

Office of Fraternity & Sorority Life

Chapter Accreditation Plan

(Revised February 2018)

ADMINISTRATIVE

Requirements

1. Chapter supplies the Office of Fraternity and Sorority Life (OFSL) with the following documentation:
 - a. Certificate of Insurance (due 30 days following expiration)
 - b. Membership Intake Intent Form or Pledge/New Member Education Guidance Form (due one week prior to bid extension)
 - c. Associate/Member Academic (Grade) Release Authorization Forms at least two days prior to bid extension
 - d. Chapter Leadership and Advisory Board Contact Information at the beginning of each semester, unless changes occur
 - e. Chapter Programming Calendar within ten (10) days of the start of each semester
2. Chapter has all new members registered on ORACAL seven (7) days following bid extension.
3. Chapter President updates roster by noted deadlines set by OFSL.
4. Chapter President provides their Council Advisor with a copy of their Goals Action Plan within the first month of each semester.
5. Chapter provides payment for Greek Council dues by designated deadline per semester.

SCHOLARSHIP

Accreditation Expectations

1. Chapter must maintain a semester chapter GPA at or above a 2.65 for all active members.
2. Chapter must elect or appoint a Scholarship Chair.
3. Chapter maintains an overall (active and new members combined) semester GPA at or above the All Undergraduate GPA.
4. Chapter meets with their respective Council Scholarship Chair, or appropriate council officer, at least once a semester to discuss chapter's academic plan and/or performance.
5. 50% of chapter members attend a council or OFSL-sponsored academic/scholarship program or event per semester.

COMMUNITY ENGAGEMENT

Accreditation Expectations

1. Chapter must have a designated officer responsible for oversight and planning of service programs.
2. Chapter must provide required number of volunteers for the Web.com tour (fall) and THE PLAYERS Championship (spring).
3. Chapter implements a co-sponsored program with another chapter outside of their respective council that is educational, service/philanthropic, or social (alcohol-free) in nature per semester.

4. a.) Chapter must complete at least two service projects and at least one philanthropy project (philanthropy project coordinated by chapter; not participating in another chapter's event) with at least 25% of the chapter participating per project per semester (fall and spring semesters).

OR

- b.) Chapter must complete at least four service projects with at least 25% of the chapter participating per project per semester.
5. Chapter must collaborate with at least one other registered student organization (non-Greek affiliated) or University department/office to plan and implement a program at least once per calendar year. The co-sponsored program may be educational, service/philanthropic, or social (alcohol-free) in nature.
6. At least 50% of chapter attends a council-sponsored program(s) each semester.
7. Chapter has an average of ten (10) service hours per member each semester. These must be logged using Osprey Impact.
8. Chapter participates in another chapter's philanthropic event (no minimum percentage of chapter members required).

PERSONAL GROWTH

Accreditation Expectations

1. Chapter must host/conduct or attend at least one seminar, guest speaker, and/or presentation on a wellness or diversity topic each calendar year with at least 50% of chapter membership in attendance per program.
2. At least 25% of the chapter has representation in clubs, organizations, or agencies within the UNF and/or Jacksonville communities. Internships and places of employment are not included, with the exception of serving as a Residential Advisor, ACE Tutor, Swoop Squad, or Orientation Team Leader.
3. Chapter organizes or attends one alumni/alumnae, Graduate Chapter, or affiliation-sponsored event per year.
4. Chapter conducts some form of membership intake or recruitment process at least once per calendar year.
5. Chapter hosts or attends a seminar or workshop about professional development once every calendar year. Examples include: resume reviews, mock interviews, etiquette/professionalism, networking events, etc.

LEADERSHIP

Accreditation Expectations

1. Required chapter officers attend the following OFSL-sponsored events:
 - a. Greek Leadership Conference (spring)
 - b. Greek Summit (fall)
 - c. Presidents Lunch (semesterly)
2. Chapter must host/conduct or attend at least one seminar, guest speaker, and/or presentation on a leadership topic each calendar year with at least 50% of chapter membership in attendance per program.
3. Chapter is in good standing within their respective council (as per the council's governing documents.)

