5 Star Standards
Accreditation and
Awards of Excellence

The RPI Greek Life Commons annually recognizes outstanding chapters at the Greek Awards of Excellence. All chapters are required to submit a 5 Star Standards Accreditation and Awards of Excellence packet. This packet will help you apply for the Awards, as well as assist you with identifying areas of strength and improvement for your chapter. Good chapters continually strive to improve their chapter operations. Please address all areas in your application, optional areas are:

Be careful to describe, clarify, and define special cases, unique slang, or terminology where applicable. Be concise, yet detailed in your responses and follow the appropriate word limits. Please put each section on a separate word or PDF addressing questions in order and separating each category.

This is your opportunity to show off your accomplishments over the last year. Remember—this is the CHAPTER Accreditation and Awards packet and a chapter is made up of many individuals. One person should not complete this packet by him/her self.

Please sign this cover page and include it with your completed application. If you have any questions, please email huntm@rpi.edu or the call the Office of the Greek Life Commons (OGLC) at 518.276.7285.

Application due date: Wednesday February 1st 2012
Directions for submission: All submissions will be completed electronically by emailing your document(s) no later than 4:30pm to Associate Dean of the Greek Life Commons: Matthew Hunt huntm@rpi.edu
USB/Jump drives are available from the Greek Life commons office to be used to submit documents on a first come first serve basis.

Certification:

I certify that the information contained in this application is true to the best of my knowledge. I understand that misrepresentations and or inaccuracies may subject my entry to being disqualified and my chapter being presented before Greek Judicial Board.

_________________________          __________
Chapter Name                          Date

_________________________          __________
Chapter President                    Date

_________________________          __________
Chapter Advisor                      Date
5 Star Outline & Scoring Criteria

The following areas will receive evaluation each year, from this evaluation and information provided the Awards of Excellence and chapter standings will be determined:

Section I

Personal Development
   Scholarship
   Ritual

Professional Development
   Membership Recruitment and Development
   Administrative Responsibility/Chapter Management

Leadership Development
   Leadership Development and Campus Involvement
   Chapter Standards and Membership Accountability

Communiversity
   Alumni and Advisor Relations
   Community Engagement
   Greek Relations
   Housing

Media & The Arts
   Artistic Expression and Creativity

Section II

Individual Awards
   Advisor of the Year Award
   Greek Man and Woman of the Year
   New Member of the Year
   Servant Leader of the Year
   Executive Leader of the Year
   Jessie K. Fortier Memorial Award Winner
Scoring Criteria: 

Total Point Possible: 1000 points

- **90% of points possible (900-1000)** = 5 Star status
- **80% of points possible (800-899)** = 4 Star status
- **70% of points possible (700-799)** = 3 Star status
- **60% of points possible (600-699)** = 2 Star status
- **0-59% of points possible (0-599)** = 1 Star status

**Five Star Chapters:** (Excellent) All chapters are expected to strive for this status. Honors will be awarded to the top sorority and fraternity in the category. Letters of recognition sent to national headquarters. Chapters will be recognized with Chapter of Excellence awards at the annual Awards of Excellence.

**Four Star Chapters:** (Strong) Letters of recognition sent to national headquarters. Chapters will be recognized with Greek Chapter of Excellence honorary mention awards at the Awards of Excellence.

**Three Star Chapters:** (Average) The chapter is maintaining status quo. No formal recognition. Chapter President will meet with Greek Dean to evaluate status and set goals.

**Two Star Chapters:** (Poor) Chapter must petition to host social activities with alcohol until the chapter reach three star status. Letter of University Probation sent to national headquarters. Chapter Leadership will meet with Greek Dean to evaluate status and set goals.

