Success Through Accountability and Recognition
STAR – Standards of Excellence

Fraternity & Sorority Life Office
BPSC 3.302
936-468-6296
greeklife@sfasu.edu
www.sfasu.edu/greeklife
Greek Standards of Excellence
Stephen F. Austin State University (SFASU)

Greek organizations provide a unique balance of opportunities in leadership, service and philanthropy, academics, and social activities. The Standards of Excellence program was designed to encourage such opportunities for the overall improvement of individual chapters, and to advance the Greek community at SFA. We believe that in order for these standards to have an impact, chapters must value the timeliness and quality of completion for each task.

Each year, each organization will be evaluated and recognized based upon points received per task. Based upon points received, Greek organizations will better be able to recognize areas in which they are excelling and areas in which they can continue to improve. There are 500 points possible broken down into 5 categories of standards: Scholarship, Service, Organization Involvement & Leadership Development, New Member Program, and Organizational Management and Member Development.

This packet outlines, in detail, the requirements and expectations for the Greek Standards of Excellence program. It was created for the use of chapters to manage the completion of required tasks. This packet is subject to change by the Office of Student Engagement. It is highly recommended that the responsibilities outlined in the packet should be delegated among chapter leadership.

Any questions and concerns regarding this program should be directed to the Fraternity & Sorority Life Graduate Assistant, Spencer Coffey at greeklife@sfasu.edu or the Fraternity & Sorority Life Director, Saville Harris at harrisss@sfasu.edu.
Star Program Levels

5 STAR Level: 90th percentile or higher
4 STAR Level: 80-89th percentile
3 STAR Level: 70-79th percentile
2 STAR Level: 60-69th percentile
1 STAR Level: 59th percentile or below

Chapter Accreditation

Chapters must earn a minimum of 75% of total possible points per semester, as well as 75% of the total possible points for the entire academic year, to guarantee chapter accreditation (at least 3 STAR Level).

5 STAR Level: Full Accreditation with Recognition (Excellent Standing)
4 STAR Level: Full Accreditation (Good Standing)
3 STAR Level: Accreditation with recommendations for improvement (Needs Improvement)

- Required to meet with council advisor twice a semester to plan and implement status improvements - meeting must be set up by the Fraternity & Sorority Life Graduate Assistant

2 STAR Level: Probationary Accreditation - mandatory success interventions

- Required to meet with council advisor once a month to plan and implement status improvements - meeting must be set up by the Fraternity & Sorority Life Graduate Assistant
- Chapter will not be able to participate in intramural Greek League or hold any social events on or off-campus
  - A social event is determined as an event hosted with another organization or with outside attendees except for philanthropy or service programs

1 STAR Level: No Accreditation - mandatory success interventions

- Required to meet with council advisor once a month to plan and implement status improvements - meeting must be set up by the Fraternity & Sorority Life Graduate Assistant
- Chapter will not be able to participate in intramural Greek League or hold any social events on or off-campus
  - A social event is determined as an event hosted with another organization or with outside attendees except for philanthropy or service programs
- Once a chapter has been at 1 STAR for two consecutive semesters, you will not be able to participate in intake
- Once a chapter has been at 1 STAR for three consecutive semesters, you will not be recognized as a chapter with SFA Fraternity & Sorority Life Programs.
5 Categories of Standards

Based upon points received, Greek organizations will be able to better recognize areas in which they are excelling and areas in which they can improve.

Each task required for the Greek Standards of Excellence is associated with a specific point value. Points will be rewarded for the completion of a given task based upon the timeliness and quality of completion. In order to receive full points for any given task, it must be completed by its due date and in the requested format. Point values awarded for tasks are always subject to the judgment of staff in Greek Life. Points may be deducted for incompletion, untimeliness, or incorrect format.

If deadlines are missed, chapters are still encouraged to complete each task.

**Scholarship- 100 points total**
- Chapter Semester GPA- 50 points (25 points per semester)
- Chapter Goals Set- 15 points
- Chapter Goals Met- 25 points
- Academic Organization Involvement- 10 points

**Service- 100 points total**
- Chapter Community Service Hours- 35 points
- Chapter Donations and Philanthropy- 35 points
- Chapter sponsor or co-sponsors at least one service or philanthropic event annually that results in donation of time or money to a philanthropic organization of the chapter’s choosing- 15 points
- Chapter participates in at least one service or philanthropic event sponsored by another chapter, student group, or non-profit organization- 15 points

