

# 2023-2024 Academic Year



STUDENT AFFAIRS  
**FRATERNITY AND SORORITY LIFE**  
VIRGINIA TECH.

## **CHAPTER CERTIFICATION PROGRAM**

The Fraternity and Sorority Life community at Virginia Tech aspires to be one that inspires lifetime engagement in the spirit of *Ut Prosim* (That I May Serve), where individual members of every fraternity and sorority are values-driven contributors to a larger society. Additionally, the Fraternity and Sorority Life Office strives to support and engage members of the community by promoting lifelong learning, empowering personal growth, inspiring intellectual development, cultivating leadership, and encouraging philanthropy and service, all through the shared values of brotherhood and sisterhood. We hope our chapters spread excellence to each of their members so every student can grow intellectually and become a contributing member of the local, national, and world communities.

Fraternities and sororities seeking certification are encouraged to develop in each of these areas throughout the year. With the support of the Fraternity and Sorority Life Office staff, chapters will set goals that push their chapter to new standards.

Chapter Certification focuses on 6 key areas of Fraternity and Sorority Life, which we espouse as our community's values:

- Community Engagement
- Chapter Support and Leadership Development
- Maintaining Healthy Environments and Member Experiences
- Chapter Management & Administrative Excellence
- Academic Excellence
- Community Relations/ "Good Neighbor Grade"

Chapters will be evaluated in each of the six certification categories by using an evaluation rubric and will be awarded a certification status in each category. Additionally, each chapter will receive an overall certification status.

## **CERTIFICATION STATUSES**

**PLATINUM CHAPTER:** The chapter has participated in the certification program and has consistently exceeded the expectations of Virginia Tech's Fraternity and Sorority Life community.

- Chapter recognized on the Fraternity and Sorority Life website, associated social networking sites, and other departmental materials as a Platinum Chapter.
- Chapter is identified on the Fraternity and Sorority Life Scorecard as a Platinum Chapter.
- Recognized at The Celebration, Fraternity and Sorority Life's annual recognition program.
- Chapter is eligible for all Fraternity and Sorority Life Organizational and Individual end of the year awards, including Fraternity/Sorority of the Year Award.
- Chapter is recognized in an advertisement in The Collegiate Times.
- A press release about Platinum Chapters will be shared to the local media.
- A letter of congratulations will be sent to the chapter's (inter)national headquarters detailing the program and the chapter's accomplishment.
- Provided with coaching and certification support that is intended to help them to retain Platinum status in the future. Fraternity and Sorority Life will partner with local advisors and the (inter)national organization to provide this coaching support.

**GOLD CHAPTER:** The chapter has participated in the certification program and has satisfactorily achieved or met all the standards and expectations of Virginia Tech's Fraternity and Sorority Life community.

- Chapter recognized on the Fraternity and Sorority Life website, associated social networking sites, and other departmental materials as a Gold Chapter.
- Chapter is identified on the Fraternity and Sorority Life Scorecard as a Gold Chapter.
- Chapter is eligible for all Fraternity and Sorority Life Organizational and Individual end of the year awards, except for the Fraternity/Sorority of the Year Award.
- Chapter is recognized in an advertisement in The Collegiate Times recognizing chapters.
- A press release about Gold Chapters will be shared to the local media.
- A letter of congratulations will be sent to the chapter's (inter)national headquarters detailing the program and the chapter's accomplishment.
- Provided with coaching and certification support that is intended to help them maintain Gold or achieve Platinum
- status in the future. Fraternity and Sorority Life will partner with local advisors and the (inter)national organization to provide this coaching support.

**BRONZE CHAPTER:** The chapter has participated in the certification program and satisfactorily achieved or met some of the standards and expectations of Virginia Tech's Fraternity and Sorority Life community.

- Chapter recognized on the Fraternity and Sorority Life website, associated social networking sites, and other departmental materials as a Bronze Chapter.
- Chapter is identified on the Fraternity and Sorority Life Scorecard as a Bronze Chapter.
- Chapter members are eligible for Fraternity and Sorority Life individual end of the year awards.
- Chapter is recognized in an advertisement in The Collegiate Time recognizing chapters.
- A press release about Bronze Chapters will be shared to the local media.
- A letter of congratulations will be sent to the chapter's (inter)national headquarters detailing the program and the chapter's accomplishment.
- Provided with coaching and certification support that is intended to help them achieve Gold or Platinum in the future. Fraternity and Sorority Life will partner with local advisors and the (inter)national organization to provide this coaching support.

**NOT CERTIFIED:** The chapter did not participate in the certification program. Chapters not submitting accreditation documents by the established deadline in the spring semester will automatically be considered as not-certified.

