



OHIO NORTHERN UNIVERSITY

STANDARDS OF EXCELLENCE

BACKGROUND INFORMATION

In an effort to provide a scale of reference for the Greek community and a network of support for chapters, exploration began in the summer of 2006 to identify best practice strategies across the region. Information was obtained from a variety of schools, both private and public, large and small, in order to have a variety of perspectives. The institutions best aligning with the Ohio Northern University outcome include the Ohio State University, Clarkson University, San Diego State University, State University of New York at Plattsburgh, University of New Mexico, University of Wisconsin-Whitewater, and Valparaiso University. All of these institutions have some sort of standards/expectations program in place for their Greek community.

The Standards of Excellence Program, a new initiative for the 2007-08 year in the Office of Greek Life and the Division of Student Affairs, has a main focus of creating a system of positive reinforcement for individual members, chapters, and the Greek community as a whole. The program evaluates chapters in four main areas including: membership development, internal relations, external relations, and risk management. The 2009-10 Standards of Excellence Program will be implemented with revisions based on chapter input and evaluation.

IMPLEMENTATION & ASSESSMENT

The Standards of Excellence Program will operate on a modified calendar running from spring quarter through winter quarter each year. The timeline for the Standards of Excellence Program will stay consistent throughout each year after implementation. The Standards of Excellence for the upcoming year will be available to chapters by the end of winter quarter. Documentation for all requirements (unless otherwise noted) will be due by the annual deadline of the second Monday of spring quarter. Each chapter will receive a Documentation Notebook at the beginning of the Standards of Excellence Program; this notebook must be submitted by the annual deadline with all documentation (unless otherwise noted) as electronic submissions will not be permitted. The packets will be reviewed by the Office of Greek Life staff and the points tallied in congruence with the Program. Points will be awarded strictly according to the Standards of Excellence document; partial points will not be awarded in any category.

Spring quarter will consist of the Greek Awards Banquet in which the highest honors will correspond directly with the Standards of Excellence Program point criterion listed below. Awards can be given in a variety of categories including overall (Gold, Silver, and Bronze

chapters) as well as individual categories including membership, internal affairs, external relations, and risk management.

Chapter assessments will occur quarterly and annually. At the end of each quarter, chapter leadership will receive an assessment from the Office of Greek Life regarding their current point total. During the middle of fall quarter, each chapter will have a meeting with the Office of Greek Life regarding their current status with the Program. This meeting will serve to benefit the chapter leadership as an opportunity to assess the program as well as ask any questions. Final evaluation information will be sent to chapter leadership as well as inter/national offices upon conclusion of the Standards of Excellence Program each year. In addition, a meeting will be held with the Office of Greek Life and each chapter to provide performance appraisal of the Standards of Excellence.

DEADLINES

The following is a list of due dates for all items throughout the Standards of Excellence period:

- Spring Quarter '09
 - New Member Education Plan – 1 Week Prior to Bid Distribution (if applicable)
 - Hazing Compliance Forms – By Quarterly Deadline (if applicable)
 - Rosters – By Quarterly Deadline
 - Greek Awards Nominations – By Annual Deadline
 - Philanthropy Log – Friday of the 10th week
 - Community Service Log – Friday of the 10th week
 - Campus Service Log – Friday of the 10th week
 - Chapter Corner – Friday of the 10th week
- Fall Quarter '09
 - New Member Education Plan – 1 Week Prior to Bid Distribution (if applicable)
 - Hazing Compliance Forms – By Quarterly Deadline (if applicable)
 - Rosters – By Quarterly Deadline
 - Philanthropy Log – Friday of the 10th week
 - Community Service Log – Friday of the 10th week
 - Campus Service Log – Friday of the 10th week
 - Chapter Corner – Friday of the 10th week
- Winter Quarter '09-10
 - New Member Education Plan – 1 Week Prior to Bid Distribution (if applicable)
 - Hazing Compliance Forms – By Quarterly Deadline (if applicable)
 - Rosters – By Quarterly Deadline
 - Philanthropy Log – Friday of the 10th week
 - Community Service Log – Friday of the 10th week
 - Campus Service Log – Friday of the 10th week
 - Chapter Corner – Friday of the 10th week
- Spring Quarter '10
 - Standards of Excellence Documentation – Monday of the 2nd week

RECOGNITION & EVALUATION METHOD

Throughout the Standards of Excellence Program, the chapter is required to have a certain percentage of members present/participating for some requirements. This percentage will be provided by the Office of Greek Life to each chapter on a quarterly basis. After each chapter's roster has been assessed by the quarterly deadline, the chapter will receive a percentage sheet valid for all events held within the quarter. A chapter's percentage will be based off of the total number of individuals on the roster regardless of status. Each percentage point will be rounded to the nearest whole number to account for a whole person.

Each chapter is expected to obtain 60% (774/1290) of the standards points that apply to their organization *and meet all of the standards designated as recognition standards* in order to remain in good standing with the University. A chapter that fails to attain this recognition level shall be required to meet with the Office of Greek Life staff to develop written Performance Standards for Improvement during the spring quarter. A review of the chapter's progress shall be made at the end of the fall quarter. There will be no imposed sanctions on the chapter during the fall quarter, and no sanctions imposed the winter quarter if the chapter has attained the mid-year benchmarks for the Performance Standards for Improvement. If the chapter has failed to attain the agreed upon mid-year benchmarks for the Performance Standards for Improvement during the fall quarter, the chapter will lose social privileges during the winter quarter.

A chapter that attains 70% (903/1290) of the standards points, including all recognition standards, shall be designated as a Bronze Chapter.

A chapter that attains 80% (1032/1290) of the standards points, including all recognition standards, shall be designated as a Silver Chapter.