**Organization Involvement & Leadership Development- 100 points total**
- Campus Involvement- 40 points
- Leadership Development- 15 points
- Awards/ Recognition- 15 points
- Officer positions in organizations outside of Greek Life- 10 points
- Athletics Support- 10 points
- University Events- 10 points
New Member Program- 100 points total
  - New member GPA per semester- **50 points** (**25 points per semester**)
  - New members remain in chapter from bid day/ intake- initiation- **20 points**
  - New membership class of at least 5 members- **15 points**
  - New member campus involvement- **15 points**

Organizational Management & Member Development- 100 points total
  - Educational Programs- **50 points**
  - Collaboration- **25 points**
  - Support- **10 points**
  - Risk Management Educational Programs- **15 points**

Chapter Recognition and Awards

Chapters will earn awards based on their performance in each category. Chapters earning **90% of total possible points (5 STAR Level)** for both semester of each academic year will be eligible for a **STAR Award** that will be presented at the SFA Fraternity & Sorority Life Awards.

Additionally, chapters that submit nominations for the SFA Fraternity & Sorority Life Awards, presented by Order of Omega, will receive **1 bonus point per award nomination**.
Scholarship (100 points):
Scholarship standards are based on the Greek recognition that academic achievement is the basis for future success. Each chapter should strive to earn at least a **2.5 GPA or higher per semester.**

Chapter Semester GPA points allocated (25 points per semester):

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<th>Fall Semester</th>
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**Chapter Goals Established (15 points)** must be reviewed and approved through the Fraternity & Sorority Life Office and submitted within the **first TWO WEEKS of each semester.** Success Plans will need to include the following information:

- Proof of academic events (i.e. study tables, study buddies, etc.)
- Goals for chapter GPA
- Plans to aid those whose GPA fall below chapter minimum
- Incentives for excelling academically (lower dues, gifts, positive recognition, etc.)
- Consequences/ restrictions that will be enforced for those who do not meet chapter and national GPA minimum

Chapters will need to establish goals within these categories:

- TWO academic goals
- ONE chapter goals
- ONE new member goal

**Chapter Goals Met (25 points):** Points will be rewarded to chapters that meet their established goals. Partial points will **NOT** be awarded in this category. Documentation of achieving these goals will need to be submitted to Spencer Coffey, Fraternity & Sorority Life Graduate Assistant, in order for your chapter to receive full points.
**Academic Organization Involvement (10 points):** This would include chapter member involvement in academic clubs or honor societies. EX: Accounting Club, Order of Omega, Omicron Delta Kappa, etc.

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<thead>
<tr>
<th>Percentage of Chapter Members Involved</th>
<th>Points</th>
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**Bonus Point Opportunity (5 points per semester):** Chapters who have a certain percentage of members who earn a semester GPA of 3.5 or higher will receive the following BONUS POINTS

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<th>Percentage of Chapter</th>
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Service (100 points):

Both Stephen F. Austin State University and its Greek Community continually strive to learn and grow through service and philanthropic activities. These Standards of Excellence have been developed to ensure each chapter continues with this tradition.

Our expectation of each chapter member is to raise/donate at least $40 to your chapter’s philanthropy or SFA Dance Marathon. The appropriate form will need to be completed in order to receive the following points. (35 points max) [Required form]

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<th>100% of chapter members raised $40/person</th>
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Each chapter member is expected to complete a minimum of 35 hours of service (35 points) [Required form] *A max of 5 hours per person can be service performed as a part of a non-Greek affiliated organization’s service event, if the individual is a member of the organization.

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<th>60% of chapter members serve 35 hours/person</th>
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**BONUS POINTS** in this category per semester are as follows:

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<th>100% of chapter serves 35 hours/ person</th>
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<tr>
<td>80% of chapter</td>
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Hosted Service/ Philanthropic Events (15 points) [Required form]: It is expected of each chapter to host or co-host **at least one service/ philanthropic event a semester** that results in the donation of time or money to a philanthropic organization.

*An event is considered as anything that involves hands-on service work. [Highway clean-ups and canned food drives do not count as a hosted event]*

Participation of Service/ Philanthropic Events (15 points) [Required form]: It is also expected for each chapter to participate in **at least one service/ philanthropic event sponsored by another chapter, student group or non-profit organization.**

*REMINDER: At least 50% of the chapter must be in attendance for ALL service/philanthropic events and must submit photos and the appropriate required form.*

**BONUS POINTS:** If **60% of chapter members** attend Greek Week events, then your chapter will receive **3 points.** This percentage is calculated as an average from the attendance taken at each event of the week.
Organizational Involvement & Leadership Development (100 points):

Each chapter should strive to be more active on campus and work with and/or within a non-Greek affiliated student organization. The Office of Student Engagement encourages all SFASU students to get involved on campus and cultivate leadership skills.