**One Star Chapter:** (Failing) Chapters must petition to host social activities with alcohol or intramural teams until the chapter increases status. A letter of University Probation sent to national headquarters. Chapters may only stay at this status for one year before the chapter is sent to Greek Judicial Board for loss consideration of loss of recognition. Chapter Leadership and Advisors will meet with Greek Dean to evaluate status and set goals.
All submitted entries for each category section must be put together in one separate document and submitted as (name of organization, Section 1):

Personal Development (190 Points)

Scholarship

1. Chapter GPA exceeds the All Women’s GPA (for sororities) or the All Men’s GPA (for Fraternities) for the Spring and Fall semesters. - Determined by OGLC (15pts each)
   a. BONUS (+5pts): if GPA was above averages both semesters - Determined by OGLC
2. Chapter GPA exceeds the Sorority GPA (for sororities) or the Fraternity GPA (for fraternities) for either the Spring and Fall semesters (15pts each) - Determined by OGLC
   a. BONUS (+5pts): if GPA was above averages both semesters - Determined by OGLC
3. Chapter GPA has improved over the previous semester: 20 pts (10 pts if chapter GPA has maintained, but remains above the all respective Fraternity or Sorority GPA, 20 pts if still remains above both the all Fraternity/Men's or Sorority/Women's) - Determined by OGLC (10 or 20 pts)
4. Chapter has a written scholarship plan for all members. Full point plans would include the following: GPA eligibility standards for officers, a minimum GPA standard for members to be in good standing, a plan or programs encouraging scholarship achievement to members. —electronically submit a copy of the program to receive credit. (30pts)
5. Chapter has a member(s) of the Order of Omega, Greek Academic Honorary Society. - Determined by OGLC. (10pts)

Ritual

6. Chapter performs a ritual ceremony or conducts a program that reinforces/discusses the chapter values at least once each semester. —to document provide name of the ceremony/program and the date performed with letter from advisor affirming ritual/program was accomplished. (35pts)
7. Chapter performs a Graduating Senior ceremony, which may be provided by the national/international or created locally with alumni/ae assistance. (5pts)
8. Chapter includes alumni in at least one ritual ceremony or values program each year—please provide the names and dates of the ceremonies/programs and the names of alumni in attendance at each ceremony. (20pts)
9. Ritual equipment is in good shape and secure (10pts)—to document please provide
a letter from an alumni advisor confirming the state of the equipment.

Professional Development (220 Points)

Membership Recruitment and Development

10. New members/candidates attend the Greek 101 History & Anti-Hazing/Alcohol Education Seminar. - Determined by OGLC (10pts)
11. Chapter has and follows a written chapter new member education plan. Full point plans would include: length of new member process, a detailed plan for new member and member retention, programs/workshops geared toward upperclassmen, programs/workshops geared toward new members, use of outside presenters/advisors for growth workshops. - to document please include the program/plan (30pts)
12. Chapter has and follows a continuing member educations plan. Full point plans would include programs/workshops for upper classmen, mentoring programs, and other leadership training provided to active members until graduation. -To document please include the program (20pts)
13. Chapter has and follows a written chapter recruitment plan. Full point plans would include: a detailed plan for member intake or recruitment, recruitment calendar, and use of outside presenters/advisors for growth workshops. -To document please include the program/plan (20pts)
14. All recruitment functions & new member education events (formal and informal) both on and off campus are 100% alcohol-free and in compliance with all risk management policies —To document please provide a statement indicating this to be true, and provide examples of at least (3) of these alcohol-free events (20pts)
15. The chapter received no infractions/violations (including Residential Life complaints) during recruitment period in accordance with IFC or Panhel recruitment rules (whichever is applicable to that organization). -Determined by OGLC (10pts)
16. Chapter holds a recruitment training session prior to recruitment period and outlines rules to chapter members including all Panhellenic, Interfraternity, Student Handbook or Residence Hall pertaining rules. -To document what was the date what did the program entails (10pts)

Administrative Responsibility/ Chapter Management

17. Chapter has a written operating budget. —To document attach copy of operating budget (40pts)
   a. Bonus (+2pts): Chapter places at least 5% towards savings each year.
18. The chapter updates its roster in OGLC each time there is a change or status in the membership, house phone number, advisor status change, etc. in a timely manner - Determined by OGLC (40pts)
19. Chapter’s undergraduate executive board meets at least every two weeks separate from the chapter meeting. - To document list the time, location, and frequency of meetings. (20pts)
   a. Bonus (+2pts): if the executive board meets weekly.