- Chapter is not eligible to receive awards at The Celebration in the year in which non-accreditation status is determined. Individuals affiliated with the chapter are also not eligible to receive awards.
- Chapter is identified on the Fraternity and Sorority Life website, associated social networking sites, and other departmental materials as a Not Certified Chapter.
- Chapter is identified on the Fraternity and Sorority Life Scorecard as a Not Certified Chapter.
- Provided with coaching and certification support that is intended to help them become certified, if they choose. Fraternity and Sorority Life will partner with local advisors and the (inter)national organization to provide this coaching support.

## **AREA OF FOCUS**

### **Community Engagement**

The Community Engagement area of focus empowers members of the FSL community to be mindful of global citizenship and embrace servant leadership as a way of life, honoring the University's motto of Ut Prosim. Chapters and their members that excel in this area are active in University-wide programs and initiatives, have robust participation at chapter and FSL-wide events, embrace philanthropic causes, and maintain a positive web presence. They positively engage with the Virginia Tech community as a whole and are visible as leaders among their peers.

### **Chapter Support and Leadership Development**

The Chapter Support and Leadership Development area of focus implores chapters to create avenues for members to experience innovative and inspiring leadership development opportunities. Chapters and their members that excel in this area are actively engaged with alumni, advisors/ chapter volunteers, and regional/(inter)national representatives of their respective organizations. Chapter leadership and chapter members eagerly engage in various skill building and leadership development opportunities that prepare and equip them to carry out the mission, purpose, and vision of their organization.

### **Maintaining Healthy Environments and Member Experiences**

The Maintaining Healthy Environments and Member Experiences area of focus creates space for chapters to develop community and connectedness through the unique aspect of brotherhood and sisterhood. Chapters and their members that excel in this area understand that creating safe environments, healthy relationships and member experiences is fundamental in living out a chapter's values. Rather than reinforcing dangerous trends such as hazing, alcohol abuse, and toxic social cultures, these chapters tackle these challenges head-on by placing value in healthy member experiences.

### **Chapter Management & Administrative Excellence**

The Chapter Management & Administrative Excellence area of focus quantifies the ways in which chapters engage with their members, advisors/ chapter volunteers, and other constituents to learn about the importance of developing administratively strong relationships and successfully executing chapter operations in multiple contexts. Chapters and their members that excel in this area act as diligent partners both on- and off-campus, meeting or exceeding the various administrative expectations and operational requirements set forth by the University, the Fraternity and Sorority Life Office, (inter)national organizations, and other stakeholders.

### **Academic Excellence**

The Academic Excellence area of focus centers scholastic achievement and intellectual development in the Fraternity and Sorority Life experience. Chapters and their members that excel in this area embrace and celebrate their members' academic achievements and prioritize academic success by planning and implementing various academic support programs and strategies. For members of these organizations, participation in high-impact practices and prioritization of academics are cornerstones of their FSL experience.

### **Community Relations/ "Good Neighbor Grade"**

The Good Neighbor Grade provides an opportunity for chapters to formally assess how they engage with communities they live and do business in by deepening members' awareness of self and others. Chapters and their members that excel in this area recognize the value of being good neighbors and act as positive entities in the spaces they find themselves in. This includes positively engaging other on and off campus students, and local citizens and businesses, in the Town of Blacksburg and other neighboring communities.

## Community Engagement

*The Community Engagement area of focus empowers members of the FSL community to be mindful of global citizenship and embrace servant leadership as a way of life, honoring the University's motto of Ut Prosim. Chapters and their members that excel in this area are active in University-wide programs and initiatives, have robust participation at chapter and FSL-wide events, embrace philanthropic causes, and maintain a positive web presence. They positively engage with the Virginia Tech community as a whole and are visible as leaders among their peers.*

### Council Events and Meetings

- The chapter participated in at least 90% of council events and meetings.
- The chapter participated in at least 1 event/ meeting sponsored by another council for the year (i.e. Oak Lane Trick-or-Treat, Center St. Clean Up, Overton StepShow, Yard Show, NPHC 101, UCFS 101, New Member Reveals, ect.).

### FSL & University-Wide Programming Participation

- **Party on the Greens:**
  - IFC/PHC/AOE - 4 members participate
  - NPHC and UCFS (except AOE) - 2 members participate
- **Fall 2023 FSL Showcase:** The chapter participated in the Fall 2023 FSL Showcase and registered on time.
- **Homecoming:** The chapter is involved with at least one university-sponsored Homecoming activity such as: the NPHC Homecoming Yard Show, having a Homecoming Court candidate, participates in the Homecoming Parade, etc.
- **Spring 2024 FSL Showcase:** The chapter participated in the Spring 2024 FSL Showcase and registered on time if the chapter participates in recruitment/ intake after this event.
- **The Celebration:** The chapter has representation (i.e. attended) at The Celebration, FSL's annual awards and recognition program.