Organization Involvement (40 points) [Required form]

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<th>80% of chapter members involved</th>
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Leadership Development (15 points) [Required form]:

- Attend Regional or National Leadership Conferences (5 points)
- Chapter executive board officer business retreats (5 points each semester)
  - A business retreat is considered as a meeting that is conducted to discuss past, present and future goals of the chapter, as well as the creation of an action plan.

Awards/ Recognition (15 points) [Required form]:

- Recognition of TWO positive publicity articles or news stories about your chapter in the SFA Pine Log, Sawdust, The Daily Sentinel or local TV stations (5 points each) *submit a copy of publicity to receive full points
- Awards received from SFA, the Nacogdoches community, your national headquarters, companies and/or other organizations (5 points) *submit a photo of your chapter and the award to receive full points

Officer positions in organizations outside of Greek Life (10 points) [Required form]:

Chapters with 10% of their members that currently hold officer positions in a non-Greek affiliated student organization will receive 10 points per semester.

Athletics (10 points) [Required form]:

Chapters are expected to attend at least FOUR of SFASU’s sporting events (2 each semester)
*Tailgating does not count and 40% of your chapter must be in attendance
*Required documentation includes a photo of chapter members with scoreboard in the background
University Events (10 Points):
Chapters are expected to attend and/or participate in THREE of SFASU's events hosted by a university department. EX: Archie McDonald Speaker Series, Week of Reflection, Meal with a Mentor, Diversity Conference, annual Step Show, Student Engagement Leadership Conference, etc. *40% of chapter members need to be in attendance to receive full points
New Member Program (100 points):
Each chapter will implement a balanced and informative program that prepared new members for a full and rewarding membership in their organization and education.

15 points will be awarded to chapters who have at least 7 people join their sorority/fraternity during formal recruitment/intake, as well as a new member class of at least 5 members initiated during the current academic year. *If your organization does not take new members during the fall and/or spring semester, you will not be penalized.

15 points will be awarded for 80% of the chapter’s new member class being involved in outside organizations.

Each chapter’s new members should strive to earn a GPA of at least 2.5 or higher.
New Member GPA points allocated (25 points per semester)

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Each member class will be monitored to verify they are still active members of the chapter. 45 points will be awarded to those with 80% of each semester’s new member class that maintains membership as follows:

20 points → Bid day/ Initiation-Initiation
25 points → Initiation- 1 semester after

*Points will be awarded based on submitted rosters
Organizational Management & Member Development (100 points):
Each chapter provides educational programs to chapter members and/or student body throughout the year on a variety of educational topics.

Educational Programs (50 points) [Required form]: Chapters will earn 10 points for each program presented by a professional and 5 points for each program presented by a member of their organization. 50% of the chapter must be in attendance at the hosted program. Programs can be hosted by the chapter or by another organization. *Chapters cannot earn more than 10 points per category.

- Academic/Scholarship
- Health & Wellness
- Career Development
- Diversity
- Financial Management
- Leadership
- Other (topic must be approved by Fraternity & Sorority Life Office)

*All educational program presenters must provide a copy of the presentation and photos at the program in order to receive full points.

BONUS POINTS: An additional 5 points will be added if all 7 programs (5 educational programs and 2 risk management programs) are presented by professionals.

Collaboration (25 points) [Required form]: Chapters will receive a max of 25 points for each co-sponsor or collaboration event with the following student groups:

- 1 Greek organization within your council (5 points)
- 1 Greek organization within another council (3 additional councils at 5 points each)
- 1 non-Greek registered student organization (5 points)

*Collaboration events include educational programming, philanthropic fundraisers, and community service projects.
*50% of members from each collaborating organization must be in attendance.
Support (10 points):
Chapters are expected to support other chapters within their own council and within another council. **50% of chapter members must be in attendance to receive full points.**
EX: Step Show, IFC steps, chapter and council events, PHC Philanthropy events, NPHC Hump Day, MGC Showcase, etc.