20. **Bonus (+3pts):** The chapter was visited by a consultant or other national officer (regional director, etc) this year. - List the name and dates of the individual’s visit.

**Leadership Development (175 Points)**

**Leadership and Campus Involvement**

21. The chapter co-sponsored one event with a non-Greek student organization - To document please detail program, attach flyers, electronically (10pts)
   a. **Bonus (+6pts):** The chapter co-sponsored additional events with on campus non-Greek student organizations (bonus 2pts. each, maximum of 6pts.)

22. The chapter co-sponsored one event with culturally based organization - To document please detail program, attach flyers, electronically (10pts)

23. Over 50% of the chapter is involved in non-Greek school activities or off campus activities (employment and/or intramurals does not count). - To document please provide a list of members and their involvement in. (10pts)

24. Chapter participates in RPI Intramurals - Please list at least one chapter sponsored or co-sponsored team and players in the Inter Fraternity League or Engineers Division. (10pts)
   a. **Bonus (+2pts):** List any championship teams & the sport.

25. Chapter President attended the Greek Leadership Summit - Attendance taken each Feb and awarded by the Greek Life Commons Office (5pts)

26. Chapter representative attends their (inter) national convention, leadership school, regional or sectional conference and/or any other leadership conferences — To document please list the names of the members and the conferences attended (10pts)
   a. **Bonus (+2pts):** List any and all awards/recognitions awarded at the convention/conference.

27. Chapter developed and implemented an annual officer transition process. - To document please electronically submit a copy of the program or include that the overall document for this section (10pts)

28. Chapter sets semester and/or annual goals. Please list three (3) to five (5) of these goals. — To document please provide the chapter goals and the status of each (20pts)
   a. **Bonus (+2pts):** Chapter has member(s) who play Varsity level athletics for RPI.
b. **Additional Bonus (+3pts):** Member(s) is a captain of a Varsity level RPI Team.

29. **Bonus (+6pts):** The chapter has members serving on the IFC or Panhel Executive Board (Bonus +2pts. per officer, maximum of 6pts)

30. **Bonus (+6pts):** The chapter will earn 1pt. for each member (6 pts. maximum) serving on a major campus executive board (RHA, Student Government, Student Clubs), as a Resident Assistant/Director/ Learning Assistant or Orientation Leader. Must list the individual, full name, and name of organization.)

31. **Bonus (+6pts):** Chapter member is the Grand Marshal or President of the Union (+3 for each position).

32. **Bonus (+2 pts):** Chapter has a member on the Greek Judicial Board or an officer of Order of Omega, Greek Spectrum, or Green Greeks (+2 Bonus).

**Chapter Standards and Membership Accountability**

33. Chapters that are in good standing with RPI, their respective councils and their national/international organization will receive full points (60) while Chapters not in good standing, but have shown significant improvement while under sanctions/probations from previous academic years are eligible for points (30) if they have not had any further violations resulting in grounds for disciplinary action or a ruling from the Greek Judicial Board.– Determined by OGLC (30 or 60pts)

34. Chapter has a functioning standards/judicial/disciplinary board and a written standards/conduct/judicial board program (10pts.)

35. Chapter distributes and discusses a standards for members each semesters that includes social misconduct, sexual abuse, anti-hazing, alcohol/drug policies, violations of the Student Handbook — **Electronically submit a copy of the program to receive credit.** (10pts)

36. Chapter uses party themes, t-shirts, and recruitment materials that are consistent with the chapter, council, and RPI’s values. - **To document please provide policy on shirts, recruitment materials, party themes and examples/pictures of each and how this is consistent with chapter values** (10pts)

**Communiversity (330 Points)**

**Alumni and Advisor Relations**

37. The chapter has an active and effective chapter advisor who attends chapter meetings or executive board meetings at least monthly - **Please provide a statement from the advisor detailing the alumni/advisor involvement.** (30pts)
38. Chapter has an advisory/alumni board with two or more members who meet each semester. —To document please provide names, dates and agenda from meeting (20pts)

