

# 2024 Chapter Accreditation Plan

## Office of Fraternity & Sorority Life

### ADMINISTRATIVE

1. **Chapter supplies the OFSL with the following documentation within the FIRST 14 DAYS of the noted semester(s):**
  - a. Chapter Executive Board and Advisory Board Contact Information. This list of chapter officers should also include the Philanthropy Chair and Community Service Chair. This documentation is only due **SPRING SEMESTER (January 22<sup>nd</sup>)**, unless there are changes to officers/advisors.
  - b. Local and National Risk Management Policies, due **SPRING SEMESTER. (January 22<sup>nd</sup>)**
  - c. Chapter's Scholarship Plan, due **EACH SEMESTER (Spring: January 22<sup>nd</sup>; Fall: September 6<sup>th</sup>)**. Included must be the name of a member who is responsible for overseeing chapter academic success, their contact information, three academic goals, and how they plan on achieving these goals.
  - d. Chapter Programming Calendar, due **EACH SEMESTER. (Spring: January 22<sup>nd</sup>; Fall: September 6<sup>th</sup>)**
2. **Chapter completes the following programs and supplies the following recruitment/intake and new member education paperwork by the noted deadlines:**
  - a. Participation in New Member Educator Boot Camp session **EACH SEMESTER. (Spring: January 9<sup>th</sup>; Fall: August 14<sup>th</sup>)**
  - b. Appropriate recruitment/intake form **EACH SEMESTER:**
    - i. Intake Intent Form (MGC & NPHC): due within 30 days of start of semester. **(Spring: February 8<sup>th</sup>; Fall: September 19<sup>th</sup>)**
    - ii. New Member Education Guidance Form (IFC & PC): due within 14 days of start of semester. **(Spring: January 22<sup>nd</sup>; Fall: September 6<sup>th</sup>)**
  - c. OFSL Grade Authorization Forms at least two days prior to bid extension.
  - d. New Member Roster supplied within seven days of bid extension or membership acceptance.
  - e. New Members are registered via MyWings within seven days of bid extension/membership acceptance.
3. **Chapters fulfill the following expectations:**
  - a. Certificate of Insurance (due 30 days following expiration)
  - b. Chapter President meets with their OFSL Advisor within the first three weeks of **EACH SEMESTER. (Spring: February 2<sup>nd</sup>; Fall: September 13<sup>th</sup>)**
  - c. Chapter President submits accurate chapter roster by following deadlines:
    - i. January 10<sup>th</sup> by 5:00pm
    - ii. April 24<sup>th</sup> by 5:00pm
    - iii. August 21<sup>st</sup> by 5:00pm
    - iv. November 20<sup>th</sup> by 5:00pm
  - d. Chapter submits payment for Greek Council dues **EACH SEMESTER. (Spring: April 15<sup>th</sup>; Fall: November 18<sup>th</sup>)**
  - e. Chapter conducts some form of membership intake or recruitment process at least **ONCE PER CALENDAR YEAR**. Documentation will be issued by the chapter's OFSL Advisor.
  - f. 100% of chapter members (including new members) complete both the Hazing Prevention 101 and Fraternity and Sorority Life modules, via <https://unf.prevent.zone/courses/> **EACH CALENDAR YEAR**. Both modules must be completed by **November 22<sup>nd</sup>**. Chapter members must submit certificate of completion to Chapter President or designated officer for proof of completion.

