

# 2024 Council Assessment Standards

## Office of Fraternity & Sorority Life

### ADMINISTRATIVE

#### 1. Council fulfills the following expectations:

- a. Finalized Council Programming Calendar due to OFSL Advisor by **January 17<sup>th</sup> (Spring) and August 28<sup>th</sup> (Fall)**. The council is responsible for distributing this calendar to its chapters by **January 24<sup>th</sup> (Spring) and September 4<sup>th</sup> (Fall)**.
- b. Council President schedules their one-on-one meetings with their OFSL Advisor by **January 17<sup>th</sup> (Spring) and August 28<sup>th</sup> (Fall)**. The first meeting between the Council President and their OFSL Advisor must occur by **January 24<sup>th</sup> (Spring) and September 4<sup>th</sup> (Fall)**.
- c. Council President compiles their Executive Board office hour schedule and submits it to their OFSL Advisor by **January 24<sup>th</sup> (Spring) and September 4<sup>th</sup> (Fall)**.
- d. 100% of Executive Board Officers complete 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 **February 29, 2024**.
- e. Each Council Executive Board Officer supplies their Council President and OFSL Advisor with their goals and how they plan on achieving them **EACH SEMESTER**. These are due by **January 24<sup>th</sup> (Spring) and September 4<sup>th</sup> (Fall)**.
- f. Council Executive Board supplies their OFSL Advisor with their collective council goals and how they plan on achieving them **EACH SEMESTER**. These are due by **January 31<sup>st</sup> (Spring) and September 12<sup>th</sup> (Fall)**.
- g. Appropriate Council Officer emails meeting minutes for both executive board and council meetings to appropriate constituents (including but not limited to Council Officers, Chapter Delegates, Chapter Presidents, Chapter Advisors and/or OFSL Advisor) within 48 hours following the meeting. A printed copy of each email sent to constituents should be placed in the Council's CAS binder for date confirmation.
- h. Council Officers supply their chapters with all necessary CAP documentation by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**.
- i. Council revises all governing documents, including bylaws and standing rules, **EACH CALENDAR YEAR**.

## COMMUNITY ENGAGEMENT

1. Council collaborates with at least one other governing council or OFSL leadership organization **EACH SEMESTER** to host an educational program, community service opportunity, or social event. A different council or OFSL leadership organization and a different type of event must be used each semester. Chapters must be given a month's notice via writing for the event to be eligible for CAS. The council must submit a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date.
2. The four councils collaborate to host one educational program or community service opportunity **EACH CALENDAR YEAR**. Chapters must be given a month's notice via writing for the event to be eligible for CAS. The council must submit a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date.
3. Council hosts or co-hosts at least two community service projects **EACH SEMESTER**. No more than one of these service projects may be a beach clean-up. Chapters must be given a month's notice via writing for the event to be eligible for CAS. For each community service event, the council must submit a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date. (Philanthropy events and fundraisers do not fulfill this expectation.)
4. Council collaborates with at least one other University department/office to plan an educational program **EACH SEMESTER**. Chapters must be given a month's notice via writing for the event to be eligible for CAS. The council must submit a Program Summary Form and an attendance sheet no later than two weeks following each event date.
5. If the council supports a philanthropic cause, it 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. The Council President will submit a letter **EACH SEMESTER** indicating whether the chapter remains in good standing by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**.
2. The Council Standards Officer, or Council President, will submit a letter **EACH SEMESTER** outlining all chapter judicial complaints, hearings, findings, and sanctions (if found responsible) by **May 1<sup>st</sup> (Spring) and December 2<sup>nd</sup> (Fall)**.
3. The Council Standards Officer, or appropriate council officer, oversees a Standards/Judicial Board or mediation process specifically for the council to utilize in holding their peers accountable to all council, OFSL, and University expectations and policies. The Council Standards Officer, or appropriate council officer, will submit their training plans to their OFSL Advisor by **January 31, 2024**, and training will occur no later than by **March 1, 2024**. If new representatives are chosen midway through the calendar year, an additional training must be conducted by **September 2, 2024**.
4. Council officers work with Provisional Chapters within their respective council:
  - a. Council President will organize a meeting with the provisional chapter's Executive Board and the OFSL Advisor by **February 7<sup>th</sup> (Spring) and September 19<sup>th</sup> (Fall)** to discuss areas and opportunities for improvement.
  - b. Council President has two meetings **EACH SEMESTER** with the Chapter President.
    - i. Following these meetings, the Council President will send the agenda and minutes to the Chapter President, Chapter Advisor, and OFSL Advisor within 48 hours.