A chapter that attains 90% (1161/1290) of the standards points, including all recognition standards *and all of the standards designated as requirements for the highest level of achievement*, shall be designated as a Gold Chapter.

Awards will be also presented to chapters who attain 90% of the points in each of the four evaluation categories, including all recognition standards.

Point Breakdown

Section I	Membership	245
Section II	Internal Affairs	410
Section III	External Relations	375
Section IV	Risk Management	260
	TOTAL – 1290	

SECTION I - MEMBERSHIP

A. ACADEMIC ACHIEVEMENT – 150 POINTS

- 1. Chapter GPA** – Maintain a chapter grade point average equal to or higher than the all undergraduate men's/women's quarter average. Chapters below the all undergraduate men's/women's average must show improvement each quarter to meet the all men's/women's average.

Documentation: The Office of Greek Life provides the information for this section. Be certain chapter rosters are up to date to ensure it accurately reflects chapter performance.

- _____ 20 points if the chapter's **spring quarter** GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's **spring quarter** GPA exceeds the all undergraduate men's/women's average, up to a maximum of 10 points
- _____ 5 points if chapter's **spring quarter** GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter

- _____ 20 points if the chapter's **fall quarter** GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's **fall quarter** GPA exceeds the all undergraduate men's/women's average, up to a maximum of 10 points
- _____ 5 points if chapter's **fall quarter** GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter

- _____ 20 points if the chapter's **winter quarter** GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's **winter quarter** GPA exceeds the all undergraduate men's/women's average, up to a maximum of 10 points
- _____ 5 points if chapter's **winter quarter** GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter

****IN ORDER TO QUALIFY AS A GOLD CHAPTER, A CHAPTER MUST BE ABOVE THE ALL UNDERGRADUATE MEN'S/WOMEN'S AVERAGE DURING AT LEAST ONE ACADEMIC QUARTER (SPRING, FALL, OR WINTER).**

- 2. New Member GPA** – The GPA of the new member class for each quarter should equal or exceed the undergraduate men's/women's average. If a chapter does not have a new member class for a specific quarter, the points for the quarter are not applicable.

Documentation: The Office of Greek Life provides the information for this section. Be certain chapter rosters are up to date to ensure it accurately reflects new member performance.

- _____ 10 points if the new member class's *spring quarter* GPA equals or exceeds undergraduate men's/women's average
- _____ 10 points if the new member class's *fall quarter* GPA equals or exceeds undergraduate men's/women's average
- _____ 10 points if the new member class's *winter quarter* GPA equals or exceeds undergraduate men's/women's average

3. Academic Plan – Develop a written academic success plan for initiated and new members, and demonstrate how the plan is being implemented. The program must also be reviewed and signed by an advisor.

Documentation: (1) Provide a copy of the written academic success program (this may be the inter/national program; however it must demonstrate localization to ONU and the local chapter), (2) identify how the plan is being implemented and (3) the program must be reviewed and signed by an advisor.

_____ 15 points/year

4. Academic Success Presentations – Attends a minimum of two academic related presentations with at least 50% attendance of the entire chapter, up to a maximum of 20 points per year. Presentations must be conducted by a trained presenter (i.e. a non-ONU student presenter; can use faculty/staff/alumni or professional speaker). **Each presentation must have a different topic.** Note: Presentations in this category cannot be counted within the Chapter Educational Program or Risk Management Educational Sessions categories.

Documentation: Complete the Academic Success Presentation Form (members must sign-in to receive credit for attendance); form must also include: presentation title, topic of presentation, location of presentation, date, start time and end time, presenter's name, address, phone number and email.

_____ 10 points Presentation #1

_____ 10 points Presentation #2 (20 points maximum)

BONUS: Additional Academic Success Presentation – 10 additional points will be awarded for a 3rd academic related presentation attended with at least 50% attendance of the entire chapter. Presentation must be conducted by a knowledgeable presenter and can include an ONU student. **Each presentation must have a different topic (including the topics from the Academic Success Presentations).** Note: Presentations in this category cannot be counted within the Chapter Educational Program or Risk Management Educational Sessions categories.

Documentation: Complete the Additional Academic Success Presentation Form (members must sign-in to receive credit for attendance); form must also include: presentation title, topic of presentation, location of presentation, date, start time and end time, presenter's name, address, phone number and email.

_____ 10 points (BONUS)

- 5. Academic Recognition Programs** – Use a process of recognition activities to identify and honor those chapter members who have excelled academically.

Documentation: Brief description of your chapter's method of recognizing members for their academic achievements.

_____ 5 points/year

- 6. Individual Member Academic Standards** – Establish and enforce minimum individual expectations for academic performance (a minimum 2.50 cumulative GPA is recommended) and make use of a process of constructive activities to identify and help those members who are on academic probation. Members who fall below the chapter's standard should show documentation of progress report evaluations from their instructors. The chapter should have a program (e.g. tutoring, study hours, etc.) to assist members having academic difficulty.

Documentation – (1) Description of the academic standards, enforcement mechanisms, and assistance programs; and (2) signature of advisor verifying that the requirements are enforced and that an academic assistance program has been utilized. Do not include any personally identifiable information in your documentation.

_____ 10 points/year

- 7. Faculty/Staff Advisor** – Have at least one active ONU faculty member or staff member as a faculty/staff advisor.

Documentation: (1) name, campus address, campus phone, and e-mail must be on file with the Office of Greek Life (2) written job description outlining the role and/or duties of the faculty advisor, and (3) brief statement from the faculty/staff advisor documenting how he/she was involved with the chapter.

_____ 10 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

B. MEMBERSHIP ORIENTATION AND EDUCATION – 65 POINTS

1. **Written New Member Education Plan** – Utilize a written education program for new member education and a continuing education program for all members. (If a chapter does not have a new member class for a specific quarter, the points for the quarter are not applicable).