Risk Management Educational Programs (15 points) [Required form]:
Chapters will earn points for providing TWO educational programs to their members and/or student body once a year on current risk management topics (7.5 points each). Some example topics are listed below:
- Mental & Physical Health
- Sexual Assault & Healthy Relationships
- Alcohol & Illegal Drugs
- Fire Safety & Facility Security
- Anti-Hazing & Changing the Culture
- Eating Disorders, Body Image & Healthy Eating
- Current Legal Issues
- Other Current Risk Issues (topic must be approved by Fraternity & Sorority Life Office)

Membership Information:
Chapters are required to submit rosters of currently active members by the second week of school. Rosters must be updated on ICS by this time as well. If ICS is not used, then roster documentation must be submitted to Spencer Coffey, Fraternity & Sorority Life Graduate Assistant, in the Fraternity & Sorority Life Office. The following information needs to be provided:
- Student Name
- Student ID
- Phone Number
- Student Email
Greek Life Semester Check List

Below is a semester check list of all the things your chapter is responsible for completing in order to receive points and be considered a **3 STAR Level and above**. Your chapter will be held accountable if these things are not completed throughout the semester.

- Register your sorority/fraternity as an organization with the Office of Student Engagement (Fall semester)
- Chapters send appropriate members to **attend Basic Training** for registered organizations (Fall semester)
- Obtain/maintain a **chapter advisor** from SFASU’s faculty or staff
- Pay governing council dues at the deadline assigned by your respective council
- Chapters send President and/or an officer to **weekly meetings** of their respective councils
- **Hazing and compliance forms** are submitted by each member of the chapter by the **SECOND week of semester** to the Fraternity & Sorority Life Office
- **Chapter Presidents meet** with the Coordinator of Student Engagement- Greek Life (NPC and MGC) or the Assistant Director of Student Engagement-Greek Life (IFC and NPHC) regularly throughout the semester
- Complete **35 community service hours per member per semester** and **$40 donated to a philanthropy per member per semester** (Please see Greek Life staff if you need assistance)
- Collaborate with other Greek chapters on programming, as well as support other Greek chapters in their events
- Conduct or provide a **minimum of 5 educational programs per semester** for chapter members
- Provide a list of chapter member’s organizational involvement with non-greek or academic organizations, as well as indicating if they hold officer positions
- Submit the **End-of Semester report** to the Coordinator of Student Engagement- Greek Life (NPC and MGC) or the Assistant Director of Student Engagement-Greek Life (IFC and NPHC)
- Each chapter is expected to provide a **tentative calendar of events** within the first two weeks of each semester. *This calendar must include weekly/bi-weekly chapter meetings and executive board meetings.*
- Each chapter must submit a **grade verification form** 2 weeks before the end of each semester that needs to be signed by each individual chapter member. Your advisor will provide you with a form – DO NOT create your own.
Required Forms

Please find the appropriate forms to complete and submit in order to receive points for your chapter. Forms can be turned into Spencer Coffey, Fraternity & Sorority Life Graduate Assistant, in the Fraternity & Sorority Life Office M-F 9:00am-4:00pm. You may leave documentation with Clare Denhollem or Saville Harris as well if Spencer is not available. Documents should not be left on desks for any reason.

Required Forms Deadlines:

The following forms and documentation are due during the times listed below. If they are submitted after the deadline, they will not be considered and 0 points will be awarded. Failure to submit forms on time will severely affect your recognition and accreditation as a Greek chapter with SFA Fraternity & Sorority Life Programs.

Hazing Compliance Forms - Second week of each semester (must submit fall and spring)
Academic Success Plan - Second week of each semester (must submit fall and spring)
New Member Calendar - Second week of each semester (must submit fall and spring)
Community Service Events w/ Hours Sheet - 10 business days after event has concluded
Philanthropy/Donations Events - 10 business days after event has concluded
Educational Programming Form - 10 business days after event has concluded
Athletics/University Events - 10 business days after event has concluded
Leadership Development - 10 business days after event has concluded
Awards/Recognition - 10 business days after event has concluded
Organizational Involvement - Two weeks before end of semester (date determined by GA)
Chapter Support Form - Two weeks before end of semester (date determined by GA)
End of Semester Report - Two weeks before end of semester (date determined by GA)
Grade Verification Forms - Two weeks before end of semester (date determined by GA)
Overall Community Service Hours - Two weeks before end of semester (date determined by GA)

- Please submit an overall spreadsheet with all chapter member’s community service hours that include meetings, individual hours, and event hours. The event hours should correspond with your Community Service documentation (p. 28-29)
SFASU Fraternity & Sorority Life Office

Hazing Policy Compliance Certification – Active Members

As a member of the _______________________ Chapter of ___________________________ Fraternity/Sorority, I do hereby certify that I have reviewed the Stephen F. Austin State University Hazing Policy (10.3) and certify that all members of the chapter have been informed of the Hazing Policy. Stephen F. Austin State University defines hazing as: “Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.”

