

2022 Chapter Accreditation Plan Cheat Sheet

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 (3 points)
Only due SPRING SEMESTER by January 24th, unless there are changes.
 - b. Local and National Risk Management Policies (3 points)
Only due SPRING SEMESTER by January 24th.
 - c. Chapter's Scholarship Plan (3 points; 6 points total)
Due EACH SEMESTER (Spring: January 24th; Fall: September 6th)
 - d. Chapter Programming Calendar (3 points; 6 points total)
Due EACH SEMESTER (Spring: January 24th; Fall: September 6th)

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 (4 points; 8 points total)
Due EACH SEMESTER (Spring: January 10th; Fall: September 17th)
 - b. Appropriate recruitment/intake form EACH SEMESTER (3 points; 6 points total)
 - i. Intake Intent Form (MGC & NPHC):
Due within 30 days of start of semester (Spring: February 9th; Fall: September 21st)
 - ii. New Member Education Guidance Form (IFC & PC):
Due within 14 days of start of semester. (Spring: January 24th; Fall: September 6th)
 - c. Grade Authorization Forms (3 points each recruiting semester)
Due at least two days prior to bid extension.
 - d. New Member Roster (3 points each recruiting semester)
Due within seven days of bid extension or membership acceptance.
 - e. New Members are registered via MyWings (3 points each recruiting semester)
Due within seven days of bid extension/membership acceptance.

3. **Chapters fulfills the following expectations:**
 - a. Certificate of Insurance (3 points)
Due 30 days following expiration.
 - b. Chapter President meets with their OFSL Advisor (4 points; 8 points total)
Must take place within the first three weeks of EACH SEMESTER (Spring: January 31st; Fall: September 12th)
 - c. Chapter President updates roster by following deadlines (3 points each; 12 points total)
 - i. January 10th by 5:00pm
 - ii. April 25th by 12:00pm
 - iii. August 22nd by 5:00pm
 - iv. November 21st by 12:00pm
 - d. Chapter submits payment for Greek Council Dues (3 points; 6 points total)
Due EACH SEMESTER (Spring: April 5th; Fall: November 8th)
 - e. Chapter conducts a form of membership intake or recruitment process (4 points)
Due at least ONCE PER CALENDAR YEAR.
 - f. Members complete Hazing Prevention 101 and Fraternity & Sorority Life modules by November 1st.
90% - 100%: 10 points
89% - 80%: 8 points
79% - 70%: 6 points
69% - 60%: 4 points
59% - 50%: 2 points

COMMUNITY ENGAGEMENT

1. Chapter co-hosts at least one event with a chapter in EACH of the governing councils. (16 points total)
IFC Chapter Event: _____ (4 points)
MGC Chapter Event: _____ (4 points)
NPHC Chapter Event: _____ (4 points)
PC Chapter Event: _____ (4 points)

2. Chapter hosts or co-hosts at least four community service projects EACH CALENDAR YEAR. (12 points total)
Community Service Event: _____ (3 points)
Community Service Event: _____ (3 points)
Community Service Event: _____ (3 points)
Community Service Event: _____ (3 points)

3. Chapter collaborates with a UNF department to plan an educational program EACH SEMESTER. (10 points total)
Spring Collaborative Event: _____ (5 points)
Fall Collaborative Event: _____ (5 points)

4. At least 40% of members participate in council-sponsored programs EACH SEMESTER. (8 points total)
Spring 2022: _____ (# of participants) / _____ (# of chapter members) (4 points)
Fall 2022: _____ (# of participants) / _____ (# of chapter members) (4 points)

5. Chapter has a minimum of five service hours per member EACH SEMESTER. (3 points; 6 points total)
Due to OFSL Advisor at the conclusion of EACH SEMESTER. (Spring: April 25th; Fall: November 21st)

6. Chapter submits how much money they have raised for their philanthropic causes. (2 points; 4 points total)
Due at the conclusion of EACH SEMESTER. (Spring: April 25th; Fall: November 21st)

INTEGRITY

1. Chapter is in good standing within their respective council EACH SEMESTER. (2 points; 4 points total)

2. Council Standards Officer submits a letter EACH SEMESTER outlining all chapter judicial complaints, hearings, findings, and sanctions, if found responsible. (2 points; 4 points total)

3. Chapter must participate in four or more alcohol-free social events EACH CALENDAR YEAR. (12 points total)
 Alcohol-free Social Event: _____ (3 points)
 Alcohol-free Social Event: _____ (3 points)
 Alcohol-free Social Event: _____ (3 points)
 Alcohol-free Social Event: _____ (3 points)

4. Chapter hosts at least one seminar on bystander intervention, alcohol, drugs, hazing, sexual assault prevention and/or similar topic specifically for their members (held internally) EACH SEMESTER. 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. (10 points total)
 Spring 2022: _____ (# of participants) / _____ (# of chapter members) (5 points)
 Fall 2022: _____ (# of participants) / _____ (# of chapter members) (5 points)