Documentation (submit all of the following to the Office of Greek Life 1 week prior to the distribution of bids each quarter): (1) copy of the chapter's written new member education program (this may include the national program but must be localized for ONU) and (2) schedule including start and end time, date, location, and responsible party for all events as well as a description of all new member activities excluding bona fide ritual ceremonies of the inter/national organization.

_____ 15 points/*spring quarter*

_____ 15 points/*fall quarter*

_____ 15 points/*winter quarter*

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

2. **Chapter Educational Programs** – Chapter attends a minimum of two educational programs per year, with attendance by a minimum of 50% of the chapter membership at each program. Acceptable programs include but are not limited to: social responsibility, leadership development, personal financial management, service learning, time management, health issues, career development, campus involvement, social etiquette, values and ethics, gender issues, sexual responsibility, diversity issues, cultural issues, and current events. (Do not include academic skills workshops, risk management workshops, alcohol and other substance abuse workshops, and external leadership programs since those are included in other categories. Presentations in this category cannot be counted within the Academic Success Presentations or Risk Management Educational Sessions categories.) Programs should be conducted by trained presenters (i.e. a non-ONU student; can use faculty/staff/alumni or professional speaker). **Each program must have a different topic.**

Documentation: Complete the Chapter Educational Program Form (Members must sign-in to receive credit for attendance; Form must also include: presentation title, topic of presentation, location of presentation, date, start time and end time, presenter's name, address, phone number and email).

_____ 10 points Program #1

_____ 10 points Program #2 (20 points maximum)

BONUS: Additional Chapter Educational Programs – 10 additional points will be awarded for a 3rd chapter educational program attended with at least 50% attendance of the chapter membership. Program can be conducted by a knowledgeable presenter and

can include an ONU student. **Each program must have a different topic (including the topics from the Chapter Educational Programs).** Note: Presentations in this category cannot be counted within the Academic Success Presentations or Risk Management Educational Sessions categories.

Documentation: (1) Complete the Additional Chapter Educational Program Form (members must sign-in to receive credit for attendance); form must also include presentation title, topic of presentation, location of presentation, date, start time and end time, presenter's name, address, phone number and email.

_____ 10 points (BONUS)

C. LEADERSHIP DEVELOPMENT – 30 POINTS

- 1. External Leadership Programs** – 15% of the chapter attends external leadership programs throughout the year (all attendees can attend one program or can attend different programs throughout the year). Examples of programs include but are not limited to leadership workshops offered by the University, leadership conferences offered by international or national organizations (national/regional fraternity leadership conferences and conventions, LeaderShape, etc.) and leadership programs offered by colleges and universities. The Office of Greek Life will make every effort to inform chapters of the availability of such programs, workshops, and conferences.

Documentation: (1) Complete the External Leadership Programs Form (for each program) including the following information: list of members, date and location of the program and (2) letter of verification of attendance from the sponsoring organization.

_____ 10 points/year

BONUS: Additional Participation in External Leadership Programs – One point, up to a maximum of 10 points, will be awarded for each additional one percentage point, above 15% of members who attend external leadership programs. (For example, if a total of 20% of members attended an external leadership program, the chapter will get the 10 points in the category above and an additional 5 points for this category.)

Documentation: (1) Complete the Additional Participation in External Leadership Programs Form (for each program) including the following information: list of members, date and location of the conference and (2) letter of verification of attendance from the sponsoring organization.

_____ 10 points/year (BONUS)

- 2. Individual Leadership Positions, Non-Greek** – Two points for each one percent of the membership who holds a volunteer *executive* office (on the organization's executive board) in a campus organization (including varsity athletics) or community organization (excluding Greek-related organizations), up to a maximum of 10 points.

Documentation – Complete the Individual Leadership Positions, Non-Greek Form including the following information: list of members, organization and office held, and term of office.

_____ 10 points/year

- 3. Individual Leadership Positions, Greek-Related** – Ten points for having a member who holds an executive office in a Greek-related organization (other than the chapter), up to a maximum of 10 points. This includes the Greek councils and Order of Omega.

Documentation – Complete the Individual Leadership Positions, Greek-Related Form including the following information: name of member, organization and office held, and term of office.

_____ 10 points/year

SECTION II. – INTERNAL AFFAIRS

A. PARTICIPATION – 25 POINTS

Documentation for all components of this category will be maintained by the Office of Greek Life.

- 1. Attendance at Council Meetings** – Chapter delegate attends a minimum of 80% of the respective Council meetings annually.

Documentation: Provided by the Office of Greek Life (through Interfraternity Council and Panhellenic Council Minutes).

_____ 15 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

- 2. Chapter Presidents' Meetings** – Attendance by Chapter President (or vice president) at a minimum of 80% of the chapter president roundtables hosted by the Panhellenic and Interfraternity Council Presidents.

Documentation: Provided by the Office of Greek Life (through the Panhellenic and Interfraternity Council Presidents).

_____ 10 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

B. FINANCIAL MANAGEMENT – 50 POINTS

- 1. Checking Account** – The chapter has a checking account used for the chapter financial needs. ONU checking accounts are strongly encouraged.

Documentation: Pay council dues with a chapter check.

_____ 5 points/year

- 2. Budget** – The chapter has a budget, approved by the chapter.

Documentation: (1) Complete the Budget Form and (2) provide evidence of approval by the chapter including the date of approval.

_____ 30 points/year

***A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY AS A GOLD CHAPTER.*

- 3. Financial Policies** – The chapter strictly enforces financial discipline (financial requirements for a member to remain in good standing) as prescribed by the chapter's bylaws or (inter)national fraternity/sorority policy.

