter holds weekly executive council meetings – **2 pts.**  
*Submit at least 4 weeks of minutes from the award period.*
9. Chapter revises and updates as necessary local constitution and bylaws at the beginning of leadership term – **2 pts.**  
*Provide a copy of old constitution and bylaws and resulting revisions*  
*\*\*\*Note: Revisions must be highlighted\*\*\**
10. Chapter is fiscally responsible.
  - A. Chapter has an operating budget. – **1 pt.**
  - B. Chapter is in good financial standing with their inter/national headquarters – **1 pt.**  
*Provide a letter from your national organization*
  - C. Chapter is in good financial standing with their respective governing council – **1 pt.**  
*Provide a letter from your respective governing council*
  - D. Payment plans are made available to members – **1 pt.**  
*Submit a copy of budget, provide verification from respective headquarters, provide verification from governing council, & provide a description of the payment plan.*
12. Chapter sets goals and works throughout the year to achieve them. – **3 pts.**

*Provide a copy of the chapter goals for both the Spring and Fall semesters as well as the goals for each officer. Highlight the goals that were met.*

13. Chapter produced a calendar of events for the Spring and Fall semesters and gave a copy to each member. – **1 pt.**

*Provide a copy of calendars and evidence of distribution.*

14. The chapter develops a mission/vision statement

A. *Provide a copy of the statement – 1 pt.*

B. *Demonstrate fulfillment of the statement – 1 pt.*

15. Chapter demonstrates an attitude of awareness and interest in issues related to multiculturalism, diversity and diverse populations (ethnicity, race, religious preference, gender, sexual orientation, disability, etc.) by at least once per year sponsoring or participating in an event around one of these areas. – **5 pts.**

*Provide information about the event, a list of members who attended, etc.*

16. Chapter won an award from their national headquarters during the award period (if applicable). – **2 pts.**

*Provide name and description of the award and date received. If not part of a national affiliation or your affiliation does not have awards, please note.*

17. Chapter establishes and enforces written house rules (*facility chapters only*). – **2 pts.**

*Provide a copy of the rules and policies.*

18. Chapter uses contracts for housing (*facility chapters only*). – **1 pt.**

*Provide a copy of contract.*

**Chapters do not need to submit documentation for the following; these items will be verified by the Greek Life Office:**

19. Chapter received no citations or warning for violating city ordinances on noise, rubbish, animals, parties, snow removal, yard maintenance, parking, and/or underage consumption of alcohol. – **5 pts.**