### The Ut Prosim Challenge

- **Greeks Giving Back Participation Expectations-** at least 15% of the chapter participates in at least one Greeks Giving Back event and registers on time. Additionally, as saying you will attend and failing to attend creates a negative perception and impact; the difference between those that register and those that check-in is less than 15%.
- **The Big Event Participation Expectations-** at least 15% of the chapter participates in the event and registers on time. Additionally, as saying you will attend and failing to attend creates a negative perception and impact; the difference between those that register and those that check-in is less than 15%.
- **Relay for Life Participation Expectations-** Chapter has a team registered on the [VT Relay for Life event site](#), participates in the April 20, 2024 event, and raises an equivalent of \$25 a member (i.e. averaged).
- **Local Community Service-wide Project/ Engagement-** Chapter plans or participates in a local (i.e. New River Valley/ Southwest Virginia/ Appalachia) community service project/ endeavor. Examples include blood drive, Micha's Backpack, Interfaith Food Pantry, food/ clothing/ item drive, non-profit, ect.

## Supports a Philanthropic Cause

- **Philanthropic Participation Expectations-** Chapter has achieved all of the following:
  - Has a philanthropic cause that it supports financially (raises money for a chapter-identified cause).
  - Chapter raised/ financially contributed an equivalent of \$100 a member to your philanthropic cause. \*Documentation required.
  - Fully participated in at least 4 other organization's philanthropic causes (across at least 2 separate councils). \*Documentation required.
  - Donated items to philanthropic causes. \*Documentation required.
  - Implemented educational and awareness programming re: philanthropic cause.
- **Significant Philanthropic and Service Achievements Expectations-**
  - Chapter met a recognizable philanthropic goal or made a significant philanthropic contribution. This could be that the chapter received recognition, is an outstanding philanthropic performer, "won" a chapter's philanthropy, formed a new partnership, created a new philanthropic/service opportunity, is identified as a ranked contributor to a philanthropic cause/event, made a significant philanthropic achievement, etc. This could also be qualitative in nature.

## Service Hours

- The chapter averages 5 hours of community service per member.

## Membership in Other RSOs

- 60% or more of chapter members are members in other student organizations

## Student Leadership

- 15% or more of members are in leadership roles/ involvement in an RSO, UCSO, or through a department or college.

## Social Media Presence

- Made at least 24 "posts" on Instagram.
- Made at least 12 "posts" on Instagram highlighting chapter accomplishments & values-driven content.
- Follows at least 75% other FSL-affiliated organizations (Chapters, Councils, FSL) on Instagram.

## Chapter Support and Leadership Development

*The Chapter Support and Leadership Development area of focus implores chapters to create avenues for members to experience innovative and inspiring leadership development opportunities. Chapters and their members that excel in this area are actively engaged with alumni, advisors/ chapter volunteers, and regional/(inter)national representatives of their respective organizations. Chapter leadership and chapter members eagerly engage in various skill building and leadership development opportunities that prepare and equip them to carry out the mission, purpose, and vision of their organization.*

### IHQ/Regional Support

- The chapter has a (inter)national headquarters/regional/Grad Chapter representative who meets with the chapter leadership at least once a year.
- The required chapter leadership participates fully and completely in ALL of the required (inter)national and regional leadership development workshops, retreats, and institutes during the year. IHQ/ Region will indicate which statement best describes the chapter's status. Possible statuses are:
  - Chapter **exceeds** the attendance expectations and requirements of the (inter)national organization for all of the required (inter)national and regional leadership development workshops, retreats, and institutes during the year.
  - Chapter **meets** the attendance expectations and requirements of the (inter)national organization for all of the required (inter)national and regional leadership development workshops, retreats, and institutes during the year.
  - Chapter **meets with some exceptions** the attendance expectations and requirements of (inter)national organization for all of the required (inter)national and regional leadership development workshops, retreats, and institutes during the year.
  - Chapter **does not meet** the attendance expectations and requirements of (inter)national organization for all of the required (inter)national and regional leadership development workshops, retreats, and institutes during the year.

### Advisor and Alumni Support

- The chapter has a faculty OR chapter advisor. This person is a post baccalaureate volunteer who works directly with the chapter on a regular basis. Their name, contact information, and role they serve must be current and reported to FSL to receive credit.
- The chapter has an additional advisor/ alumni volunteer per every 40 members who have specific roles guiding and supporting the chapter. These should be post baccalaureate volunteers who work directly with the chapter on a regular basis. Their name(s), contact information, and role they serve must be current and reported to FSL to receive credit.
- The chapter has multiple advisors/alumni volunteers who regularly engage, connect, and communicate with the chapter. A chapter advisor/alumni volunteer participates in at least 4 chapter-wide meetings, trainings, and events throughout the year.
- The chapter has multiple advisors/alumni volunteers who regularly engage, connect, and communicate with the chapter. A chapter advisor/alumni volunteer participates in at least 4 council/ FSL meetings, trainings, and events throughout the year.