39. The chapter sponsored at least one activity that involved alumni/ae. --To document please provide a list of alumni who attended, pictures, flyers from event, description of events and dates of event. (15pts)

40. The chapter utilizes RPI Alumni Relations in assisting them to maintain a strong alumni database/list, and registering homecoming events, or uses RPI Alumni Relations in another manner. -Include brief description (10pts)

41. The chapters’ representative or designee for AIGC attends AIGC meeting. - Determined by OGLC (10pts)

Community Engagement

42. Chapter hosted a community service/philanthropy event(s) —To document list different activities, include pictures letters of thanks, news clippings, etc... (20pts)

43. Chapter participated in another organization’s service/philanthropy event(s) - To document list names of members and description of the event/service performed. (10pts)

44. The chapter contributed to or significantly participated in one campus sponsored service project this year (example: blood drive, Relay for Life) -To document provide letter/communication from coordinator of events, attach pictures, letters of thank, news clippings. (10pts)

45. The chapter hosted at least one event involving community neighbors (Troy residents or Residence hall neighbors/students or both).-- to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event. (10pts)

46. The chapter hosted at least one event involving Parents/Family.-- to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event. (10pts)

47. The chapter hosted at least one event involving Faculty & Staff. -- To document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event (10pts)

a. **Bonus (+3pts):** For hosting a faculty/staff event both semesters

48. Chapter performed at least 5 hours per member to document attach information detailing type of project, date, and individual/chapter hours devoted to project (15pts)

a. **Bonus (+3pts) for exceeding 10 hours per member**

49. Chapter fundraised and donated at least $10 dollars per member monies collected or materials donated any other information you feel is important (i.e., thank you letter, press releases, etc.) (15pts)

a. **Bonus (+3pts):** For exceeding $20 per member
**Greek Relations**

50. The chapter co-sponsored one event with second or more Greek student organizations. *To document please detail program, attach flyers, electronically.* (10pts)
   
   **a. Bonus (+6pts):** The chapter co-sponsored additional events with recognized RPI Greek organizations (2pts. each, maximum of 6pts.)

51. The chapter is a member of and actively participates in IFC or Panhellenic Council, attending 90% of the meetings. *Determined by OGLC* (15pts)

52. Chapter participated in Greek Weekend activities. *Determined by OGLC* (10pts)

53. Chapter participated in a Council sponsored event (not including Greek Lypsync or Greek Weekend). *List the event your chapter participated in and describe your level of participation.* (10pts)

54. **Bonus (+3pts):** Chapter has a member of Green Greeks or Greek Spectrum (+1 Bonus for each member up, 3 points maximum)

55. **Bonus (+3pts):** Chapter has a sustainability program to educate members, teach sustainable practices, and improve chapter house operations. *To document please include the program*

**Housing**

56. The chapter maintains its property, on-campus or off-campus, in a neat, orderly, safe and healthy fashion including but not limited to the upkeep of the chapter house property, proper clean up after social events, and acceptable noise levels, snow and ice removal, fire alarm system is in working condition *Determined by OGLC. Points based upon experience during the year, chapters without “houses” will be assigned points appropriately as well.* (30pts)

57. The chapter had no neighbor complaints/ Residence Life complaints or infractions filed by the City of Troy; Chapter was not billed for damage if living in Residence Halls. *Determined by OGLC. Points based upon experience during the year, chapters without “houses” will be assigned points appropriately as well.* (30pts)

58. What renovation/repair/additions has the chapter undertaken to improve the condition of the chapter house—if Res Life chapter has undertaken at least one project to personalize common area space. *To document please detail and include photographs.* (30pts)

59. Chapter has a written house cleaning/chores program including a list of chores, meal duties, work parties, work week outlines etc... *To document please include the program* (10pts)
60. **Bonus (+5pts):** Chapter has created and maintains a documented chapter house improvement plan that documents goals for renovations, potential fundraising, and other chapter house improvement goals. – *To document please include the program/plan*

### Media & The Arts (85 Points)

#### Artistic Expression & Creativity

61. Has 25% or more of your chapter attended a culturally focused event? – *To document please list members in attendance, the time, location, and focus of the event* (20pts)  
   a. **Bonus (+5pts):** if chapter sponsored or co-sponsored the event.