Hazing acts include but are not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or substance that subjects the student to unreasonable risk of harm or that adversely affects the mental health of the student
- any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy
- and any activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

I further certify that I understand and will be in compliance with the Stephen F. Austin State University Hazing Policy. I also understand that, if found in violation of the Hazing Policy, disciplinary action will be taken. Such action may include, but is not limited to, revocation of the University recognition of the chapter and suspension or dismissal of individual chapter members. I understand that the chapter advisors and, if appropriate, the national/international, and office of the Fraternity/Sorority will be notified of cases of alleged or confirmed violation of the Hazing Policy.

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Member (Print)                             Signature                             Date

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Member (Print)                             Signature                             Date

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SFASU Fraternity & Sorority Life Office
Hazing Policy Compliance Certification – New Members

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knowing or reckless act occurring on or off campus by one person alone or acting with others, that
endangers the mental or physical health or safety of a currently-enrolled or prospective student for the
purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining
membership in that organization.”

Hazing acts include:

• any type of physical brutality such as whipping, beating, striking, branding, electronic shocking,
  placing a harmful substance on the body, or similar activity;
• any type of activity which involves sleep deprivation, exposure to the elements, confinement in
  a small space, calisthenics or other similar activity that subjects the student to an unreasonable
  risk of harm or that adversely affects the mental or physical health or safety of the student;
• any activity which involves consumption of a food, liquid, alcoholic beverage, liquor, drug or
  other substance that subjects the student to an unreasonable risk of harm or that adversely
  affects the mental or physical health of the student;
• any activity that induces, causes, or requires the student to perform a duty or task which
  involves a violation of the Penal Code; or
• involves coercing the student to consume drugs or alcoholic beverage or liquor in any amount
  that would lead a reasonable person to believe the student is intoxicated.

I further certify that I understand and will be in compliance with the Stephen F. Austin State University
Hazing Policy. I understand that the chapter advisors and, if appropriate, the national/international, and
office of the Fraternity/Sorority will be notified of cases of alleged or confirmed violation of the Hazing
Policy.

________________________ __________________________ ________________
New Member (Print) Signature Date

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New Member (Print) Signature Date

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*Each New Member must sign the Hazing Policy Compliance Certification. This is due the semester they join your organization.*
SFASU Fraternity & Sorority Life Office
New Member Calendar

Organization: __________________________
Semester / Year: ______________________

Please complete this form with projected events that will include new member education, initiation, and any other required new member events. 

It is imperative that you include your “initiation week” activities, specifying which events are required for initiation (ex. attendance at new member meetings), and which events are encouraged or traditional (ex. staying overnight, or taking a quiz on the chapter’s history).

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<th>Month: ____________________________</th>
<th>Date</th>
<th>New Member Event</th>
<th>Purpose of event/Information to be covered</th>
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SFASU Fraternity & Sorority Life Office
Academic Success Plan

Information regarding the academic success plan will be accepted within the first TWO WEEKS of each semester and will be compiled at the end of the year in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters with exceptional academic success.

Chapter Information

Sorority/Fraternity: ___________________________ Contact Person: ___________________
Semester Completing Academic Success Plan: __________________________ 201_____

Academic Success Plan Information

Does your chapter hold regular academic involvement opportunities? _____ Yes _____ No
If yes, please provide a brief description below (EX: weekly study tables, required progress reports, etc.)
____________________________________________________________________________

What is the inter/national organization’s GPA requirement to remain in ‘Good Standing’ as a chapter? _____
What is your chapter’s semester GPA from the previous semester? _____
Please identify Chapter GPA Goal for this semester: _____
Please identify chapter strategies to achieve this goal below:
____________________________________________________________________________

GPA Incentives

Does your chapter offer incentives for excelling academically? _____ Yes _____ No
If yes, please list what GPA incentives offered to your members below
____________________________________________________________________________

GPA Consequences

Does your chapter have any consequences or restrictions for those who do not meet the chapter or national GPA? _____ Yes _____ No
If yes, please list and explain all consequences and restrictions your chapter enforces for those who do not meet chapter or inter/national GPA standards.
____________________________________________________________________________
Academic Events

Does your chapter plan on having any other events academic in nature this semester (speakers, incentive programs, awards, etc.)?  ____ Yes ____ No
If yes, please explain any other academic in nature events your chapter plans to hold this semester (speakers, incentive programs, awards, etc.)
___________________________________________________________________________
___________________________________________________________________________

Verification

Chapter President’s Signature: ____________________________ Date _____________
VP of Academics (or equivalent) Signature: ____________________________ Date _____________
Advisor’s Signature: ______________________________________ Date _____________

For Office Use Only  Date Received: _____________ Received by: _____________
SFASU Fraternity & Sorority Life Office
Community Service

Information regarding community service efforts will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus and the Nacogdoches community. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters with exceptional community service efforts, as well as record money, goods and time volunteered by our sorority/fraternity chapters.