## Alumni, Parents and IntraOrganizational Relations

The chapter hosts or participates in at least one event/outreach a year focused on one of the following:

- Alumni
- Parents/ Family
- Another chapter in their organization (i.e. JMU, GMU, ODU, UNC, UVA, ect.)

## FSL Staff/Chapter Coach Support

- Chapter President attends a monthly meeting with their FSL Chapter coach.
- At least 3 other chapter officers meet with their FSL Chapter coach during the semester.
- Chapter officers' initiates communication and outreach with their chapter coach on a frequent basis outside of coaching meetings.
- The chapter sends a member to attend every Excellence Specialist roundtable each semester.
  - Alumni Relations & Advancement
  - Event Planning & Risk Management
  - Finance
  - Media & Marketing
  - Philanthropy & Service
  - Recruitment, Growth, & Retention
  - Scholarship & Academics
  - Standards of Excellence
  - Well-Being & Accountability

## Phired-Up Support & Technology Use

- The chapter participated in at least 1 event/ meeting/ consultation during the year.
- The chapter effectively uses the technology provided during recruitment/intake.

## Leadership Development

The chapter participates in the following:

- The chapter leadership fully and completely participates in FLI: President's Academy/ Catalyst.
- A chapter member fully and completely participates in FLI: Inspire or Engage.
- The chapter fully and completely participates in RMI (Risk Management Institute).
- A chapter member attends an UIFI, AFLV/ SGLA, HBCU Homecoming Conference, Hokie Leadership Summit, and/or a campus based leadership development event.



## Maintaining Healthy Environments & Member Experiences

*The Maintaining Healthy Environments and Member Experiences area of focus creates space for chapters to develop community and connectedness through the unique aspect of brotherhood and sisterhood. Chapters and their members that excel in this area understand that creating safe environments, healthy relationships and member experiences is fundamental in living out a chapter's values. Rather than reinforcing dangerous trends such as hazing, alcohol abuse, and toxic social cultures, these chapters tackle these challenges head-on by placing value in healthy member experiences.*

### Strategic Planning and Goal Setting

A chapter should complete the following:

- Chapter/ Chapter Exec has an annual (or semesterly) chapter planning retreat where the status of the chapter is discussed and goal setting occurs. At least 75% of the active chapter / Exec attends.
- The chapter hosts an Officer Transition program facilitated by someone other than an undergraduate member that is multiple hours in length. 75% of the new officers must be in attendance and the program must occur before the end of the third week of the new semester.
- The organization has created 3, which for Hazing Prevention we ask for 5, clearly defined goals in the following areas with actionable steps that have been submitted within the template in your Google Chapter Folder by September 3rd.
  - **Academic Excellence/Support**
  - **Chapter Specific** (these are not highlighted in the other areas, such as Housing, Financial Excellence, Community Engagement/Relations, Philanthropy, Service and Outreach, etc.)
  - **Hazing Prevention**
  - **Recruitment & Growth**
  - **Risk Management**

### Member Development Programming

The chapter plans and implements and/ or attends/ participate in a chapter-wide program on at least 6 of the following topics by a trained and qualified professional/facilitator or facilitated by someone from a curriculum developed by your IHQ or by Regional volunteers throughout the year:

- **Alcohol and other drug education** (i.e. Party Positive and REVIVE! Through Hokie Wellness/ IMPACT/ HEAT, or from an IHQ representative, or from another trained individual).
- **Risk management** (i.e. from an IHQ representative, or from another trained individual)
- **Hazing awareness** (i.e. the Gordy Project from Hokie Wellness, from an IHQ representative, or from another trained individual)
- **Sexual assault/dating & domestic violence** (i.e. SAVES presentation through the Women's Center, Bringing In The Bystander (BIB) presentation through the Women's Center, a One Love Presentation, or a presentation from an IHQ representative, or from another trained individual)
- **Health education program** (i.e. Sorority Body Project, Koru Mindfulness, and Healthy Hokie Workshops through Hokie Wellness or other women's health, men's health, sexual health, mental health, body image presentation from an IHQ representative, or from another trained individual)
- **Diversity and Inclusion** (i.e. a DEI presentation from an IHQ representative, a presentation coordinated by Anthony Scott, Chief Inclusion and Belonging Officer for Student Affairs. He can be reached at [ascott68@vt.edu](mailto:ascott68@vt.edu).)

- **Personal Growth and Development** (i.e. Clifton Strengthens, Financial Wellness from Hokie Wellness, career and professional development, contemporary college student issues, etc.)
- **Resource Awareness and Education program-** Having a department or agency speak to chapter about themselves and the resources they could offer (i.e. Cook Counseling, FSL, Student Conduct, Title IX, BPD Adopt-a-cop, VTPD, IHQ, NRVRC, etc.)

***These trainings should be significant in nature related to their content, chapter attendance, and length of time.***

Presentation requests made to a university department must be made at least 14 days in advance.

