

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Academic Achievement**

Purpose: The chapter has a well-developed scholarship program that promotes outstanding individual and overall chapter academic achievement.

Re-registration Questions:

1. _____ The chapter is at or above the all-men's or all-women's GPA.
DOCUMENTATION: **Verified by OFSA**

2. _____ The New Member GPA is at or above a 2.5.
DOCUMENTATION: **Verified by OFSA**

3. _____ The chapter has a comprehensive, written scholarship program. The program must include all of the following components: skill building, incentives, tutoring, and use of campus resources.
DOCUMENTATION: **Submitted via Sakai**

4. _____ The Scholarship Chair provides an academic workshop to the New Member class **no later than October 13/March 9**. The program must include the following components: academic expectations, overview of University resources & accountability measures for students that do not meet academic expectations.
DOCUMENTATION: [Click here to submit \(fall\)](#) [Click here to submit \(spring\)](#)

5. _____ The chapter meets or exceeds the University's four-year graduation rate.
DOCUMENTATION: **Verified by OFSA**

Awards Questions:

6. _____ 30% of the chapter achieves Dean's List each semester.
DOCUMENTATION: **Verified by OFSA**

7. _____ The New Member GPA is at or above the all-men's or all-women's GPA.
DOCUMENTATION: **Verified by OFSA**

Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Brotherhood/Sisterhood Development

Purpose: The chapter recognizes that activities designed to build the bonds of brotherhood / sisterhood are critical to the overall success of the chapter.

Re-registration Questions:

1. _____ The chapter performs one aspect of its ritual at least **once per semester** (i.e., private/members only ceremonies like the Pledge Ceremony, Initiation Ritual, Officer Installation Ceremony, Senior Ceremony, etc.)
DOCUMENTATION: [Click here to submit \(fall\)](#), [Click here to submit \(spring\)](#)

2. _____ The chapter conducts an **annual** Founders Day celebration on or around the **national** organization's founding date. Provide **both** an invitation and picture of your event.
DOCUMENTATION: [Click here to submit](#)

3. _____ The chapter conducts or attends an alumni (ae) event **annually**. Provide **both** an invitation and picture of your event.
DOCUMENTATION: [Click here to submit](#)

4. _____ The chapter conducts a brotherhood/sisterhood retreat **annually**.
 - a) 80% of the chapter must attend
 - b) The retreat **must** include **ALL** of the following components: Team Building, Goal Setting and Fraternity/Sorority Policy Review.
 - c) The retreat must take place by the 4th week of the fall or spring semester.
 - d) Indicate half-day (four hours), full-day (eight hours), overnightDOCUMENTATION: [Click here to submit](#)

5. _____ The chapter submits annual goals by the designated date.
DOCUMENTATION: **Submitted via Sakai**

Awards Questions:

6. _____ The chapter **annually** sponsors an event specifically for Parents/Family. Provide all of the following: invitation and a picture of the event.
DOCUMENTATION: [Click here to submit](#)

7. _____ The chapter **annually** holds at least one Brotherhood/Sisterhood event. 70% of the chapter must attend. Provide program/event description, picture and attendance list.
DOCUMENTATION: [Click here to submit](#)

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Chapter Management**

Purpose: The chapter is organized and run in an efficient manner. All inter/national policies and procedures are followed.

Re-registration Questions:

1. _____ Chapter minutes are produced consistently. Provide minutes from one meeting in the fall (F14) and one meeting in the spring (S15).
DOCUMENTATION: [Click here to submit \(fall\)](#), [Click here to submit \(spring\)](#)

2. _____ An operating budget including anticipated income and expenditures is created and approved.
DOCUMENTATION: **Submitted via Sakai**

3. _____ The chapter requires all members to sign a financial contract, obligating them to pay dues and fees. Submit a copy of an **executed** contract.
DOCUMENTATION: [Click here to submit](#)

4. _____ The chapter president meets with a member of the OFSA Professional Staff at least twice (2) times per semester. Meetings must take place no later than November 14th./April 17th.
DOCUMENTATION: **Verified by OFSA**

5. _____ The chapter is in Good Standing with OFSA/Student Life for at least 12 weeks each semester.
DOCUMENTATION: **Verified by OFSA**

Awards Questions:

6. _____ The chapter has sound financial policies, which are **annually** distributed to all members. Policy document must be distributed no later than **September 22, 2014**. Provide a copy of the chapter financial policy AND the minutes reflecting the distribution of the policies.
DOCUMENTATION: [Click here to submit](#)

7. _____ The chapter **annually** requires all members to sign a membership contract. The membership contract must include the following: academic requirements, attendance requirements, financial requirements, participation requirements and compliance with fraternity/sorority and university policies. Provide a copy of an **executed** contract.
DOCUMENTATION: [Click here to submit](#)

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Community Involvement**

Purpose: The chapter is involved and supportive of the university and surrounding community.

