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:

- 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.
- 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 call the Greek Life Commons Office (GLCO) at 518.276.7285.

Application due date: Tuesday March 1st
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:
1. Scholarship
2. Chapter Standards and Membership Accountability
3. Leadership Development and Campus Involvement
4. Alumni and Advisor Relations
5. Communiversity
6. Greek Relations
7. Ritual
8. Housing
9. Membership Recruitment and Development
10. Administrative Responsibility/Chapter Management
11. Bonus
12. Individual Awards

Scoring Criteria: Total Point Possible: 800 points
- 90% of points possible (720) = 5 Star status
- 80% of points possible (616) = 4 Star status
- 70% of points possible (512) = 3 Star status
- 60% of points possible (408) = 2 Star status
- 0-59% of points possible (296) = 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) No 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) No 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 of recognition reconsideration. Chapter Leadership and Advisors will meet with Greek Dean to evaluate status and set goals.
Section 1: Scholarship (65pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 1):

A. Chapter GPA exceeds the All Women’s GPA (for sororities) or the All Men’s GPA (for fraternities) for either the Spring and Fall semesters (5pts each, bonus +5 bonus for both semesters) - Determined by Greek Life Commons Office
B. Chapter GPA exceeds the Sorority GPA (for sororities) or the Fraternity GPA (for fraternities) for either the Spring and Fall semesters (5pts each semester, +5 bonus for both semesters) - Determined by Greek Life Commons Office
C. Chapter GPA has improved over the previous semester: 10 pts (5 pts if chapter GPA has maintained, but remains above the all respective Fraternity or Sorority GPA, 10 pts if still remains above both the all Fraternity/Men’s or Sorority/Women’s) - Determined by Greek Life Commons Office
D. 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 (25pts)—electronically submit a copy of the program to receive credit.

Section 2: Chapter Standards and Membership Accountability (80pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 2):

A. The chapter is not sanctioned nor has violated grounds for disciplinary action during the past calendar year; the chapter is in compliance with Council policies that govern its students and fraternities/sororities as outlined in RPI’s Handbook of Student Rights and Responsibilities, the Relationship Statement, and the Interfraternity or Panhellenic council constitution. (30pts)
B. Chapters that have shown improvement but have preexisting sanctions/probations from previous grades years are eligible for points if they have not had any further violations resulting in grounds for disciplinary action or a ruling from the Greek Judicial Board. (30pts)
C. Chapter has a functioning standards/judicial/disciplinary board and a written standards/conduct/judicial board program (10pts.)
D. 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 (5pts)
E. 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 (5pts)

Section 3: Leadership and Campus Involvement (60pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 3):

A. The chapter co-sponsored one event with a non-Greek student organization (5pts)- to document please detail program, attach flyers, electronically
B. The chapter co-sponsored one event with second or more Greek student organizations (5pts)- to document please detail program, attach flyers, electronically
C. 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 in.
D. Chapter participates in RPI Intramurals (5 pts) Please list at least one chapter sponsored or co-sponsored team and players in the Inter Fraternity League or Engineers Division. (List any championship teams +5 Bonus Points)
E. Chapter President attended the Greek Leadership Summit -Attendance taken each Feb and awarded by the Greek Life Commons Office (5pts)
F. Chapter representative attends their (inter) national convention, leadership school, regional or sectional conference and/or any other leadership conferences (10pts)—to document please list the names of the members and the conferences attended
G. Chapter developed and implemented an annual officer transition process (10pts)—to document please electronically submit a copy of the program or include that the overall document for this section
H. 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

Section 4: Alumni and Advisor Relations (115pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 4):

A. The chapter has an active and effective chapter advisor who attends chapter meetings or executive board meetings at least monthly (50pts)— please provide a statement from the advisor detailing the alumni/advisor involvement.
B. 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
C. 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,
5 Star Program 2011  Due 4:30pm March 1st  Office of the Greek Life Commons

D. Chapter communicates with alumni/ae at least once a year (newsletters, electronic update, etc) (10pts, **+5 Bonus for two**)—to document please include copies of communication.