- Presentation should be completed prior to December 6th for the Fall semester.
- Presentation should be completed prior to April 26th for the Spring semester.
- To request a Hokie Wellness Presentation, please use this form: <https://forms.office.com/r/ngkmRPqRjG>
- To request a Bringing In The Bystander (BIB) or Start Smart Salary Negotiation Workshop by the Women's Center, please use this form: <https://www.womenscenter.vt.edu/Program.html>
- To request a Sexual Assault and Violence Prevention by Students (SAVES), please use this form [https://virginiatech.qualtrics.com/jfe/form/SV\\_3QVuR2GEEajPWrH](https://virginiatech.qualtrics.com/jfe/form/SV_3QVuR2GEEajPWrH)
- Information about VTPD Programs and Trainings can be found here: <https://police.vt.edu/>

## External Chapter Programming

The chapter plans and implements at least 1 educational program to non-members/ external to the chapter. The format of this program can be a presentation, activity, tabling event, marketing campaign, ect. as long as it involves others outside of the chapter and whose purpose is to educate or raise awareness for an issue or cause.

## Adam's Law Compliance

- 100% of chapter members have met the Adam's Law Requirement (i.e. fully attended an official Virginia Tech facilitated in-person hazing prevention training).
- At least 1 advisor/ volunteer has met the Adam's Law Requirement (i.e. fully attended an official Commonwealth of Virginia staff member facilitated in-person hazing prevention training).

## New Member/Intake

A chapter should complete the following:

- Chapter leaders/advisors have received new member education/hazing awareness education provided by their IHQ/ Region.
- Chapter leaders/advisors have received new member education/hazing awareness education provided by FSL/ their council.
- The new member educator and president review and sign the "Commitment to a Hazing-Free Experience" form PRIOR to new member programs for each semester they have new members.
- Chapter has a written new member/MIP plan/ calendar/ timeline and shares it with FSL.
- Chapter/faculty advisor, alum, or HQ representative can verify that the chapter follows regional/(inter)national new member/MIP procedures.
- Chapter initiates new members/aspirants with (inter)national guidelines and timelines.
- Attend a FSL staff led council specific New Member Educator/Intake Coordinator Roundtable.

## Member Retention

A chapter should ensure that they are providing excellent member experiences throughout the life-course of the undergraduate membership by building-in membership retention plans and programming. We encourage each organization to collaborate with their advisors, chapter coach, and headquarters/regional volunteers to ensure that members are satisfied with and involved in the creation of their fraternal experience. The Virginia Tech Office of Fraternity and Sorority Life believes that excellent member retention is defined as:

- Losing less than 5% of chapter membership in a semester for IFC, Panhellenic/AOE organizations
- Losing less than 10% of chapter membership in a semester for UCFS (except AOE) and NPHC organizations

## Risk Management

A chapter should complete the following:

- Chapter submits the following three items for the Fall/Spring semester and reviews it with their FSL chapter coach by September 3rd (Fall) and February 2nd (Spring).
  - National/ local Crisis/Incident Response Plan
  - Local Chapter's Risk Management Plan
  - National Risk Management Plan
- Chapter officers/exec have reviewed organizational crisis/incident management guidelines with chapter advisor(s), FSL chapter coach, or HQ representative semesterly.
- Chapter assesses the risk management plan and/ or crisis/incident management policy throughout the semester and updates the policy based on feedback. Chapter is able to articulate a creative and innovative way to manage/mitigate risk beyond the expected/ standard risk management efforts/plan.
- Chapter participates in the Event Registration/Notification process.
- Chapter submits notification for events with alcohol, both on and off campus.
- Attend all FSL staff led council specific Health & Safety Roundtable.

## Chapter Accountability

A chapter should complete the following:

- Chapter has a designated "Standards/Accountability" officer or board or has a standards/accountability process built into an officer's job description.
- Chapter has an active standards/accountability process. This means that the chapter can provide evidence that they actively engage in the chapter standards/accountability process.
- Chapter is not on a restrictive status by their (inter)national organization.

## University Conduct

- Chapter was not on a cease of operations by the university.
- Chapter did not receive a new policy violation during the academic year.
- Chapter was not on an active conduct sanction during the year.
- Chapter completed their conduct status without receiving a new conduct violation.
- Chapter has satisfactorily fulfilled all sanction requirements for Student Conduct.
- Less than 4% of chapter members have been found responsible for a violation of the Student Code of Conduct during the academic year.

## Unrecognized Group Event Participation

A chapter should abide by all of the following:

- Chapter does not co-host or participate in an unrecognized group's social or philanthropy event.
- Chapter does not have an unrecognized group participate in a social or philanthropy event that the chapter co-hosts or participates in.
- Chapter does not knowingly participate in a social or philanthropy event that another organization hosts or co-hosts than an unrecognized group participates in.