4. Chapter President has at least two (2) meetings with their Council Advisor each semester to discuss goals, chapter performance, and resources.
5. Chapter sends required attendee(s) to any of its regional/state/(inter)national leadership training programs or convention on an annual basis. If the organization does not have an annual leadership opportunity, the chapter may send appropriate representation to a general fraternal leadership experience such as the Undergraduate Interfraternity Institute or other comparable program.
6. Chapter has representation in Greek leadership positions outside of the chapter, such as Greek Ambassadors, Order of Omega, Council Executive Board positions, and state, regional or national Greek leadership role. Rho Gammas are not included.
7. Chapter has at least one member submit an application and be selected to interview for the Greek Emerging Leaders (summer).

INTEGRITY

Accreditation Expectations

1. Chapter Presidents, Social Chairs and Risk Management Chairs must attend FIPG/Risk Management Training, hosted by OFSL or their respective council each semester.
2. Chapter has one representative serve on their respective Council Judicial Board (if applicable) and attend all Council Judicial Board Trainings.
3. Chapter must participate in two or more alcohol-free social events each calendar year. The event may be a closed sisterhood/brotherhood function or be co-sponsored with another registered student organization or Greek organization.
4. Chapter must host, conduct, or attend at least one seminar, guest speaker, and/or presentation concerning bystander intervention, alcohol, drugs, hazing, sexual assault prevention and/or similar topic each semester, where 50% of chapter is in attendance per program per semester.
5. At least 75% of the new member class must participate in a training program which focuses on bystander intervention, hazing, and/or similar topic provided during the new membership process or during that semester of their initiation. This module will be provided by the Dean of Students Office.
6. Chapter must provide the Office of Fraternity and Sorority Life with a copy of their risk management policies and procedures each semester.
7. Chapter conducts/hosts a ritual review with 75% of all membership (initiated and new members) in attendance. As evidence to support this taking place, the chapter would need to supply a description of the program and any supplementary materials provided to members that does not disclose ritual content.

ACCREDITATION DESIGNATIONS

Chapter of Excellence

Chapters with this designation have met all of the Administrative requirements. These chapters have also achieved/accomplished at least 80% of the overall Accreditation Expectations across all five 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 met all of the Administrative requirements. These chapters have also achieved/accomplished at least 70% of the overall Accreditation Expectations across all five 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 met all of the Administrative requirements. These chapters have also achieved/accomplished at least 0% of the overall Accreditation Expectations across all five 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 failed to meet the Administrative requirements. Chapters in this category may also have earned less than 50% of the overall Accreditation Expectations across all five categories. Provisional chapters will be required to meet with the Executive Board of their respective governing council at the end of the assessment period to discuss area and opportunities for improvement. Chapters will be required to submit an improvement plan during this time to their respective governing council. Additionally, chapters will be required to have monthly meetings with their council advisor to discuss progress and provide accountability and assistance throughout the calendar year. The Chapter Advisor must be present for at least one of these meetings each semester. 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 in provisional status for more than two consecutive years may lose recognition within the Office of Fraternity and Sorority Life.

DOCUMENTATION & SUBMISSION

All chapters will be provided a binder by the Office of Fraternity and Sorority Life to place all documentation for their accreditation. These binders **MUST** remain in the Office of Fraternity and Sorority Life until chapter interviews. Only documentation included in the binders will be judged. No supporting documents or information may be added to the binder following the submission deadline.

Documentation for each section within the Chapter Accreditation Plan includes:

ADMINISTRATIVE

1. Copies of all required documentation and forms with appropriate signatures.
2. Chapter provides a printed list of all new members within the organization. This is to be printed seven (7) days following bid extension. Council Advisor will compare the list given by the chapter against what appears in ORACAL.
3. Council Advisor includes the Chapter Status Report per semester noting if/when rosters were updated.
4. Copies of the Goals Action Plan per each semester.
5. Copy of Greek Council dues invoice with timestamp of when payment was received.

SCHOLARSHIP

1. Council Advisor prints out the chapter's grade report following each semester.
2. Chapter submits the contact information for their Scholarship Chair, as well as three goals that this member has while serving in this position.
3. Council Advisor prints out the OFSL Academic Report with FSL and University statistics to indicate and compare chapter's academic performance.
4. Council Scholarship Chair is responsible for supplying meeting minutes within seven (7) days of conversation with the chapter. This conversation must be had in-person.
5. Council or OFSL will supply a copy of the chapter's attendance per event at the conclusion of each semester.