## COMMUNITY ENGAGEMENT

1. Chapter co-hosts at least one educational program, community service opportunity, or social event with a chapter in **EACH** of the governing councils, including their own, **EACH CALENDAR YEAR**. The chapter is responsible for **FOUR** events total throughout the year. The chapter must submit a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than three weeks following each event date. Chapters may partner with multiple chapters from other councils to fulfill this requirement. Events should be planned as soon as possible to avoid potential scheduling conflicts.
2. Chapter hosts, co-hosts or participates in at least **FOUR** community service projects **EACH CALENDAR YEAR**. No more than two of these service projects may be beach clean-ups. For each project, the chapter must submit a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than three weeks following each event date. (Philanthropy events and fundraisers do not fulfill this expectation.)
3. Chapter collaborates with at least **ONE** other University department, office, or program to plan an educational program **EACH SEMESTER**. The chapter must submit a Program Summary Form and attendance sheet no later than three weeks following each event date.
4. At least 50% of chapter members participate in council-sponsored programs **EACH SEMESTER**. For council events, chapters must be notified by their councils at least three (3) weeks prior to the scheduled event date. At the conclusion of each semester, the council will provide a letter verifying how many members attended each program and if the minimum percentage total was achieved. Council Program Summary Forms are not needed.
5. Chapter has a **minimum average of five service hours** per member **EACH SEMESTER**. Examples of community service include assisting at a shelter, campus clean-ups, volunteering at a soup kitchen, etc. Service hours that are earned by participating in a service-based philanthropy event will be accepted for this requirement. Attending/participating in non-service-based philanthropy events or tabling for recruitment will not count as service hours. The chapter is expected to log all community service hours earned per member, including new members, and submit this to their OFSL Advisor by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**.
6. The chapter is responsible for submitting how much money they raised and/or the number of goods collected for philanthropic causes by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**. Examples of goods collected include book drives, clothing drives, school supply drives, etc.

## INTEGRITY

1. Chapter is in good standing within their respective council, as per the council's governing documents. The Council President will submit a letter by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)** indicating whether the chapter remains in good standing.
2. The Council Standards Officer, or Council President, submits a letter by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)** outlining all chapter judicial complaints, hearings, findings, and sanctions (if found responsible).
3. Chapter must participate in four or more substance-free social events **EACH CALENDAR YEAR**. The event may be a closed sisterhood/brotherhood function, be conducted virtually, or be co-sponsored with another registered student organization or Greek organization. (Photo shoots do not count towards fulfilling this expectation.) The chapter is responsible for submitting a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than three weeks following each event date.
4. Chapter hosts at least one seminar on bystander intervention, alcohol, drugs, hazing, sexual assault prevention and/or similar topic **EACH SEMESTER**. This event may be held internally or be open to the University community. The program(s) may not be facilitated by an undergraduate student and a different topic must be covered each semester. 75% of the chapter members must be in attendance for any seminar(s) hosted in total. The program(s) may be hosted by the organization's Graduate Chapter, regional, state, or (inter)national headquarters. The chapter is responsible for submitting a Program Summary Form and attendance sheet no later than three weeks following the event date.

## LEADERSHIP

1. Required chapter officers, or an appropriate proxy, attend the following OFSL-sponsored events:
  - a. CAP Review Meetings (January 10<sup>th</sup> – 12<sup>th</sup>) (spring)
  - b. Greek Leadership Conference (spring)
  - c. Greek Summit (fall)
  - d. Presidents Meetings (four times per semester)OFSL will provide documentation confirming chapter's attendance.
2. The Chapter Advisor, or an appropriate advisor proxy, attends the following OFSL-sponsored events:
  - a. Advisor Meetings (twice per semester)
  - b. Institute for Onboarding & Training Advisors (summer)OFSL will provide documentation confirming advisor's attendance.
3. Chapter President has at least three meetings with their OFSL Advisor **EACH SEMESTER**. Meetings must occur by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**. Documentation of completion will be issued by the chapter's OFSL Advisor.
4. Chapter participates in regional/state/(inter)national leadership training programs or convention for their organization or council **EACH CALENDAR YEAR**. If the organization does not have an annual leadership opportunity, the chapter may send appropriate representation to a general fraternal leadership experience or have participated in a webinar/virtual program hosted by their regional/state/(inter)national organization. Chapter provides a Program Summary Form and proof of program/training registration within three weeks of attending.