## Risk Management Institute Participation

Fall 2023: The chapter attended the Risk Management Institute and met the attendance requirements:

- Day 1: PHC/ IFC/ AOE - 5 members and UCFS/NPHC - 2 members. *These members include: President, Vice President, Risk Manager, Social Chair, and New Member Educator (or their designees).*
- Day 2: PHC/ IFC/ AOE - 10 members and UCFS/NPHC - 4 members. *This is open to any student leader wanting to lead healthy & safe environments, or that may be involved in New Member/Intake processes.*

Spring 2024: The chapter attended the Risk Management Institute and met the attendance requirements:

- PHC/ IFC/ AOE Attendance Requirement - 5 members from the chapter participated in the Risk Management Institute. These members include: President, Vice President, Risk Manager, Social Chair, and New Member Educator (or their designees).
- NPHC and UCFS Attendance Requirement - 3 people from the chapter attends.

## Fraternity and Sorority Experience Survey (FSES)

- 25% of the chapter completes the Fraternity & Sorority Experience Survey.
- The chapter president/members of exec attend a consultation to debrief their specific report of the chapter's responses.

## Chapter Management & Administrative Excellence

The Chapter Management & Administrative Excellence area of focus quantifies the ways in which chapters engage with their members, advisors/ chapter volunteers, and other constituents to learn about the importance of developing administratively strong relationships and successfully executing chapter operations in multiple contexts. Chapters and their members that excel in this area act as diligent partners both on- and off- campus, meeting or exceeding the various administrative expectations and operational requirements set forth by the University, the Fraternity and Sorority Life Office, (inter)national organizations, and other stakeholders.

### Office of Fraternity & Sorority Life Reporting (Recruitment & Intake)

Recruitment/Intake Forms and Processes are completed on-time and per instructions.

- **Panhellenic**
  - Fall COB Verification Form (If applicable)
  - Fall COB MRABAs (If applicable)
  - Fall Bid Day/Celebration/ Induction Dates (If applicable)
  - Fall Big/Little Dates (If applicable)
  - Fall Initiation Dates (If applicable)
  - Sisterhood Round Invite List
  - Formal Recruitment Philanthropy Round List
  - Formal Recruitment Preference Round List
  - Formal Recruitment Bid List
  - Spring COB Verification Form (If applicable)
  - Spring COB MRABAs (If applicable)
  - Spring Bid Day/Celebration/ Induction Dates
  - Spring Big/Little Dates
  - Spring Initiation Dates
- **NPHC & UCFS**
  - Fall Notice of Intake / Recruitment Event Form- Step 1 (If applicable)
  - Fall Notice of Membership Intake Form- Step 2 (If applicable)
  - Fall Membership Eligibility Form- Step 3 (If applicable)
  - Fall Commitment to a Hazing Free Environment Form and Grade Release Forms from prospective members/ PNM/ Aspirants- Step 4 (If applicable)
  - Fall New Member Initiation Form- Step 5 (If applicable)
  - Spring Notice of Intake / Recruitment Event Form- Step 1 (If applicable)
  - Spring Notice of Membership Intake Form- Step 2 (If applicable)
  - Spring Membership Eligibility Form- Step 3 (If applicable)
  - Spring Commitment to a Hazing Free Environment Form and Grade Release Forms from prospective members/ PNM/ Aspirants- Step 4 (If applicable)
  - Spring New Member Initiation Form- Step 5 (If applicable)
- **Interfraternity Council (IFC)**
  - Fall Recruitment Plan
  - Fall Closed Recruitment Event Date, Time, and Invite list
  - Fall Formal Recruitment Bid List
  - Fall Bids to Eligible Students
  - Fall COB List
  - Fall Bid Day/Celebration/ Induction Dates
  - Fall Big/Little Dates

- Fall Initiation Dates
- Spring Recruitment Plan
- Spring Closed Recruitment Event Date, Time, and Invite list
- Spring Formal Recruitment Bid List
- Spring Bids to Eligible Students
- Spring COB List
- Spring Induction Dates
- Spring Big/Little Dates
- Spring Bid Day/Celebration/ Induction Dates

**Commitment to a Hazing-Free Experiences Expectations** reviewed by an FSL representative and signed prior to offering bids/invitations to membership. This needs to be signed by the following:

- President (Fall)
- New Member Educator/Intake Coordinator (Fall)
- President (Spring)
- New Member Educator/Intake Coordinator (Spring)

## Office of Fraternity & Sorority Life Reporting (Roster Management & Officer Reporting)

**Changes in Member Status Forms:** Chapter submits all necessary Changes in Member Status Forms to FSL on-time (i.e. within 5 business of the change) during the fall and spring semesters. This Change of Member Status Form should be completed every time a new (uninitiated) OR initiated member's status changes after the beginning of the semester chapter roster audit/review and before the end of the semester chapter roster audit/review. Please complete this form for:

1. Students who have selected to terminate their collegiate fraternal affiliation with the chapter (i.e. remove them from the roster)
2. Students who have been removed from associate or active membership by the chapter (i.e. remove them from the roster)
3. Students who have joined the organization through a Continuous Open Bidding Process or Informal Recruitment (i.e. add them to the roster).