Chapter Information

Sorority/Fraternity: ___________________________ Contact Person: ___________________________

Project Information and Description

Title of Event: ___________________________ Location of Event: ___________________________

Benefiting Organization: ___________________________ Date of Event: ___________________________

Hours Completed by Chapter: ___________________________ (Please attach p. 26 in packet to each event form)

Detailed Description of Event: __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Is this project being completed as part of a judicial sanction? ______ Yes ______ No
Is this project being completed as part of another organization’s philanthropic/community service event? ______ Yes ______ No
If yes, which organization(s) is sponsoring this project? __________________________________

Verification

Chapter President’s Signature: ______________________________________ Date _______________
Advisor’s Signature: ______________________________________ Date _______________
Facility Representative Signature: ______________________________________ Date _______________
Facility Contact Information: ______________________________________ Date _______________

*Chapters must provide contact information of the project/facility representative, as well as a detailed description of the event to receive full points*
This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the event.
Calculating Service Hours

**Service** is defined as an individual volunteering their time to help others in the community in tasks such as highway clean up, volunteer tutoring, community mentorship programs, yard work, or assisting in community events. Service is also considered as something that is unpaid and is not a requirement for a specific group or judicial sanction.

*One member performing one hour of hands-on community service work = 1 hour of service*

*Please submit chapter service hours through the President’s Volunteer Service Awards in addition to the Fraternity & Sorority Life Office (sfasu.edu/studentaffairs/790.asp)*

**Chapter’s Total Hours of Service: _______________ total hours**

Participating Member Information (attach additional sheets if necessary)

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<th>Name</th>
<th>Time In</th>
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Information regarding philanthropy and donations will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus and the Nacogdoches community. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters with exceptional philanthropic actions, as well as record money, goods and time donated by our sorority/ fraternity chapters.

Chapter Information

Sorority/Fraternity: ___________________________ Contact Person: ________________________________

Project Information and Description

Benefiting Organization/Title of Event: __________________________________________________________________________
Location of Event: __________________________ Date of Event: __________________________
Detailed Description of Event: __________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Philanthropy/ Donation Information

Monetary Donations- Sponsoring and supporting organization will receive credit for all money donated (money raised minus expenses) to their philanthropic cause.
Total Amount of Money Raised on behalf of benefiting organization: __________________________
Total Amount of Money Spent by chapter to put on project (PR, Facilities, etc.): __________________________
Chapter’s Total Monetary Donation (Raised - Spent): __________________________

Material Goods- Sponsoring and supporting organization will receive credit for all material goods donated to the philanthropic cause.
Clothing Items Donation Worth- Itemized list from chapter and/or donation center must accompany this form. Photos may be used if itemized list is not available. This is how we determine your monetary donation for our records.
Canned Goods Donation- List the overall number of cans your organization has donated below. Each can is considered $2.00 to determine monetary donation for our records.
Chapter’s Total Material Goods Donation: __________________________

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the event/donation.

For Office Use Only Date Received: ________________ Received by: __________________________
SFASU Fraternity & Sorority Life Office
Chapter Support Documentation

Organization Name__________________
Semester ______________________ 201____

**Collaboration Events**
Please list below all events your chapter collaborated with another Greek or non-Greek organization this semester:

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date</th>
<th>Charity/ Organization Benefitted</th>
<th>Partnered Organization</th>
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**Event Participation**
Please list below all events your chapter did not host but participated in this semester:

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<tr>
<th>Name of Event</th>
<th>Date</th>
<th>Organization holding event</th>
<th>Way of participating (donation, competing etc...)</th>
<th>Amount of Members participating</th>
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SFASU Fraternity & Sorority Life Office
Educational Programming Form

Information regarding educational programming will be accepted annually and compiled at the end of the year in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to track the number of and types of programs that individual chapters and the fraternal community as a whole are providing.