Documentation: Copy of the financial discipline policy, with a statement by the treasurer and chapter advisor that they are strictly enforced.

_____ 10 points/year

- 4. Council Debts** – The chapter has paid all dues, fees and assessments to their Council.

Documentation: Maintained by the Office of Greek Life through the Vice President of Finance from each Council.

_____ 5 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

C. CHAPTER MANAGEMENT – 80 POINTS

- 1. Goal Setting** – The chapter conducts at least one goal setting session each quarter and establishes specific written goals and objectives, approved by the membership. A chapter that only conducts an annual goal setting session can obtain full credit by conducting a review of goal progress each quarter.

Documentation: (1) Complete the Goal Setting Form for each quarter (which also must be signed by an advisor) including the following information: date of goal setting/review, start and end time, location, brief description of the process, provide three significant goals and progress made toward goal attainment and (2) if goal setting is not completed as a chapter, indicate date of approval by chapter membership.

_____ 10 points/*spring quarter*

_____ 10 points/*fall quarter*

_____ 10 points/*winter quarter*

***A CHAPTER MUST MEET THIS STANDARD (ALL QUARTERS) IN ORDER TO QUALIFY AS A GOLD CHAPTER.*

- 2. Officer Notebooks** – Each chapter officer has a notebook, handbook or manual.

Documentation: (1) Listing of all offices in the chapter; (2) A statement from the chapter president describing how the notebooks are utilized and (3) Table of contents for each manual or a copy of the title page of an officer notebook provided by an (inter)national organization.

_____ 10 points/year

- 3. Transitional Meeting** – A transitional meeting with incoming/outgoing officers (held annually).

Documentation: Date, location, and agenda for the transition meeting signed by an advisor concurring that the transition meeting occurred.

_____ 10 points/year

- 4. Chapter Attendance** – Chapter has a policy in place for attendance at chapter functions and meetings to which the leadership holds members accountable.

Documentation: Provide a copy of the chapter's policy on attendance.

_____ 15 points/year

- 5. Chapter Minutes** – Minutes recorded and distributed to members and advisors.

Documentation: Statement signed by the chapter advisor indicating that minutes are recorded and explaining how they are distributed or made available.

_____ 5 points/year

- 6. Standards of Excellence Chair** – Chapter has an elected or appointed position with the responsibility of coordinating and overseeing the Standards of Excellence Program. (Note: A chapter can choose to fulfill this requirement by creating a specific position; this requirement can be also be fulfilled if a position which already exists within the chapter has the same duties.)

Documentation: Documentation: Copy of job description and name of member(s) holding the position during the year.

_____ 10 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

D. ALUMNI AND/OR ADVISOR INVOLVEMENT – 50 POINTS

- 1. Chapter Advisor** – The chapter has an advisor (alumni/graduate or faculty/staff) who attends at least one chapter or executive board meeting per quarter and maintains regular communication with the chapter. (Note: Advisors must have name and contact information on file with the Office of Greek Life as well as advisor role in order to be considered an advisor from an Office perspective for this requirement.)

Documentation: Letter signed by the chapter advisor and president indicating date in attendance.

_____ 10 points/*spring quarter*

_____ 10 points/*fall quarter*

_____ 10 points/*winter quarter*

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

- 2. Campus Chapter Advisor Meetings** – The chapter advisor, or another member of the advisory board, attends at least two-thirds of the meetings for chapter advisors per year. (Note: Advisors must have name and contact information on file with the Office of Greek Life as well as advisor role in order to be considered an advisor from an Office perspective for this requirement.)

Documentation: Maintained by the Office of Greek Life.

_____ 20 points/year

E. UNIVERSITY COMPLIANCE – 60 POINTS

- 1. Rosters** – Chapter submits an up-to-date roster by the quarterly deadline, Friday of the 1st week of each quarter.

Documentation: Provided by the Office of Greek Life.

_____ 5 points/*spring quarter*

_____ 5 points/*fall quarter*

_____ 5 points/*winter quarter*

A CHAPTER MUST MEET THIS STANDARD (ALL QUARTERS) IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

- 2. Chapter Constitution and Bylaws** – Chapter maintains up-to-date bylaws and constitution (reviewed annually by the chapter) and provides copies to all members.

Documentation: (1) Brief statement providing the date and process for the annual review of the bylaws, (2) evidence of distribution to all members, and (3) provide a current copy of the bylaws (If an (inter)national organization has a policy that prohibits the release of local bylaws, a letter from the (inter)national organization stating that the bylaws can be reviewed by the Office of Greek Life staff in the presence of the chapter president will suffice in lieu of submitting a hard copy).

_____ 5 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

- 3. Standards Documentation Notebook** – Chapter’s annual Standards of Excellence Documentation Notebook is turned by the annual deadline. Five points will be deducted from the final score for each school day the Documentation Notebook is late. After 10 school days, the Documentation Notebook will not be accepted.

Documentation: Complete the Standards of Excellence Documentation Notebook and submit by the annual deadline, Monday of the 2nd week of Spring Quarter following the conclusion of the Standards of Excellence year.

_____ 25 points/year

A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

- 4. Greek Awards Nominations** – Chapter submits a nomination for each of the individual awards presented at the Greek Awards Banquet by the annual deadline. A chapter must complete all 6 award applications in order to receive the points.

Documentation: Complete the awards nominations for individual achievements for the following awards (1) Outstanding Chapter Advisor, (2) Outstanding Faculty Member, (3)

Outstanding Staff Member, (4) Outstanding New Member Scholar, (5) Outstanding Greek Athlete, and (6) Outstanding Greek Man/Woman of the Year, by the annual deadline.

_____ 15 points/year

F. CHAPTER FACILITY MANAGEMENT – 105 POINTS

- 1. Liability Insurance** – Chapter submits a Certificate of Liability Insurance.