**Rosters Completion-** The chapter submits these on time and per instructions. The benchmarks are:

- Fall initial chapter roster submitted on-time and chapter attends scheduled review meeting.
- Fall final chapter roster submitted on-time and chapter attends scheduled review meeting.
- Spring initial chapter roster submitted on-time and chapter attends scheduled review meeting.
- Spring final chapter roster submitted on-time and chapter attends scheduled review meeting.

**Master Chapter Profile (MCP)-** The chapter submits these on time and per instructions.

- End of Fall/Winter Master Chapter Profile (MCP) completed on-time and per instructions.
- End of Spring/Summer Master Chapter Profile (MCP) completed on-time and per instructions.
- Fall Advisor Demographic Form completed on-time and per instructions.

**Officer Transition-** The chapter submits when the new officers will be elected, who the new president is, when they take office and report the new officer information on time and per instructions.

## Office of Fraternity & Sorority Life Reporting (General Processes)

### Chapter Mail

- Chapter checks FSL mailbox at least every 2 weeks without prompt/ 48 hours after they are notified.
- Chapter signs the check-in sheet every time they check mail.

### Admin Camp Participation

- The Chapter President, VP, and Treasurer (or their designees) fully attends Admin Camp in January.

### Standards of Excellence

- The chapter completes all administrative forms related to the Standards of Excellence on-time and per instructions.

## Office of Fraternity & Sorority Life Reporting (Registrations)

**Registrations** - The chapter completes all Registrations and on-time. This includes, but not limited to:

- Party on the Greens
- Fall Showcase
- RMI
- GobblerFest
- Greeks Giving Back
- FLI
- Admin Camp
- Spring Showcase
- Big Event
- Relay for Life
- Celebration

## Student Engagement & Campus Life (SECL) Expectations & Registration Requirements

- Chapter completed the Mandatory Annual Registration Training (MART) training module on time.
- Chapter completed the Mandatory Annual Registration Training (MART) re registration process on time.
- Chapter maintains all RSO roster requirements on GobblerConnect that identify at least the President and the “Treasurer” on-time and per instructions.
- Chapter reviews and updates each of the following on-time and per instructions:
  - Student Organization Address on GobblerConnect
  - Chapter’s GobblerConnect Profile at the end of Fall/Winter
  - Chapter’s GobblerConnect Profile at the end of Spring/Summer
  - Authorized contacts in GobblerConnect at the end of the Fall/Winter
  - Authorized contacts in GobblerConnect at the end of the Spring/Summer

- Chapter meets all requirements and complies with the process for SECL-managed services and venues
- Chapter used GobblerConnect in compliance with the GobblerConnect Usage Policy.

## University Expectation & Compliance Requirements

- The chapter is Clery Act Reporting compliant.
- The chapter complied with all Licensing Guidelines requirements.
- The chapter appropriately reported and complied with policies regarding incidents of discrimination, harassment, and sexual assault.
- The chapter complied with appropriate fundraising, informational activity, and advertising (per Policy 5215).

## University Financial Standing

- The chapter paid all outstanding debts to Virginia Tech on-time and in full for the Fall/Winter.
- The chapter paid all outstanding debts to Virginia Tech on-time and in full for the Spring/Summer.

## Oak Lane Housing

- The chapter House Supervisor submits rosters for those living in the house for the next academic year on time
- Oak Lane Resident Contracts for the following year are signed by the due date.
- Oak Lane Resident Contracts for the following year are signed by the late due date.
- Oak Lane Roommate Groups for Oak Lane for the following year are due to FSL from the chapter House Supervisor.
- The chapter has at least three members of the chapter apply for the House Supervisor position.
- The chapter signs and returns the organizational lease agreement (if applicable).
- All required members attend the annual Oak Lane Health & Safety training.
- Submit certificate of insurance on time.

## IHQ Expectations & Requirements

IHQ/ Region will indicate which statement best describes the chapter's status. Possible statuses are:

- Chapter **exceeds** the administrative expectations and requirements of (inter)national organization.
- Chapter **meets** the administrative expectations and requirements of (inter)national organization.
- Chapter **meets with some exceptions** the administrative expectations and requirements of (inter)national organization.
- Chapter **does not meet** the administrative expectations and requirements of (inter)national organization.