## PERSONAL GROWTH

1. At least 20% of chapter members attend council seminars or guest speaking opportunities **EACH CALENDAR YEAR** on one of the following topics: wellness, diversity, professional development, or an approved topic. The council is responsible for submitting a letter and attendance sheets within three weeks of the event occurring.
2. The chapter has representation in at least one of the following clubs, organizations, or agencies within the UNF: Residential Advisor (RA), SASS Ambassador/Facilitator, Osprey Involvement Center (OIC), Lend-A-Wing, SI Tutor, SAID organizations, Swoop Squad, FYE Mentor, Student Government, Greek Ambassadors, Greek Emerging Leaders, Order of Omega, Council Executive Board positions and/or Presidential Envoys. The chapter is responsible for compiling a list of all members serving in these capacities and any leadership positions if appropriate.
3. Chapter organizes or attends one alumni/alumnae, Graduate Chapter, or affiliation-sponsored event **EACH CALENDAR YEAR**. The chapter is responsible for submitting a Program Summary Form and attendance sheet and a comprehensive attendance sheet including the names of all those in attendance no later than three weeks following the event date.
4. At least 85% of new members attend a council orientation event specifically designed for new members. The event must be held at least once **EACH CALENDAR YEAR**. The council is responsible for submitting a letter and chapter attendance sheet within three weeks of the event occurring. Council Program Summary Forms are not needed.
5. Chapter organizes an officer transition workshop at the end of their officer term. The chapter is responsible for submitting three-to-five-chapter goals and how they plan on achieving them and an attendance sheet no later than three weeks following the workshop.

## SCHOLARSHIP

1. Chapter maintains a semester chapter GPA at or above a 2.65 for all active members **EACH SEMESTER**. OFSL Advisor will submit OFSL Academic Report per semester.
2. Chapter maintains an overall (active and new members combined) semester GPA at or above the All-Undergraduate GPA **EACH SEMESTER**.
3. Chapter maintains an overall (active and new members combined) semester GPA at or above the All Men's/All-Women's GPA **EACH SEMESTER**.
4. Chapter meets with their respective Council Scholarship Chair, or appropriate council officer, in-person at least once **EACH SEMESTER** to discuss chapter's academic plan and/or performance. The meeting must take place by **February 9<sup>th</sup> (Spring) and September 20<sup>th</sup> (Fall)**. The council officer will supply the chapter with a copy of the Academic Review Meeting Form within three weeks of the meeting.
5. At least 30% of chapter members attend a council, chapter, OFSL, or Order of Omega sponsored academic/scholarship program or event **EACH CALENDAR YEAR**. The chapter, council, OFSL, or Order of Omega will be responsible for submitting a letter and chapter attendance sheets within three weeks of the event occurring. Council Program Summary Forms are not needed.

# ACCREDITATION DESIGNATIONS

## Chapter of Excellence

Chapters with this designation have achieved/accomplished between **80% and 100% of the overall Accreditation Expectations** across the six categories. These chapters have gone above and beyond the expectations of social sororities and fraternities, demonstrating excellence through the milestones outlined in the Chapter Accreditation Plan.

## Noteworthy Chapter

Chapters with this designation have achieved/accomplished between **79% and 70% of the overall Accreditation Expectations** across the six categories. These chapters have met and exceeded expectations for social sororities and fraternities, as outlined in the Chapter Accreditation Plan.

## Accredited Chapter

Chapters with this designation have achieved/accomplished between **69% and 60% of the overall Accreditation Expectations** across the six categories. These chapters have met the expectations for social sororities and fraternities as outlined in the Chapter Accreditation Plan.

## Provisional Chapter

Chapters with this designation have earned **59% or less of the overall Accreditation Expectations** across the six categories. Any chapter on a provisional status will have their (inter)national organization notified of their standing with the University and the Office of Fraternity and Sorority Life. Any chapter that remains on a provisional status for more than two (2) consecutive years may lose recognition within the Office of Fraternity and Sorority Life.

Provisional chapters will be required to:

- Chapter Executive Board meets with their respective Council President, Standards Officer, and OFSL Advisor within the first 30 days of each semester to discuss areas and opportunities for improvement.
- Chapter President has meetings with their Council President twice each semester. The Council President is responsible for sending the agenda and minutes of these meetings to the Chapter President, Chapter Advisor, and OFSL Advisor within 48 hours after each meeting.

**Submission Deadline: December 5, 2024, by 5:00pm.**

*Chapters may place items into their binders as often as they would like.  
However, the binder **MUST** remain in OFSL.*