E. 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(10pts.) - include brief description

F. The chapters’ representative or designee for AIGC attends AIGC meeting (10pts) - *Greek Life Commons will assign points based on AIGC attendance*

**Section 5: Communiversity (70pts)**

*All submitted entries for this category must be put together in one separate document and submitted as  (name of organization, Section 5):*

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

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

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

D. Chapter performed at least 5 hours per member (15pts +5 **bonus for exceeding 10 hours per member**)—to document attach information detailing type of project, date, and individual/chapter hours devoted to project

E. Chapter fundraised and donated at least $10 dollars per member (15pts +5 **bonus for exceeding $20 per member**)— monies collected or materials donated any other information you feel is important (i.e., thank you letter, press releases, etc.)

**Section 6: Greek Relations (85pts)**

*All submitted entries for this category must be put together in one separate document and submitted as  (name of organization, Section 6):*

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

B. The chapter hosted at least one event involving faculty, or University staff(15pts)-- to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event

C. The chapter hosted at least one event involving community neighbors (Troy residents or Residence hall neighbors/students or both) (15pts)-- to document please provide a list of people who attended, pictures, flyers from event, description of events and dates of event
D. Chapter participated in Greek Lypsync during the fall semester (10 points, +5 for winning the competition). *List of participating teams collected from Panhellenic.*

E. Chapter participated in Greek Weekend activities: (10 Points). *List of participating chapters collected from Panhellenic and Interfraternity Councils.*

F. New members participated in Greek 101 (10 points) *Attendance recorded by the Greek Life Commons Office.*

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

**Section 7: Ritual (65pts)**

*All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 7):*

A. 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.*

B. 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.*

C. 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.*

**Section 8: Housing (75pts)**

*All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 8):*

A. 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) - *Office of Greek Life Commons will assign points based upon experience during the year, chapters without “houses” will be assigned points appropriately as well.*

B. 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) - *Office of Greek Life Commons will assign points based upon experience during the year, chapters without “houses” will be assigned points appropriately as well.*

C. 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*
Section 9: Membership Recruitment and Development (85pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 9):

A. New members/candidates attend the Greek 101 History & Anti-Hazing/Alcohol Education Seminar (30pts)

B. 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 (10pts) – to document please include the program/plan

C. Chapter has and follows a written chapter 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 (10pts) – to document please include the program/plan

D. 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

E. The chapter received no infractions/violations (including Residential Life complaints) during recruitment period (10pts) - Determined by Greek Life Commons Office

F. 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. (5pts) - To document what was the date what did the program entails

Section 10: Administrative Responsibility/ Chapter Management (100pts)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Section 10):

A. Chapter has a written operating budget (40pts) – to document attach copy of operating budget

B. 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 (40pts)

C. Chapter’s undergraduate executive board meets at least every two weeks separate from the chapter meeting (20pts; +5 bonus points if weekly). – To document list the time, location, and frequency of meetings.
Section 11: Bonus ( + 50pts Bonus Possible)

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Bonus):

*Note every chapter does not have to submit an applicant for every question in this section.

A. The chapter has members serving on the IFC or Panhel Executive Board (2pts. per officer, maximum of 10pts)
B. 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) (Must list the individual, full name, and name of organization.
C. The chapter was visited by a consultant or other national officer (regional director, etc) this year (5pts.) (List the name and dates of the individual’s visit).
D. The chapter co-sponsored additional events with on campus non-Greek student organizations (2pts. each, maximum of 10pts.) (List all appropriate information: date of event, name of organization, purpose
E. The chapter co-sponsored additional events with recognized RPI Greek organizations (2pts. each, maximum of 10pts.) - List all appropriate information: date of event, name of organization, purpose

Section 12: Individual Awards

All submitted entries for this category must be put together in one separate document and submitted as (name of organization, Individual Awards):

*Note every chapter does not have to submit an applicant for every award.

A. 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.

B. 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.

C. 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.

D. 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 2010 or Fall 2010 Chapters, Panhellenic Council, Interfraternity Council, or Order of Omega are eligible)

E. 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: Tuesday March 1st 2011

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:
- 12 Separate submissions
  - Each labeled as such: “Rho Pi Iota, Section 1”, “Rho Pi Iota, Section 2”
  - 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 Tuesday March 1st 2011 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 80pts.