COMMUNITY ENGAGEMENT

1. Chapter submits the contact information for the individual who is responsible for the coordination of service events, as well as three goals that this member has while serving in this position.
2. OFSL will provide a list of volunteers per chapter that meet the minimum shift obligations for both THE PLAYERS Championship and the Web.com tour. (Note: only those who completed their shifts will be noted.)
3. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the co-sponsoring organization. The Program Summary Form is due two (2) weeks following the event date.
4. a.) For each community service event, the chapter must provide a description of the service event completed, as well as a photo with all members who attended and their names. For the philanthropy requirement, the chapter will be responsible for submitting a description of the philanthropy event, a description of what the philanthropy is, photo documentation from the event, and the number of dollars donated to their philanthropy.

OR

- b.) For each community service event, the chapter must provide a description of the service event completed, as well as a photo with all members who attended and their names.
5. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the co-sponsoring student organization or University department. The Program Summary Form is due two (2) weeks following the event date.
6. Council will provide a letter verifying that 50% of chapter members attended council-sponsored programs each semester. The letter will specify how many members attended each program.
7. Chapter must print out a list via Osprey Impact indicating how many service hours each member of their chapter had at the conclusion of each semester.
8. Chapter provides a summary of philanthropic event(s) attended each semester and what causes benefitted from these events, as well as photos indicating member participation.

PERSONAL GROWTH

1. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the program facilitator. Chapter is to include a list of all members who attended the event. The Program Summary Form is due two (2) weeks following the event date.
2. Chapter provides a list of all members and their extra-curricular involvements with the UNF and/or Jacksonville communities.
3. Chapter will submit a copy of the Program Summary Form, as well as a description of the event. Chapters are strongly encouraged to provide photo documentation from this event. The Program Summary Form is due two (2) weeks following the event date.
4. Council Advisor provides documentation confirming whether or not some form of membership intake or recruitment process occurred at least once per calendar year.
5. Chapter will submit a copy of the Program Summary Form, as well as a description of the event. Chapters are strongly encouraged to provide photo documentation from this event. The Program Summary Form is due two (2) weeks following the event date.

LEADERSHIP

1. OFSL will confirm chapter attendance at Greek Leadership Conference, Greek Summit, and Presidents Lunches.
2. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the program facilitator. Chapter is to include a list of all members who attended the event. The Program Summary Form is due two (2) weeks following the event date.
3. A letter from their respective Council President indicating whether or not the chapter remains in good standing.
4. Council Advisor is responsible for supplying meeting minutes within seven (7) days of conversation with the chapter. This conversation must be had in-person.
5. Chapter provides copies of the name badges and leadership training/conference schedule within two (2) weeks of attending.
6. Chapter Advisor, Council President or Council Advisor provides a list of all members in leadership positions and a copy of their job description/duties.
7. OFSL provides a list of any members interviewed and selected to participate in Greek Emerging Leaders.

INTEGRITY

1. Council and/or OFSL provides a list of all officers who attended FIPG/Risk Management Training.
2. Council provides verification that a member serves on their respective Council Judicial Board, when trainings took place, and a description of what material was covered.
3. The chapter will be responsible for submitting a description of each social event. Photo documentation from the event is strongly encouraged.
4. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the program facilitator. Chapter is to include a list of all members who attended the event. The Program Summary Form is due two (2) weeks following the event date.
5. The Dean of Students Office will provide a list of all new members who have successfully completed the online training module.
6. Chapter will submit a copy of their risk management policies and procedures each semester.
7. Chapter will submit a copy of the Program Summary Form, as well as a description of the event and the contact information for the ritual review facilitator. Chapter is to include a list of all members who attended the event. The Program Summary Form is due two (2) weeks following the event date.

SUBMISSION TIMELINE

January 8th: 2018 Chapter binders will be ready in the Office of Fraternity & Sorority Life.

December 3rd: 2018 Chapter Accreditation Plans must be finalized by 5:00pm.

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

REVIEW & JUDGING TIMELINE (Specific Dates TBA)

Mid-December/early-January: A panel of judges will review all accreditation binders.

Greek Leadership Conference 2019: Chapters will receive their accreditation designation and feedback.

February 2019: Interviews for Chapter of the Year will occur. Only chapters who receive the Chapter of Excellence designation will be permitted to interview for Chapter of the Year.

March/April 2019: Greek Awards will be hosted by the Office of Fraternity and Sorority Life.