Re-registration Questions:

1. _____ The chapter participates in at least one of these major University events:
 - Residence Life Move-In / Monster Mash
 - Scarlet Day of Service/MLK Day of Service/Winter Wishes
 - Big Chill / Special Friends Day
 - Relay for LifeDOCUMENTATION: **Submit via Service Portal**

2. _____ The chapter completes an average of five (5) hours of service per member each semester (initiates and new members). All hours must be submitted via the Service Portal.
DOCUMENTATION: **Submitted via Service Portal**

3. _____ 60% of members are involved in other registered RU student groups. Submit a typed list of each name (initiates and new members), followed by their student organizations. Submit a list via Sakai.
DOCUMENTATION: **Submitted via Sakai**

4. _____ Chapter members are involved as Dance Marathon participants (Director, Asst. Director, Captain, Volunteer, Registered Fundraiser or Dancer).
DOCUMENTATION: **Verified by OFSA**

5. _____ Service/Philanthropy chairperson **annually** provides an educational program to the chapter (attendance: at least 50%) about the chapter's chosen service/philanthropy project.
DOCUMENTATION: **[Click here to submit](#)**

Awards Questions:

6. _____ Every chapter member completes five (5) hours of service each semester.
DOCUMENTATION: **Submitted via Service Portal**

7. _____ The chapter participates in a Council sponsored Dance Marathon event or program.
DOCUMENTATION: **Verified by OFSA**

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Greek Community Involvement**

Purpose: The chapter is involved and supportive of the Greek community and its member chapters.

Re-Registration Questions:

1. _____ Chapter officers attend the fall & spring OFSA award ceremonies.
DOCUMENTATION: **Verified by OFSA**

2. _____ The chapter (attendance: at least 50%) co-sponsors at least one program or activity with a chapter from another OFSA category (IFC, Panhellenic, Professional).
DOCUMENTATION: [Click here to submit](#)

3. _____ Designated chapter members participate in National Hazing Prevention Week (September) and National Ritual Celebration Week (March).
DOCUMENTATION: **Verified by OFSA**

4. _____ The chapter supports the chosen philanthropy of their national organization. Submit a letter of verification from the national fraternity/sorority.
DOCUMENTATION: [Click here to submit](#)

5. _____ The chapter enters a team and participates in Greek Week 2014.
DOCUMENTATION: **Verified by OFSA**

Awards Questions:

6. _____ Chapter members are involved as elected or appointed members of the appropriate Greek governing council (IFC or Panhellenic).
DOCUMENTATION: **Verified by OFSA**

7. _____ The chapter participates in at least five (5) Greek sponsored philanthropy events. Participation can be defined as: entering a team, making a donation (\$25 or more), attending a banquet, participating in a pancake/hot dog/grilled cheese fundraiser, etc. Participation must be submitted in the Service Portal.
DOCUMENTATION: **Submitted via the Service Portal**

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Leadership Development**

Purpose: The chapter actively seeks to provide leadership learning opportunities for all chapter members.

Re-registration Questions:

1. _____ Designated chapter officers attend the OFSA winter and spring officer training.
DOCUMENTATION: **Verified by OFSA**

2. _____ A training retreat is held for newly elected executive board members.
 - The retreat must take place no later than six (6) weeks after the election of the new officers. 80% of the exec officers must attend.
 - The retreat must include the following components: Goal Setting, Team Building, Fraternity/Sorority Policy Review and Risk Management Education.
 - Indicate half-day (four hours), full-day (eight hours), overnight retreatNote: this retreat should NOT be combined with the Brotherhood/Sisterhood retreat.
DOCUMENTATION: [Click here to submit](#)

3. _____ Chapter President attends the national convention, leadership school and/or regional conferences. Submit a copy of his/her registration confirmation.
DOCUMENTATION: [Click here to submit](#)