Documentation: Copy of the Certificate of Liability.

_____ 20 points/year

- 2. House Corporation** – Chapter has an active House Corporation to oversee the facility.

Documentation: Provide list of the names and contact information for each member on the House Corporation as well as a brief statement signed by the House Corporation President regarding the duties and level of involvement with the chapter.

_____ 15 points/year

- 3. Housing Agreements with Residents** – Chapter has a housing agreement which each resident signs indicating acknowledgement of the expectations and policies for the year.

Documentation: Provide a copy of the housing agreement.

_____ 10 points/year

- 4. Life-Safety Inspections** – Chapter has no more than one failed inspection per year (including summer quarter) for the Life-Safety Committee inspections conducted each quarter by members of the University. 15 points will be awarded for each quarterly inspection passed (which requires a passing score in all areas of the inspection).

Documentation: Provided by the Office of Greek Life.

_____ 15 points/*spring quarter*

_____ 15 points/*summer quarter*

_____ 15 points/*fall quarter*

_____ 15 points/*winter quarter*

****A CHAPTER MUST MEET THIS STANDARD IN ORDER TO QUALIFY AS A GOLD CHAPTER (IF HOUSED).**

G. RECRUITMENT & RETENTION – 40 POINTS

- 1. Recruitment Plan** – Chapter will submit a recruitment plan including activities planned, a needs assessment of qualities the chapter is seeking in new members, and recruitment goals for the year.

Documentation: Provide a recruitment plan (including activities planned, a needs assessment of qualities the chapter is seeking in new members, and recruitment goals for the year).

_____ 20 points/year

- 2. Retention** – Chapter initiated at least 75% of the individuals who accepted bids to membership.

Documentation: Provide a list of those who were initiated all 3 quarters (spring, fall, and winter)

_____ 20 points/year

SECTION III. – EXTERNAL RELATIONS

A. CAMPUS INVOLVEMENT – 50 POINTS

1. **Clubs and Organizations** – At least 50% of the membership has joined one other non-Greek-related campus or community organization. This can include on-campus organizations at ONU and community organizations (religious organizations, service and civic organizations, political organizations, academic honoraries, inter-collegiate sports clubs/teams, non-Greek intramural sports leagues, pre-professional organizations, academic honoraries, residence hall councils, etc.).

Documentation: Complete the Clubs and Organizations Form including the following information: list of chapter members and the organization to which they belong.

_____ 15 points if at least 50% of the membership has joined another organization
_____ 10 additional points if at least 75% of the membership has joined another organization (BONUS)

2. **Campus Activities** – There are a variety of ways that chapters can support campus events. Accordingly, for this component chapters can accumulate up to 35 points for participation, at various levels, of campus events (Note: A chapter can repeat events/activities listed below):

- Having at least 20% of the chapter attend an event of a non-Greek campus organization (5 points)
- Having at least 50% of the chapter attend a campus event (10 points)
- Submit a nomination for Homecoming King or Queen (5 points)
- Participate in the Homecoming Parade (15 points)
- Collaborating with other student organizations to co-sponsor an event or speaker. Co-sponsorship includes promotion of the event, attendance by at least 25% of the chapter members at the event, and assisting with on-site management. (20 points)

*Documentation: Complete the Campus Activities Form (for each activity) including the following information: name of activity/event, brief description, date, start and end time, location, and number of members in attendance. *Event Notification Form is required if using co-sponsorship for this requirement.*

_____ 35 points/year (maximum)

B. ALUMNI AND FAMILY RELATIONS – 60 POINTS

- 1. Newsletters / Routine Communication** – The chapter sends two newsletters throughout the year to *both* alumni and parents. This can either be the same newsletter distributed to both groups or separate newsletters for each. The newsletters can be mailed, sent as an email, or presented at an alumni chapter meeting. Each chapter can decide which alumni are included; for example it might include just alumni who were initiated at ONU or it might include all alumni of the (inter)national organization residing in the Ada area.

Documentation: (1) Copy of the newsletters / presentation and (2) method of distribution used for the newsletter(s).

_____ 10 points/*Newsletter #1 for Parents*
_____ 10 points/*Newsletter #2 for Parents*
_____ 10 points/*Newsletter #1 for Alumni*
_____ 10 points/*Newsletter #2 for Alumni*

- 2. Alumni Events** – The chapter sponsors one event per year for chapter alumni (i.e. Founder’s Day, Homecoming gathering, Holiday Party, picnic, philanthropic event, etc.).

*Documentation: Copy of the invitation for the event. *Event Notification Form is required.*

_____ 10 points

- 3. Family Events** – The chapter sponsors one event per year for family members (i.e. Mom or Dad’s Day, Family Day, etc.) It is strongly encouraged to host an event to coincide with the ONU Family Day.

*Documentation: Copy of the invitation for the event. *Event Notification Form is required.*

_____ 10 points

BONUS: Other Parent and/or Alumni Involvement Activities – The chapter can accumulate up to 15 additional points per year through the following activities. In order to receive points in this section, chapters must achieve all points in all other areas listed above. (Note: A chapter can repeat events/activities listed below):

- Additional parent or alumni events (5 points per event)
- Have a parent or alumnus/alumna (other than chapter advisors) speak to the chapter on career development, leadership, etc. (5 points)
- Involve parents and/or alumni (other than chapter advisors) in community service projects (1 point for each parent and/or alumnus/alumna who participates, up to 10 points total)

- Present an award to an outstanding parent or alumnus/alumna (5 points)
- Have an Alumni Big Brother/Sister program, where new members are paired up with alumni for activities (10 points)
- Have a Parents Advisory Board or Parents Club for your chapter (10 points)

