

5 Star Standards Accreditation and Awards of Excellence

The RPI Greek Community 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 to 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: Chapter Advisor, Greek Man or Woman of the Year and the Jessie K. Fortier Memorial award which are all voluntary in submission, however we would love to see all chapters make nominations.

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 sheet of paper addressing questions in order and separating each category.

Each chapter must complete the packet and sign up for an Accreditation evaluation where submission of materials and award application will be discussed.

Awards information will be presented at the Awards of Excellence Ceremony.

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/herself.

Please sign this cover page and include it with your completed application. If you have any questions, please email greeklife@rpi.edu or call OFSA at x6267.

Application due date is on your calendar of events and is due to OFSA no later than 4:30pm on set date, no exceptions.

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 will subject my chapter to sanctions including, but not limited to, non-consideration of application/accreditation, revocation of awards, notification of International headquarters and Institute judicial proceeding.

Chapter Name

Chapter President

Date

Chapter Advisor

Date

Rensselaer Polytechnic Institute

Greek Chapters of Excellence
Five Star Standards

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

1. Scholarship
2. Chapter Standards and Membership Accountability
3. Leadership and Campus Involvement
4. External Relations
5. Community Service and Philanthropy
6. Greek Relations
7. Ritual
8. Housing
9. Membership Recruitment and Development
10. Administrative Responsibility/Chapter Management
11. Above and Beyond

Total Point Possible: 800 points

Scoring Criteria:

- 90% of points possible (720)= 5 Star status
 - 77% of points possible (616)= 4 Star status
 - 64% of points possible (512)= 3 Star status
 - 51% of points possible (408)= 2 Star status
 - 37% of points possible (296)= 1 Star status
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- **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 rewards or lack of benefits. Chapter President will meet with Greek Dean to evaluate status and set goals.
 - **Two Star Chapters:** (Poor) No social activity until the chapter reaches three star status. Letter of University Probation sent to national headquarters. Chapter President will meet with Greek Dean to evaluate status and set goals.
 - **One Star Chapter:** (Failing) No social activities or athletic activities 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 University determines whether or not to remove recognition from the group. Chapter President will meet with Greek Dean to evaluate status and set goals.

Scholarship (65pts)

- Chapter GPA exceeds the All Women's GPA (for sororities) or the All Men's GPA (for Fraternities) for both the Spring and Fall semesters (25pts)
- Chapter GPA exceeds the Sorority GPA (for sororities) or the Fraternity GPA (for fraternities) for both the Spring and Fall semesters (25pts)
- Chapter has a written scholarship plan for all members. Full point plans would include the following: GPA eligibility standards to hold office, a minimum GPA standard for members to be in good standing, a plan or programs encouraging scholarship achievement to members(15pts)—*to document please outline chapter scholarship plan (1000 words or less)*

Comment [RM1]: DOSO has this information

Comment [RM2]: DOSO has this information

Comment [RM3]: Document

Chapter Standards and Membership Accountability (80pts)

- The chapter is not sanctioned nor has violated grounds for disciplinary action; the chapter is in compliance with University policies that govern its students and fraternities/sororities as outlined in RPI's Handbook of Student Rights and Responsibilities and the Relationship Statement (60pts)
- Chapter has a functioning standards/judicial/disciplinary board (10pts.)—*to document please provide the names of members of the standards board and a brief description of the roles and responsibilities of the board (500 words or less)*
- Chapter distributes and discusses a standards for members each semesters that includes social misconduct, sexual abuse, hazing, alcohol/drug policies, violations of the Student Handbook (5pts)—*to document please include any materials that are dispersed to members*
- Chapter uses party themes, t-shirts, and recruitment materials that are consistent with the chapter's values (5pts)—*to document please provide policy on shirts, recruitment materials, party themes and examples of how this is consistent with chapter values (500 words or less and may include pictures or calendars)*

Comment [RM4]: No need to provide, school has this information

Leadership and Campus Involvement (60pts)

- The chapter co-sponsored one event with a non-Greek student organization (20pts)- *to document please detail program, attach flyers, etc (500 words or less may include pictures, etc)*
- Over 50% of the chapter is involved in non-Greek school activities (employment and/or intramurals does not count) (10pts)--*to document please provide a list of members and their involvement*
- Chapter President attended Greek Presidents meeting prior to beginning of academic school year (5pts)
- Chapter representative attends their (inter) national convention, leadership school, regional or sectional conference and/or any other leadership conferences (5pts)—*to document please list the names of the members and the conferences attended*
- Chapter developed and implemented an annual officer transition process (10pts)—*to document please provide a brief description of the program (500 words or less may include pictures of program)*
- Chapter sets semester and/or annual goals. Please list three (3) to five (5) of these goals (10pts)—*to document please provide the chapter goals and the status of each (500 words or less)*

Comment [RM5]: Yes is enough, DOSO has a list of those that attended

External Relations (115pts)

- The chapter has an active and effective chapter advisor who attends chapter meetings or executive board meetings monthly (50pts)—*to document please provide name, phone and email of advisor and dates attended*
- Chapter has an advisory/alumni board with two or more members who meet each semester (20pts)—*to document please provide names, dates and agenda from meeting*
- The chapter sponsored at least one activity that involved alumni/ae(15pts)--*to document please provide a list of alumni who attended, pictures, flyers from event, description of events and dates of event (500 words or less)*
- Chapter communicates with alumni/ae at least twice a year (newsletters, electronic update, etc) (10pts)—*to document please attach copies of communication*
- The chapter utilizes RPI Alumni Relations in assisting them to maintain a strong alumni database/list (10pts.)
- The chapters' representative or designee for AIGC attends AIGC meeting (10pts)