4. _____ Two to four additional officers/members attend the national convention, leadership school and/or regional conferences. Submit a copy of each registration confirmation.
DOCUMENTATION: [Click here to submit](#)

5. _____ Members of the chapter attend Archon, the Greek Week leadership seminar.
DOCUMENTATION: **Verified by OFSA**

Awards Questions:

6. _____ Chapter members attend a national or regional Greek leadership program (NGLA, UIFL, etc.) OR an approved university leadership development programs (MARK Conference, Leadership Week, etc.) Provide verification of attendance.
DOCUMENTATION: [Click here to submit](#)

7. _____ Chapter sends at least one delegate to Lyceum, a weekend Greek retreat.
DOCUMENTATION: **Verified by OFSA**

Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Membership Intake (CULTURALLY BASED CHAPTERS ONLY)

Purpose: The chapter conducts activities and participates in council and campus-wide events in an effort to promote the organization and attract potential new members.

Re-registration Questions

1. _____ The chapter participates in the fall and spring Student Involvement Fairs. Submit a photo of the table display.
DOCUMENTATION: [Click here to submit \(fall\)](#) [Click here to submit \(spring\)](#)

2. _____ Potential new members register with OFSA and academic eligibility is verified **BEFORE** a student is invited to participate in the chapter's Intake Program.
DOCUMENTATION: **Verified by OFSA**

3. _____ The chapter holds at least **one (1)** Intake related event in each full month of the academic year (September, October, November, February, March & April). Submit a program description and attendance sheet.
DOCUMENTATION: [Click here to submit \(fall\)](#) [Click here to submit \(spring\)](#)

4. _____ The Interest Group roster is submitted to OFSA no later than October 6, 2014 and February 2, 2015.
DOCUMENTATION: **Submitted via Sakai**

5. _____ Potential new members are able to freely access **ALL of the following** pieces of information on the RU chapter website OR Facebook page.
 - a. Contact Information
 - b. Requirements for Joining
 - c. Membership Expectations
 - d. Chapter Fees
 - e. Scholarship Expectations
 - f. Alcohol & Hazing PoliciesSubmit a copy of the web or facebook page.
DOCUMENTATION: **Submitted via Sakai**

Awards Questions:

6. _____ The chapter (at least 80%) holds a recruitment training workshop or planning meeting **each semester**. Workshops must take place no later than November 10th/ March 9th.
DOCUMENTATION: [Click here to submit \(fall\)](#) [Click here to submit \(spring\)](#)

7. _____ The chapter attends the OFSA sponsored Recruitment Strategy program for culturally based chapters.
DOCUMENTATION: **Verified by OFSA**

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Membership Recruitment**

Purpose: The chapter coordinates a year-round recruitment program that promotes the organization to prospective members and their parents. It educates chapter members on effective recruitment techniques.

Re-registration Questions:

1. _____ Academic eligibility is verified before bids are issued to potential new members.
DOCUMENTATION: **Verified by OFSA**

2. _____ The chapter (attendance: at least 80%) holds a recruitment training workshop or planning meeting **each semester**. Workshops must take place by November 10th/March 9th. Submit a program agenda.
DOCUMENTATION: [**Click here to submit \(fall\)**](#) [**Click here to submit \(spring\)**](#)

3. _____ The chapter participates in the fall & spring Student Involvement Fairs. Submit a photo of the table display.
DOCUMENTATION: [**Click her to submit \(fall\)**](#) [**Click here to submit \(spring\)**](#)

4. _____ Potential new members are able to freely access ALL of the following pieces of information on the RU chapter website OR Facebook page.
 - a. Contact Information
 - b. Requirements for Joining
 - c. Membership Expectations
 - d. Chapter Fees
 - e. Scholarship Expectations
 - f. Alcohol & Hazing PoliciesSubmit a copy of the web or facebook page.
DOCUMENTATION: **Submitted via Sakai**

5. _____ The chapter holds at least **one (1)** recruitment event in each full month of the academic year (September, October, November, February, March & April).
DOCUMENTATION: [**Click here to submit \(fall\)**](#) [**Click here to submit \(spring\)**](#)

Awards Questions:

6. _____ The chapter utilizes a free web-based survey tool (Survey Monkey, Survey Gizmo, etc.) to conduct an evaluation of each recruitment period. Initiated & New Members should complete the survey. Provide a link to the on-line results.
DOCUMENTATION: [**Click here to submit \(fall\)**](#) [**Click here to submit \(spring\)**](#)

7. _____ The chapter holds a recruitment training workshop or planning meeting **each semester, specifically for new members**. Workshops must take place no later than November 17th / April 13th. Submit a program agenda.
DOCUMENTATION: [**Click here to submit \(fall\)**](#) [**Click here to submit \(spring\)**](#)

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
New Member Education**

Purpose: The chapter administers a well-developed education program for the newest members of the chapter. The program promotes fraternity/sorority education as well as personal development.

Re-registration Questions:

1. _____ The chapter submits a written New Member Program and Calendar. A copy of the program and calendar must be on file at OFSA
DOCUMENTATION: **Submitted via Sakai**

2. _____ New Members (attendance: at least 80%) participate in a daylong or weekend education/leadership retreat.
 - a) The retreat must take place within four weeks after the date of pledging
 - b) The retreat must include the following components: Team Building and Fraternity/Sorority Education.
 - c) Indicate half-day (four hours), full-day (eight hours), overnightDOCUMENTATION: [Click here to submit \(fall\)](#), [Click here to submit \(spring\)](#)

3. _____ The Pledge/New Member class attends the OFSA/Council sponsored New Member Seminar (fall and spring).
DOCUMENTATION: **Verified by OFSA**

4. _____ 85% of the New Member class is initiated each semester. New Member Initiation Form should be submitted via Sakai
DOCUMENTATION: **Submitted via Sakai**

5. _____ A post-initiation workshop is conducted with the new member class to review the various aspects of the initiation ceremony (attendance: at least 80%).
DOCUMENTATION: [Click here to submit \(fall\)](#), [Click here to submit \(spring\)](#)

Awards Questions:

6. _____ New Members are asked to complete a web-based evaluation tool (Survey Monkey, Survey Gizmo, etc.) at the end of the New Member program. Provide a copy of the Fall 14 and Spring 15 on-line results.
DOCUMENTATION: [Click here to submit \(fall\)](#), [Click here to submit \(spring\)](#)

7. _____ The New Member Educator (and team) attends the OFSA sponsored New Member Educator seminar.
DOCUMENTATION: **Verified by OFSA**

**Office of Fraternity and Sorority Affairs
2014/2015 Annual Report
Standards & Accountability**

Purpose: Chapter members are educated and held responsible for the stated membership standards.

Re-registration Questions:

1. _____ The chapter annually distributes a document to all members that clearly outlines all membership expectations. Document must be distributed no later than **September 22, 2014**. Provide a copy of the document **and** a copy of the chapter minutes verifying distribution.
DOCUMENTATION: [Click here to submit](#)

2. _____ All national policies regarding hazing, alcohol, and social events are reviewed with the chapter **no later than September 22, 2014**. Provide a copy of the chapter minutes verifying this activity.
DOCUMENTATION: [Click here to submit](#)

3. _____ The chapter president AND advisor educate the chapter about the role of the standards/judicial board **no later than September 22, 2014**. Provide a copy of the chapter minutes verifying this activity.
DOCUMENTATION: [Click here to submit](#)

4. _____ The chapter holds an alcohol use/misuse program no later than **March 13, 2015**. Suggested campus partners include: Peer Alcohol & Drug Educators, Student Legal Services or RUPD. Chapters may also find a **content expert** of their choice (student members may NOT fulfill this role).
DOCUMENTATION: [Click here to submit](#)

5. _____ Chapter has not been found responsible for violations of inter/national, state board and/or OFSA policies.
DOCUMENTATION: **Verified by OFSA**

Awards Questions:

6. _____ The chapter (80%) attends or invites one of the following campus resources to conduct an educational program: Student Legal Services, SCREAM Theater, Mental Health Peer Educators, SHADES Theater, Deans of Students, Nutrition Advocates, Peer Alcohol & Drug Educators or Sexual Health Advocates.
DOCUMENTATION: [Click here to submit](#)

7. _____ The chapter has a written, published policy prohibiting use of ethnic, racial, alcoholic or sexist party themes, T-shirt designs, flyers, etc. Provide a copy of the chapter's policy.
DOCUMENTATION: [Click here to submit](#)