*Documentation: Complete the Other Parent and/or Alumni Involvement Activities Form including the following information: name of activity/event, date, start and end time, location, names of parents and/or alumni who participated, and signature of chapter advisor as verification. *Event Notification Form is required.*

_____ 15 points/year (BONUS)

***A CHAPTER MUST RECEIVE A MINIMUM TOTAL OF 40 POINTS IN THE ALUMNI AND FAMILY RELATIONS CATEGORY IN ORDER TO QUALIFY AS A GOLD CHAPTER.*

C. COMMUNITY SERVICE – 100 POINTS

- 1. Large Group Direct Community Service Project** – The chapter sponsors one **direct** community service project (not a fund-raiser) per year with the participation of at least 50% of the chapter membership. Do **not** include community service performed as part of a judicial sanction. (Note: The project completed in this section must be community service and not campus service.)

Documentation: Complete the Large Group Direct Community Service Project Form including the following information: name of project, beneficiary of project, date, start and end time, location, number of chapter members present, total number of hours spent for the direct service and a brief description of the project.

_____ 25 points Project #1

- 2. Small Group Direct Community Service Projects** – The chapter sponsors/co-sponsors three **direct** community service projects (not fund-raisers) per year with the participation of at least 20% of the chapter membership. Do **not** include community service performed as part of a judicial sanction. (Note: Projects completed in this section must be community service and not campus service.)

Documentation: Complete the Small Group Direct Community Service Projects Form including the following information: name of project, beneficiary of project, date, start and end time, location, number of chapter members present, total number of hours spent for the direct service and a brief description of the project.

_____ 10 points Project #1
_____ 10 points Project #2
_____ 10 points Project #3

BONUS: Other Community Service – In order to receive points in this section, chapters must achieve all points within the Community Service Categories (Large & Small Direct Group Projects). The chapter can earn up to 35 additional points through the following (Note: A chapter can repeat events/activities listed below):

- Additional community service projects involving at least 50% of the chapter membership. (20 points)
- Smaller scale projects that involve at least 5% of the chapter (5 points)
- Contributing to a blood drive (1 point for each member who donates blood or assists with logistics – staffing, check-in tables, set-up/clean-up, etc., up to 15 points)

Do **not** include community/campus service performed as part of a judicial sanction.

Documentation: Complete the Other Community Service Form including the following information: name of project, beneficiary of project, date, start and end time, location, number of chapter members present, total number of hours spent for the service and a brief description of the project.

_____ 35 points/year (BONUS)

- 3. Community Service Hours** – The chapter tracks the community service hours for chapter initiated service outside of Ohio Northern University (i.e. the chapter hosts a service project, informs chapter members about various opportunities, etc). Chapters will need to provide a list of the service project, number of members who participated and the total number of hours for each event. Do **not** include community service performed as part of a judicial sanction.

Documentation: Submit the Community Service Log electronically to the Office of Greek Life (greeklife@onu.edu) by the Friday of the 10th week of classes each quarter.

_____ 10 points/*spring quarter*

_____ 10 points/*fall quarter*

_____ 10 points/*winter quarter*

- 4. Campus Service Hours** – The chapter tracks the campus service hours for chapter initiated service on the campus of Ohio Northern University (i.e. the chapter hosts a service project, informs chapter members about various opportunities, etc). Chapters will need to provide a list of the service project, number of members who participated and the total number of hours for each event. Do **not** include campus service performed as part of a judicial sanction.

Documentation: Submit the Campus Service Log electronically to the Office of Greek Life (greeklife@onu.edu) by the Friday of the 10th week of classes each quarter.

_____ 5 points/*spring quarter*

_____ 5 points/*fall quarter*

_____ 5 points/*winter quarter*

****A CHAPTER MUST RECEIVE A MINIMUM TOTAL OF 100 POINTS IN THE COMMUNITY SERVICE CATEGORY IN ORDER TO QUALIFY AS A GOLD CHAPTER.**

D. PHILANTHROPIC EFFORTS – 80 POINTS

- 1. Philanthropic Projects** – The chapter sponsors two philanthropic projects per year with the participation of at least 60% of the chapter membership.

Documentation: Complete the Philanthropic Projects Form including the following information: name of project, beneficiary of project, date, start and end time, location, number of chapter members present, total number of dollars raised for the project and a brief description of the project.

_____ 25 points Project #1
_____ 25 points Project #2

BONUS: Other Philanthropic Projects – In order to receive points in this section, chapters must achieve all points within the Philanthropic Projects category. The chapter can earn up to 35 additional points through the following (Note: A chapter can repeat events/activities listed below):

- Additional philanthropic projects involving at least 60% of the chapter membership. (20 points)
- Smaller scale projects that involve at least 25% of the chapter (15 points)
- Smaller scale projects that involve at least 5% of the chapter (5 points)
- Participation in a charity walk/run (e.g. AIDS Walk, Race for the Cure, etc.) (1 point for each participant *with financial sponsorships*, or assisting with logistics – staffing check-in tables, set-up/clean-up, etc. up to 15 points)
- Hosting a charity tournament that raises money to benefit a charity (15 points)
- Conducting a fund raiser (car wash, bake sale, etc.) that raises money for a charitable cause (5 points)

Documentation: Complete the Other Philanthropic Projects Form including the following information: name of project, beneficiary of project, date, start and end time, location, number of chapter members present, total number of dollars raised for the project and a brief description of the project.

_____ 35 points/year (BONUS)

- 2. Philanthropic Dollars** – The chapter tracks the philanthropic dollars donated (donated dollars equal money raised minus any expenses for a total amount donated to a philanthropic organization) for chapter initiated philanthropic projects (i.e. the chapter hosts a fundraiser, informs chapter members about various philanthropic opportunities, etc). Chapters will need to provide a list of the philanthropic project/organization to which the money was donated as well as a total dollar amount raised.