Comment [RM6]:
Get info from Geoff Seeber (Alumni House)/Page from internal house database

Comment [RM7]: No need to provide, DOSO has the list

Community Service and Philanthropy (70pts)

- Chapter participated in community service/philanthropy events offered by their organization or other organizations(25pts)—*to document list different activities, attach pictures, attach letters of thank, attach news clippings*
- The chapter contributed to or significantly participated in one campus sponsored service project this year (example: blood drive, FYE program) (25pts)— *to document provide letter/communication from coordinator of events, attach pictures, letters of thank, news clippings*
- Chapter donated at least 15 hours per member, and donated at least \$15 per member (20pts)—*to document attach information detailing type of project, individual/chapter hours devoted to project, and monies collected or materials donated any other information you feel is important (i.e., thank you letter, press releases, etc.)*

Greek Relations (85pts)

- The chapter is a member of and actively participates in IFC or Panhel Council, attending 90% of the meetings (30pts)
- The chapter co-sponsored at least one event with another Greek organization (20pts)-- *to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event (500 words or less)*
- The chapter hosted at least one event involving faculty, community members or University staff(35pts)-- *to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event (500 words or less)*

Comment [RM8]: Get this from the IFC Secretary

Ritual (65pts)

- Chapter performs a ritual ceremony or conducts a program that reinforces/discusses the chapter values at least once each semester(35pts)—*to document provide name of the ceremony/program and the date performed with letter from advisor affirming ritual/program was accomplished*
- Chapter includes alumni in at least one ritual ceremony or values program each year (20pts)—*please provide the names and dates of the ceremonies/programs and the names of alumni in attendance at each ceremony*
- Ritual equipment is in good shape and secure (10pts)—*to document please provide information on where and how the ritual equipment is stored—if chapter is visited by consultant Greek Dean will also ask consultant if ritual equipment is in good shape*

Comment [RM9]: Ritual is perhaps the wrong word. This is more about Values Reaffirmation and Brother Enrichment

Comment [RM10]: Get a letter from your advisor. Location can be somewhat vague

Housing (75pts)

- 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 (25pts)
- 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 (25 pts)
- 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 (25pts)—*to document please detail and include photographs (1000 words or less).*

Comment [RM11]: Results of house inspections. DOSO has this information

Comment [RM12]: DOSO has this information

Membership Recruitment and Development (75pts)

- New members/candidates attend the anti-hazing seminar and Your Guide to Greek Life (20pts)
- Chapter has and follows a written plan for chapter growth. Full point plans would include: length of new member process, a detailed plan for member retention, a detailed plan for member intake or recruitment, programs/workshops geared toward upperclassmen, programs/workshops geared toward new members, use of outside presenters for growth workshops (20pts) —*to document please outline growth program/plan (1000 words or less)*
- All recruitment functions (formal and informal) both on and off campus are 100% alcohol-free and in compliance with all risk management policies (20pts)—*to document please provide a statement indicating this to be true, and provide examples of at least (3) of these alcohol-free events*
- The chapter received no infractions/violations (including Residential Life complaints) during recruitment period (10pts)
- Chapter holds a recruitment clinic prior to recruitment period and outlines rules to chapter members including dorm storming rules (5pts)- *to document what was the date what did the program entail(250 words or less)*

Comment [RM13]: DOSO has sign in sheets

Comment [RM14]: DOSO has this information

Administrative Responsibility/Chapter Management (60pts)

- Chapter has a written operating budget (20pts)—*to document attach copy of operating budget*
- The chapter updates its roster in OFSA each time there is a change or status in the membership, house phone number, advisor status change, etc. in a timely manner (20pts)
- Chapter is not in arrears with their (Inter)national headquarters or governing council (20pts) —*to document please attach a statement from Headquarters or Council indicating that this is true*

Comment [RM15]: No need for actual numbers. Which positions have a budget, what are some general house expenses?

Comment [RM16]: Need an updated roster by Feb 13th

Comment [RM17]: This questions wants to know if you owe money to your national.

Above and Beyond (50pts possible)

- The chapter has members serving on the IFC or Panhel Executive Board (2pts. per officer, maximum of 10pts)
- The chapter will earn 1pt. for each member serving on the Greek Judicial Board, Order of Omega, or other major executive board (RHA, Student Government, Student Clubs), as a Resident Assistant or Orientation Leader (15pts maximum)
- The chapter was visited by a consultant or other national officer (regional director, etc) this year (5pts.)
- The chapter co-sponsored additional events with on campus non-Greek student organizations (2pts. each, maximum of 10pts.)
- The chapter co-sponsored additional events with recognized RPI Greek organizations (2pts. each, maximum of 10pts.)
- *To document all please attach list, pictures, flyers, etc.*

Comment [RM18]: Letter from Officer

Comment [RM19]: Flyers, pictures, letter from non-greek organization

Comment [RM20]: Pictures, flyers

The following awards are voluntary in submission. If you wish to submit any individuals for the following awards please make sure to address the information in each category—submitting just a name will not receive any recognition by the Awards Committee.

Chapter Advisor

Please feel free to nominate your chapter 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.

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.

Comment [RM21]: DO THESE!