LEADERSHIP

1. Required chapter officers attend the following OFSL-sponsored events (25 points total)

- a. CAP Review Meeting on January 11th – 13th (3 points)
- b. Greek Leadership Conference on February 20th (5 points)
- c. Greek Summit in August 2022 (5 points)
- d. Presidents Meetings (2 points each; 12 points total)

Spring Meetings	Fall Meetings
January 19 th	TBD
February 9 th	TBD
April 6 th	TBD

2. The Chapter Advisor, or an appropriate advisor proxy, attends the following OFSL-sponsored events:

- a. Advisor Meetings (2 points each; 8 points total)

Spring Meetings	Fall Meetings
January 20 th	TBD
April 7 th	TBD

- b. Institute for Onboarding & Training Advisors in Summer 2022 (5 points)

3. Chapter President has at least three meetings with their OFSL Advisor EACH SEMESTER. (12 points total)
Meetings must occur prior to the noted deadlines. (Spring: April 29th; Fall: November 22nd)

- Spring Meeting #1: _____ (2 points)
- Spring Meeting #2: _____ (2 points)
- Spring Meeting #3: _____ (2 points)
- Fall Meeting #1: _____ (2 points)
- Fall Meeting #2: _____ (2 points)
- Fall Meeting #3: _____ (2 points)

4. Chapter sends required attendee(s) to any of its regional/state/(inter)national leadership training programs or convention 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. (4 points)

Leadership Training Attended: _____

5. Chapter has representation in Greek Ambassadors, Greek Emerging Leaders, Order of Omega, and/or Council Executive Board positions. (4 points)

- # of Greek Ambassadors: _____
- # of Greek Emerging Leaders: _____
- # of Order of Omega members: _____
- # of Council Executive Board Officers: _____

PERSONAL GROWTH

1. At least 20% of chapter members attend council or OFSL leadership organization-sponsored seminars or guest speakers EACH CALENDAR YEAR on one of the following topics: wellness, diversity, professional development, or an approved topic. (4 points)

Spring 2022: _____ (# of participants) / _____ (# of chapter members)

Fall 2022: _____ (# of participants) / _____ (# of chapter members)

2. Chapter has representation in at least one of the following: Residential Advisor (RA), SI Tutor, SAID organizations, Swoop Squad, FYE Mentor, Student Government, and/or Presidential Envoys. (3 points)

of Residential Advisors (RAs): _____

of Supplemental Instruction Tutors: _____

of SAID organization members: _____

of Swoop Squad Tour Guides: _____

of First Year Experience Mentors: _____

of Student Government members: _____

of Presidential Envoys: _____

3. Chapter organizes or attends one alumni/alumnae, Graduate Chapter, or affiliation-sponsored event EACH CALENDAR YEAR. (3 points)

Date of Alumni/Alumnae Event: _____

4. At least 85% of new members attend a council orientation event specifically designed for new members EACH CALENDAR YEAR. (5 points)

NM Orientation Event: _____ (# of participants) / _____ (# of new members)

5. Chapter organizes an officer transition workshop at the end of their officer term. This workshop must be attended by a chapter advisor. The chapter is responsible for submitting their SWOT analysis, new officer goals and how they plan on achieving them, and an attendance sheet no later than three weeks following the workshop. (5 points)

Date of Transition Workshop: _____

SCHOLARSHIP

1. Chapter maintains a semester GPA at or above a 2.65 for all active members EACH SEMESTER. (10 points total)
Spring 2022 Semester GPA: _____ (5 points)
Fall 2022 Semester GPA: _____ (5 points)

2. Chapter maintains a semester GPA at or above the All Undergraduate GPA EACH SEMESTER. (4 points total)
Spring 2022: YES or NO (2 points)
Fall 2022: YES or NO (2 points)

3. Chapter maintains a semester GPA at or above the All Men's/Women's GPA EACH SEMESTER. (4 points total)
Spring 2022: YES or NO (2 points)
Fall 2022: YES or NO (2 points)

4. Chapter meets with their respective Council Scholarship Chair in-person to discuss chapter's academic plan and/or performance. (8 points total)
The meeting must take place within the first 30 days of each semester (Spring: February 9th; Fall: September 21st)
Spring Meeting: _____ (4 points)
Fall Meeting: _____ (4 points)

5. At least 40% of chapter members attend a council or Order of Omega sponsored academic/scholarship program or event EACH CALENDAR YEAR. Study Nights do not count in fulfilling this expectation. (4 points)
Spring 2022: _____ (# of participants) / _____ (# of chapter members)
Fall 2022: _____ (# of participants) / _____ (# of chapter members)