Documentation: Submit the Philanthropy Log electronically to the Office of Greek Life (greeklife@onu.edu) by the Friday of the 10th week of classes each quarter.

_____ 10 points/*spring quarter*
_____ 10 points/*fall quarter*
_____ 10 points/*winter quarter*

***A CHAPTER MUST RECEIVE A MINIMUM TOTAL OF 80 POINTS IN THE PHILANTHROPIC EFFORTS CATEGORY IN ORDER TO QUALIFY AS A GOLD CHAPTER.*

E. FACULTY/STAFF RELATIONS – 10 POINTS

- 1. Faculty/Staff Recognition Program** – The chapter sponsors a minimum of one program to recognize or interact with faculty/staff. This might include a Faculty Appreciation Dinner, recognition of outstanding faculty and staff, inviting faculty and staff to speak to the chapter, distributing a newsletter to key faculty/staff, sponsoring an appreciation day for a university department, etc. (Note: Inviting a faculty member to the Greek Scholarship Banquet held each quarter does not qualify for meeting this requirement.)

*Documentation: Complete the Faculty/Staff Recognition Program Form including the following information: name of activity/event, date, start and end time, location, names of faculty/staff members who participated, brief description of the event/activity.*Event Notification Form is required if individual(s) outside the organization is/are present.*

_____ 10 points/year

**** A CHAPTER MUST ATTAIN THIS STANDARD IN ORDER TO QUALIFY AS A GOLD CHAPTER.**

F. GREEK RELATIONS – 30 POINTS

- 1. Greek Relations Activity** – Chapter attends alcohol-free non-social activities with other Greek chapters. Activities can be, but are not limited to, community service projects, educational programs, and cultural events. A chapter cannot repeat the same group twice (i.e. a chapter will need to interact with different groups and not the same group in order to receive full points). (Note: Educational programs and community service projects included in other categories can also be included in this section for additional points if the program is done with another Greek chapter.)

Documentation: Complete the Greek Relations Activity Form including the following information: name of activity, date, start and end time, location, number of chapter members who participated, and a brief description of the activity signed by an advisor.

- _____ 10 points/event with a chapter from the same governing Council
- _____ 10 points/event with a chapter from the same governing Council
- _____ 5 points/event with a chapter from either governing Council
- _____ 5 points/event with a chapter from either governing Council

****A CHAPTER MUST ATTAIN 20 POINTS OF THIS STANDARD IN ORDER TO QUALIFY AS A GOLD CHAPTER.**

G. (INTER)NATIONAL FRATERNITY/SORORITY RELATIONS – 10 POINTS

- 1. Attendance at (Inter)national Organization Events** – The chapter has met the required attendance at mandatory programs and events of the (inter)national organization (national or regional leadership conferences, conventions, etc.)

Documentation: Letter from the (inter)national headquarters or regional officer.

_____ 5 points/year

- 2. Magazine/Newsletter Articles** – The chapter submits articles and photographs to that (inter)national magazine or newsletter. *[This section is not applicable if there is no (inter)national publication.]*

Documentation: Copy of at least one article or photograph published in the (inter)national magazine or newsletter or confirmation that at least one article was submitted.

_____ 5 points/year

BONUS: Interaction with Other Chapters – Chapter attends at least one joint activity (social or non-social) with another chapter of the same affiliation. This can include Founder's Day events that involve two or more chapters.

Documentation: Letter from the other chapter describing the activity, including date and location.

_____ 5 points/year (BONUS)

H. PUBLIC RELATIONS – 35 POINTS

1. **Public Relations Chair** – Chapter has an elected or appointed position with the main responsibility of coordinating positive relations with alumni, Greek, University, and Ada communities.

Documentation: Copy of job description and name of member(s) holding the position during the year.

_____ 5 points/year

2. **Press Releases** – Public relations officer sends a minimum of two press releases per year to the campus newspaper and/or local media. An ad (i.e. newspaper space which is paid for) in a newspaper does not meet this requirement. (Note: On-campus opportunities such as *The Northern Review* and ‘The Greek Beat’ can be utilized for this section.)

Documentation: Copy of press releases and copies of any published stories.

_____ 5 points/year

3. **Local Web Site** – Chapter maintains an up-to-date local web site, linked to the ONU Greek Life website and their (inter)national organization web site.

Documentation: Provide the URL for the chapter’s website.

_____ 10 points/year

4. **Chapter Corner** – Chapter submits a summary of the activities/events which occurred throughout the quarter by the quarterly deadline. This summary should include information on what the chapter did throughout the quarter with possible topics including but not limited to the following: recruitment, scholarship, socials, alumni/alumnae events, brotherhood/sisterhood activities, house updates, service projects, philanthropic projects, etc.

Documentation: Submit the Chapter Corner electronically to the Office of Greek Life (greeklife@onu.edu) by the Friday of the 10th week of classes each quarter.

_____ 5 points/*spring quarter*

_____ 5 points/*fall quarter*

_____ 5 points/*winter quarter*

SECTION IV. RISK MANAGEMENT

A. RISK REDUCTION – 45 POINTS

1. **Risk Management Officer** – The chapter has an elected or appointed risk management officer or other-named officer whose duties include, but are not limited to, coordinating risk management programs, overseeing social functions, being responsible for adherence to the State, University, local chapter, and (inter)national alcohol/social/risk management policies (if applicable) and fire code/safety compliance.

Documentation: Copy of job description and name of member(s) holding the position.