## LEADERSHIP

1. Required council officers, or an appropriate proxy, attend the following OFSL-sponsored events:
  - a. Greek Leadership Conference (spring)
  - b. Greek Summit (fall)
  - c. Presidents Meetings (four times per semester; Council President only)
  - d. Quad Council Meetings (Council President only)

OFSL will provide documentation confirming council's attendance.

2. Council President hosts at least two meetings **EACH SEMESTER** where all their chapter presidents are in attendance. These meetings cannot be jointly hosted with another council and must occur by **May 1<sup>st</sup> (Spring)** and **December 2<sup>nd</sup> (Fall)**. The Council President will provide a letter and copies of the meeting agendas/minutes as documentation.
3. 100% of council executive board officers attend the Fraternal Leadership Institute in January. OFSL will provide documentation confirming council's attendance.
4. Council's election/slating process must be completed by **November 20, 2024**. The council is responsible for providing the names and contact information for all newly elected/slatted council executive board officers as documentation.

## PERSONAL GROWTH

1. Council hosts or co-hosts at least one seminar or guest speaker **EACH SEMESTER** on the following topics: wellness, diversity, professional development, or an approved topic. Chapters must be given a month's notice via writing for the event to be eligible for CAS. The council is responsible for submitting a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date.
2. Council hosts an orientation event specifically designed for new members. The event must be held at least once **EACH CALENDAR YEAR** and chapters must be given a month's notice via writing for the event to be eligible for CAS. The content of the program should include the following: what it means to be a fraternity man or sorority woman and an introduction to all councils at UNF (with a focus being on your own). The overall topic of this event must be applicable to the new member experience and approved by your OFSL Advisor. The council is responsible for submitting a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date.
3. Council organizes an officer transition workshop at the end of their officer term. This workshop must be attended by their OFSL Advisor. The council is responsible for submitting their SWOT analysis and an attendance sheet no later than two weeks following the workshop.

## **SCHOLARSHIP**

1. Council maintains a semester GPA at or above a 2.75 for all active members **EACH SEMESTER**. OFSL Advisor will submit OFSL Academic Report per semester.
2. Council Scholarship Chair, or appropriate council officer, meets with all chapters in-person at least once **EACH SEMESTER** to discuss chapter's academic plan and/or performance. The meeting must take place by **February 7<sup>th</sup> (Spring) and September 19<sup>th</sup> (Fall)**. The council officer will supply the chapter with a copy of the Academic Review Meeting Form within two weeks of the meeting.
3. Council hosts at least three academic/scholarship programs **EACH SEMESTER**. Only two Study Night per semester will be permitted. Chapters must be informed of event 3 weeks prior to scheduled date of event. The chapters must be provided written notice of the event. The council is responsible for submitting a Program Summary Form and a comprehensive attendance sheet including the names of all those in attendance no later than two weeks following each event date.

## **COUNCIL DESIGNATIONS**

### **Council of Excellence**

Councils with this designation have achieved/accomplished between **85% and 100% of the overall Assessment Expectations** across the six categories.

### **Compliant Council**

Councils with this designation have achieved/accomplished between **84% and 70% of the overall Accreditation Expectations** across the six categories.

### **Provisional Council**

Councils with this designation have earned **69% or less of the overall Accreditation Expectations** across the six categories.

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

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