Chapter Information

Sorority/Fraternity: ____________________________  Contact Person: ____________________________

Project Information and Description

Check all that apply

Audience:  
- Members only
- SFASU Students
- Nacogdoches Community

Type of Program:  
- Leadership Development
- Scholarship/ Academics
- Health & Wellness
- Risk Management/ Hazing/ Alcohol Education
- Professional/ Career Development
- Multicultural/ Diversity
- Sexual Assault/ Safety
- Financial Management
- Other (Approval from Greek Life Staff)

Is this program required by your national office?  
- Yes
- No

Number Attending: ____________________________  Program Date: ____________________________

Program Name: __________________________________________________________

Detailed Description of Program: ____________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Presenter: ____________________________  Program Location: ____________________________

Verification

Chapter President’s Signature: ____________________________  Date __________________

Advisor’s Signature: ____________________________  Date __________________

Program Presenter/ Facilitator Signature: ____________________________  Date __________________

Presenter Email/ Phone: ____________________________

*Chapters must provide a copy of the presentation/ agenda in order to receive full points in this category.

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the event.

For Office Use Only  
Date Received: __________________  Received by: __________________
Information regarding organizational involvement will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to record the amount of students that are involved in other organizations around campus. The compiled information will then be used to project the accurate portrayal of the wide varieties of student organizations in which the SFASU chapters are engaged.

**Organization Information**

**Fraternity/ Sorority Chapter Name:** ________________________________

**Student Organization Name:** ________________________________

I, _______________________, hereby confirm that, __________________________, is actively involved in the above listed organization.

(Org. President/ Advisor)  
(Org. Member)

This member, ___does/___does not hold an officer position.

If an officer position is held, please check the appropriate position below:

_____ President  
_____ Vice President  
_____ Secretary  
_____ Treasurer  
_____ Historian  
_____ Other: _______________________

**Verification**

Organization President’s Signature: ___________________________ Date _________
Organizations Advisor’s Signature: ___________________________ Date _________

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office by end of the semester deadline.

---

For Office Use Only  
Date Received: _____________  
Received by: _______________
SFASU Fraternity & Sorority Life Office
Athletics/ University Events Form

Information regarding the attendance of Athletics/University Events will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters for their engagement with different departments on SFASU’s campus.

Chapter Information

Sorority/Fraternity: ___________________________ Contact Person: ____________________

Event Information

Check all that apply

Type of Event: [ ] Athletic Event [ ] University Event

Number Attending: ___________________________ Event Date: _______________

Event Name: __________________________________________

Detailed Description of Event: __________________________________________

_____________________________________________________________________

_____________________________________________________________________

If applicable:

University Department: ___________________________ Event Location: ___________

Verification

*Please attach a picture as documentation of attendance*

Chapter President’s Signature: ___________________________ Date ___________

* Athletic events must have a chapter photo while inside the game with the game and scoreboard in the background*

* Tailgating will not be considered as event participation*

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the event.

For Office Use Only

Date Received: _______________ Received by: _____________
SFASU Fraternity & Sorority Life Office
Leadership Development

Information regarding leadership development will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters for going above and beyond both regionally and nationally.

Organization Information

Organization Name: ________________________________

Our Chapter Attended: [ ] Regional or National Leadership Conference
[ ] Fall Chapter Executive Board Officer Retreat
[ ] Spring Chapter Executive Board Officer Retreat

Location of Event: ________________________________ Date of Event: ______________

Names of Members who attended: ________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Verification

Chapter President’s Signature: ________________________________ Date ______________
Advisor’s Signature: ________________________________ Date ______________
*Please attach a copy of a program, picture, etc. as documentation of attending these events*

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the event.

For Office Use Only Date Received: ______________ Received by: ______________
SFASU Fraternity & Sorority Life Office  
Awards/ Recognition

Information regarding awards and recognition will be accepted on a rolling basis and compiled at the end of each semester in order to show the significant impact your chapter has made on SFASU’s campus. By collecting this data, the Fraternity & Sorority Life Office is able to recognize chapters for going above and beyond both regionally and nationally.

Organization Information

Organization Name: ______________________________

Our Chapter Retrieved: [ ] Positive publicity (Newspaper/ TV, Headquarter Newsletters, etc.)  
                   [ ] Awards (from Greek Life, University, the community, headquarters, etc.)

Location of Event Recognized: ___________________________ Date of Event: ______________

Award Title: ___________________________________________________________________________

Name of Newspaper that article was published: ________________________________

Verification

Chapter President’s Signature: ______________________________ Date ______________

Advisor’s Signature: ______________________________ Date ______________

*Please attach a copy of the award/article as documentation of recognition*

This form must be filled out completely and returned to the SFASU Fraternity & Sorority Life Office within TEN business days after the completion of the project.