_____ 10 points/year

2. **Risk Management Educational Sessions** – Chapter attends a minimum of two risk management related programs with at least 75% attendance at each program. (Examples of such programs include: alcohol/drug issues, hazing issues, fire safety, crisis management, rape/sexual assault awareness, etc.). **At least one program per year must focus on alcohol and drug issues.** The Office of Greek Life will make every effort to inform chapters of the availability of such programs on campus throughout the year. Programs conducted as part of a judicial sanction are excluded. Programs should be conducted by a trained presenter. (i.e. a non-ONU student; can use faculty/staff/alumni or professional speaker; presentations in this category cannot be counted within the Academic Success Presentations or Chapter Educational Sessions categories.). Programs can also include videos if written proof can be provided of the (Inter)National Office’s approval. **Each session must have a different topic.**

Documentation: Complete the Risk Management Educational Sessions Form (Members must sign-in to receive credit for attendance; Form must also include: presentation title, topic of presentation, location of presentation, date, start time and end time, presenter’s name, address, phone number and email).

_____ 10 points Session #1
_____ 10 points Session #2 (20 points maximum)

BONUS: Additional Risk Management Educational Session – 10 additional points will be awarded for a 3rd risk management educational session attended with at least 75% attendance of the entire chapter. Presentation can be conducted by a knowledgeable presenter and can include an ONU student. **Each session must have a different topic (including the topics from the Risk Management Educational Sessions).** Note: Presentations in this category cannot be counted within the Academic Success Presentations or Chapter Educational Sessions categories.

Documentation: Complete the Additional Risk Management Educational Session Form (members must sign-in to receive credit for attendance); form must also include: presentation title, topic of presentation, location of presentation, date, start time and end time, presenter’s name, address, phone number and email.

_____ 10 points (BONUS)

- 3. Hazing Compliance Forms** – Chapter must submit a hazing compliance form signed by each new member, chapter president, new member educator, and the faculty/chapter advisor by the quarterly deadline to the Office of Greek Life. (If a chapter does not have a new member class for a specific quarter, the points for the quarter are not applicable).

Documentation: Provided by the Office of Greek Life.

_____ 5 points/**spring quarter**

_____ 5 points/**fall quarter**

_____ 5 points/**winter quarter**

A CHAPTER MUST MEET THIS STANDARD (ALL 3 QUARTERS) IN ORDER TO QUALIFY FOR THE RECOGNITION LEVEL.

B. SAFE SOCIAL EVENTS – 175 POINTS

1. **Alcohol-Free Social Functions** – The chapter co-hosts, with at least one other Greek organization, two alcohol-free social functions with at least 40% attendance from each chapter involved. (Examples of such functions include: movies, ice cream socials, game nights, sporting events, etc.).

Documentation: Complete the Alcohol-Free Social Functions Form including the following information: name of function, date, start and end time, location, number of chapter members who participated from each organization, brief description of the function signed by the advisor.

_____ 10 points Function #1
_____ 10 points Function #2

BONUS: Additional Alcohol-Free Social Function – 10 additional points will be awarded for a 3rd alcohol-free social function co-hosted with at least 40% attendance from each chapter involved.

Documentation: Complete the Additional Alcohol-Free Social Function Form including the following information: name of function, date, start and end time, location, number of chapter members who participated from each organization, brief description of the function signed by the advisor.

_____ 10 points (BONUS)

2. **Event Notification Forms** – Completed Event Notification Form (including all required signatures) is due to the Office of Greek Life 14 days prior to the date of the event. The Event Notification Form is required for all events sponsored/co-sponsored/hosted/co-hosted by a chapter in which there are individuals present from outside the chapter membership (excluding chapter advisors). This includes but is not limited to social events, alumni/alumnae events, and family events. The Event Notification Form does NOT need to be completed for educational sessions (including sessions for the Standards of Excellence such as educational, risk management and academic sessions), recruitment activities, philanthropic projects, or community service projects. Each chapter shall receive 75 points, and 5 points shall be deducted for each incomplete, late, or lack of a form. (Note: The maximum total deduction for this section is 75).

Documentation: The Office of Greek Life will keep notification forms on file, with the date received, along with a list of any events for which the required form was not submitted.

_____ 75 points/year

3. **Incentive for Compliance** – Chapters shall comply with University policies, procedures, and guidelines pertaining to Greek organizations and those of registered student

organizations at Ohio Northern University. Each chapter shall receive 80 points, and 20 points shall be deducted for each violation. (Note: The maximum total deduction for this section is 80).

Documentation required – Provided by the Office of Greek Life.

_____ 80 points/year

****A CHAPTER MUST RECEIVE A MINIMUM TOTAL OF 130 POINTS IN THE SAFE SOCIAL EVENTS CATEGORY IN ORDER TO QUALIFY AS A GOLD CHAPTER.**

C. MEMBER CONDUCT – 40 POINTS

1. **Chapter Code of Conduct** – Chapter has a written Code of Conduct or a membership contract including member expectations regarding alcohol and drugs, hazing, fighting, and other risk management issues.

Documentation: Copy of the Code of Conduct with attachments (if applicable) and an affidavit signed by all members indicating that they received and signed the Code of Conduct form. (In lieu of submitting the signatures of members, the advisor can submit a letter verifying that an affidavit has been signed by all members.)

_____ 20 points/year

***A CHAPTER MUST ATTAIN THIS STANDARD IN ORDER TO QUALIFY AS A GOLD CHAPTER.*

2. **Chapter Judicial/Standards Board** – The chapter has an internal discipline board or process that handles violations of the chapter's Code of Conduct.

*Documentation: (1) Copy of the chapter's judicial procedures and sanctioning guidelines or brief description of the chapter's process for internal discipline. (Note: Records of chapter judicial actions shall **not** be required.) and (2) A brief statement verifying the procedure with the advisor's signature is required.*

_____ 20 points/year