62. Chapter participated in Panhellenic’s Greek Lypsync during the fall semester. – Determined by OGLC (10pts)  
   a. **Bonus (+5pts):** if chapter won the competition.

63. Chapter maintains an internet presence via: a chapter website & other social media applications. – *Provide web links to all applicable websites or accounts to prove web presence.* (20pts)  

64. Chapter communicates with alumni/ae at least once a year (newsletters, electronic update, etc) *to document please include copies of communication.* (10pts)  
   a. **Bonus (+5pts):** If chapter send two or more communications annually.

65. Chapter has a member of an RPI recognized musical or artistically based group/organization such as the Rusty Pipes, RPI Players, RPI Band etc... -Provide name of the members and the groups to earn credit. (5pts)

66. Chapter member(s) have submitted articles/features/pictures/segment featured in the Polytechnic, Statler & Waldorf, RPI TV, or RPI Radio. (20pts)  
   a. **Bonus (+2pts):** Chapter has a staff member of one of these Media outlets.

67. **Bonus (+5pts):** Individual chapter member(s) have created and performed an original piece or artistic work (musical performance, painting, poetry, writing, lyrics, sculpture etc...) -A copy, picture, flyer, or other item of proof is required

### Section II

#### Individual Awards

- **Advisor of the Year:** Please feel free to nominate your advisor for the “Advisor of the Year Award”. Criteria that will be reviewed will be areas such as; interaction with the house, attendance to meetings (OFSA/DOSO and AIGC), advisement/guidance/mentoring/counseling, and availability.
• **Greek Man or Woman of the Year:** Please nominate someone who you think has made significant contributions to the Greek community as a whole and has maintained a good balance in personal and academic pursuits. This should be someone who has not only helped their chapter but the Greek community.

• **New Member of the Year:** Please nominate a spring 2010 or fall 2010 new member who you think has made significant contributions to their chapter and the RPI/ Greek community as a whole and has maintained a good balance in personal and academic pursuits. One fraternity and sorority member will be chosen to receive this award.

• **Servant Leader of the Year:** Please nominate a member who has excelled in the service of others this past year. Eligible nominees will have a strong history of service and leadership that demonstrates the core values of their organization and the spirit of Communiversity.

• **Executive Leader of the Year:** Please nominate a chapter or council officer who you think has made significant contributions to the Greek community as a whole and has maintained a good balance in personal and academic pursuits. This should be someone who has exceeded the expectations of their office and made a lasting impact on their chapter or council. (Leaders from Spring 2011 or Fall 2011 Chapters, Panhellenic Council, Interfraternity Council, or Order of Omega are eligible)

• **Jessie K. Fortier Memorial Award:** This award serves as a memorial of one of our own whose light was extinguished before her time. Like Jessie was, the nominee for this award should be hard working, dependable, outgoing, trustworthy, kind, friendly, and one who lives up to the qualities of true sisterhood within the Panhellenic Association at Rensselaer Polytechnic Institute.

**Submission information revisited:**

Application due date: Wednesday February 1st 2012

Directions for submission: All submissions will be completed electronically by emailing your document(s) no later than 4:30pm to Associate Dean of the Greek Life Commons: Matthew Hunt huntm@rpi.edu

USB/Jump drives are available from the Greek Life commons office to be used to submit documents on a first come first serve basis.

A full submission will have:

- 5 Separate submissions (Personal Development, Professional Development, Leadership Development, Communiversity, and Media & The Arts)
  - Each labeled as such: “Rho Pi Iota, Personal Development”, “Rho Pi Iota, Professional Development”
  - The only exception being for uploading a copy of the budget, if unable to convert from excel or other format.

- Late Submissions after 4:30pm on Wednesday February 1st will be subject to a loss of accreditation points to be determined by the Office of the Greek Life Commons, but not to exceed a 100pts or more than 1 star out of the 5 star rankings.