For Office Use Only  
Date Received: ______________  Received by: ______________
SAMPLE HQ Letter DEADLINE December 1

[Month Day, Year]

[Organization Headquarters]
[Address line one]
[Address line two]
[Contact Information]

Saville Harris
Assistant Director of Student Engagement
Stephen F. Austin State University
SFA Box 13029
Nacogdoches, Texas 75962
harrisss@sfasu.edu

Dear Saville Harris,

We, the [inter/national headquarters] of [Beta Beta Beta fraternity/sorority] acknowledge that the [Alpha Beta] chapter [meets/does not meet] the following requirements:

- The chapter abides by the [Beta Beta Beta fraternity/sorority] Constitution
- The chapter has submitted and had their updated chapter Bylaws approved by [inter/national headquarters]
  - Date approved (__/__/____)
- The chapter is current with its [inter/national headquarters] dues payments
  - Date payment received (__/__/____)
- The chapter has obtained proper Insurance coverage for the 2018-2019 academic year
  - Date payment received (__/__/____)
- The chapter [has/has not been] found responsible for violating any [inter/national organization policies].

If you have any further questions, please contact [Person of Choice, at InsertEmailAddress@email.com]

Signed,

[Person of Choice]
[Title]
[Contact Information]
SFASU Fraternity & Sorority Life Office
End of Semester Report

This form is intended to be filled out at the end of each semester by the acting President of each Fraternity and Sorority at Stephen F. Austin State University. The completion of this form is a requirement of the Greek Standards of Excellence. It is designed to give each chapter as well as the Fraternity & Sorority Life Office recognition of the successes and areas for improvement.

Chapter Information

Sorority/Fraternity: ____________________________  Contact Person: ____________________________

Academics

What is your inter/national organization's GPA requirement to remain in 'Good Standing' as a chapter?

__________

How many of your members (if any) were on the Dean’s List or President’s List (3.5 or higher)?

__________

How many of your members (if any) received consequences or restrictions regarding their academic standing this semester?

__________

What was your chapter’s GPA goal for this semester?

__________

Please give a brief description of your chapter’s academic achievement this semester. Overall satisfaction and areas for improvement should be included. EX. Honors, challenges, improvements, recognition, etc.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Chapter Management

Does your chapter have a SFA faculty or staff advisor?  ______ Yes ______ No

If yes, please give the faculty/staff member's name. If no, please answer “NO”

Advisor name__________________________

Did your chapter register through the Office of Student Engagement?  ______ Yes ______ No

Leadership Development

Please list the date and title (if any) of any brotherhood or sisterhood events your chapter has held this semester. Please attach the list of events to this report along with a brief description of each.

Did your chapter hold an officer transition retreat this semester?  ______ Yes ______ No

If so, please give the date. ____________________________________________

___________________________________________________________________________

___________________________________________________________________________
If your chapter did hold an officer transition retreat, please give a brief description of the program and what was discussed (e.g. goals, ideas, calendar planning, etc.).

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please list any chapter members who have attended inter/national and/or regional leadership development conferences sponsored by your fraternity/sorority this semester. List the name of the individual AND the name of the conference (e.g. "Dana Behum - Summer Convention")

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Membership and Recruitment/Intake

How satisfied are you with your chapter’s recruitment or intake this semester?

[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied

*Please explain your reasoning for your answer to the previous question in 1-2 sentences.*

___________________________________________________________________________

Service and Philanthropy

Rate your satisfaction with your chapter’s community service involvement this semester. (*This does not include projects toward your chapter’s philanthropy*)

[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied

*Please explain your reasoning for your answer to the previous question in 1-2 sentences.*

___________________________________________________________________________
Rate your satisfaction with your chapter’s philanthropy event or fundraising efforts this semester.
[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied
Please explain your reasoning for your answer to the previous question in 1-2 sentences.

Rate your satisfaction with your chapter's involvement with other organization's service or philanthropy events this semester.
[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied
Please explain your reasoning for your answer to the previous question in 1-2 sentences.

General Information

What was your chapter’s greatest achievement this semester?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What do you feel your chapter's greatest improvement was this semester?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

In what area(s) would you like to see your chapter improve in the future?

___________________________________________________________________________
___________________________________________________________________________

Rate your satisfaction with your chapter's relationship with your inter/national organization this semester.
[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied
Please explain your reasoning for your answer to the previous question in 1-2 sentences.
Rate your satisfaction with your chapter's relationship with your advisor(s) this semester.

[ ] Satisfied
[ ] Neutral
[ ] Unsatisfied

*Please explain your reasoning for your answer to the previous question in 1-2 sentences.*

______________________________________________________________

Additional Comments

Please add any additional comments you have regarding your chapter below.

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