## Academic Excellence

*The Academic Excellence area of focus centers scholastic achievement and intellectual development in the Fraternity and Sorority Life experience. Chapters and their members that excel in this area embrace and celebrate their members' academic achievements and prioritize academic success by planning and implementing various academic support programs and strategies. For members of these organizations, participation in high-impact practices and prioritization of academics are cornerstones of their FSL experience.*

### Academic Achievements

The chapter has achieved at least 6 of the following:

- Chapter GPA higher than their council average
- Chapter GPA higher than the FSL average
- Chapter GPA higher than the all undergraduate
- Chapter GPA higher than the all female or male.
- Chapter 4.0 GPA% higher than that of their council.
- Chapter 4.0 GPA% higher than that of FSL.
- Dean's List % higher than that of their council.
- Dean's List % higher than that of FSL.
- Chapter has no more than 1% of members or 1 member with a GPA below a 2.0.

### New Member Academic Achievements

The chapter has achieved 6 of the following:

- Chapter New Member GPA is higher than their council average
- Chapter New Member GPA is higher than the FSL average
- Chapter New Member GPA is higher than the all undergraduate
- Chapter New Member GPA is higher than the all female or male.
- Chapter New Member 4.0% higher than that of their council New Member Peers.
- Chapter New Member 4.0% higher than that of FSL New Member Peers.
- Chapter New Member Dean's List % is higher than that of their council New Member Peers.
- Chapter New Member Dean's List % is higher than that of FSL New Member Peers.
- Chapter has no more than 1% of new members or 1 new member with a GPA below a 2.0.

### High Impact Academic Practices

- 20% of the chapter is engaged in academic research, TA, co-op, study abroad, academic honor societies, and/or professional/academic organizations.

### Member Grade Reports

- Fall 2023 - The chapter collects the Member Grade Report from by the end of the 2nd week of classes of the following semester.
- Fall 2023 - The advisor requests/ collects Member Grade Report by the end of the 2nd week of classes of the following semester.
- Spring 2024 - The chapter collects the Member Grade Report by the end of the 2nd week of classes of the following semester.
- Spring 2024 - The advisor requests/ collects the report by the end of the 2nd week of classes of the following semester.

## Academic Support Systems and Policies

The chapter has achieved the following:

- Created chapter academic goals, strategies/action steps to assist members with academic success and shared these chapter academic goals and strategies with their chapter coach.
- Chapter implements academic support programs, initiatives, and strategies such as study hours, coaching/mentoring, academic resources, recognition, etc.
- Chapter has connected members to external academic success resources and remediation programming/accountability standards.

## Community Relations / “Good Neighbor Grade”

*The Community Relations/ “Good Neighbor Grade” provides an opportunity for chapters to assess how they engage in the communities they live and do business in, by deepening members’ awareness of self and others. Chapters and members that excel in this area recognize the value of being good neighbors and act as positive entities in the spaces they find themselves in. This includes positively engaging other students, and local citizens and businesses, in the Town of Blacksburg and other neighboring communities.*

### “Living” in Town

- The chapter provides the address of their official chapter house and the names of those who reside there.
- The chapter has received fewer than 2 of the following over the course of a semester that are associated or attributed with the chapter.
  - Code/Zoning/Trash Infractions written by the town
  - Noise complaints
  - Community member complaints
  - BPD, VTPD, MCSO calls for service
- The chapter attended at least one Virginia Tech/Blacksburg Town Gown meeting during the 2023-2024 academic year.

### Event Planning & Management

- The chapter plans chapter events well in advance and has a chapter calendar that they utilize. They do that by:
  - Sharing a chapter events calendar with their chapter coach during your monthly meeting with it being submitted prior to each month within your Chapter Folder.
  - Regularly using the Event Notification form for chapter events without alcohol.
  - Regularly using the Event Notification form for chapter events with alcohol.
  - Oak Lane chapters register all events with alcohol using the Alcohol Event Registration Form.
  - Using the Town of Blacksburg Event registration form for gatherings of more than 200 people.

### Chapter House Health & Safety

- Oak Lane Chapters:
  - The chapter has fewer than 5 fire code violations/Health & Safety concerns documented throughout the year.
  - The chapter maintains 90% or higher occupancy of the chapter house throughout the year.
  - The chapter has fewer than 2 “unidentified” damages in the house.
  - The chapter hosts a fire/chapter house safety program once a year.
  - The chapter receives a meet expectations housekeeping score of ( :| )
- Chapter with off-campus property/chapter house:
  - The chapter completes a “Virginia Maintenance Code Inspection” by the Town of Blacksburg per town requirements.
  - The chapter hosts a fire/chapter house safety program once a year.

## **Contribution to Community**

- The chapter participates in at least one outreach/ service event with a local (New River Valley) organization.
- The chapter collaborates with at least one community partner, Registered Student Organization, or university department/ program.

## **Citizenship**

- There were fewer than 3 complaints or concerns relayed that were associated with or attributed to the chapter from local businesses, organizations, agencies, etc. over the year.

## **Accolades**

- The chapter received at least 2 unprompted accolades by community members and/or received campus-based, regional, or national awards that are associated with or attributed to the chapter over the course of the year.