

**Fall 2015 Interfraternity Council SOE Submission Check Sheet**

SOE BINDER TAB #	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
1) <b>ACADEMICS</b>	2.5 Chapter GPA <b>AND</b> 2.5 New Member Class GPA.	<b>Bronze</b>	<b>End of Semester</b> (Official Grade Report)	N/A
	Chapter GPA within +/- .1 of the All-Men's GPA <b>AND/OR</b> New Member GPA within +/- .1 of the All-Men's GPA.	<b>Silver</b> (+15 pts per achievement)	<b>End of Semester</b> (Official Grade Report)	
	Chapter GPA is .1 above the All-Men's GPA <b>AND/OR</b> New Member GPA is .1 above the All-Men's GPA.	<b>Black &amp; Gold</b> (+15 pts per achievement)	<b>End of Semester</b> (Official Grade Report)	
	Chapter has a scholastic program in place that requires a minimum g.p.a., assists members who fall below, and has a position responsible for maintaining academic standards.	<b>Bronze</b>	<b>September 4, 2015</b> (Portion of Bylaws or Policy that reflects program and all related materials)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) <b>COMMUNITY SERVICE AND/OR PHILANTHROPY PROJECTS</b>	One (1) Chapter wide community service <b>OR</b> philanthropy project per semester. One (1) Greek Philanthropy event.	<b>Bronze</b>	<b>November 20, 2015</b> (Service template that includes explanation, date, service hours, and percentage of chapter participating)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) Chapter wide community service <b>OR</b> philanthropy projects per semester. One project must be a campus based project. *	<b>Silver</b> (+10 pts)	<b>November 20, 2015</b> (Service template that includes explanation, date, service hours, and percentage of chapter participating)	
	Three (3) Chapter wide community service <b>OR</b> philanthropy projects per semester. One project must be a campus based project. *	<b>Black &amp; Gold</b> (+10 pts)	<b>November 20, 2015</b> (Service template that includes explanation, date, service hours, and percentage of chapter participating)	
3) <b>CHAPTER ADVISING</b>	Chapter has one (1) faculty/staff advisor	<b>Bronze</b>	<b>September 4, 2015</b> (AppSync Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has one (1) alumni chapter Advisor who attends two (2) meetings per semester.	<b>Silver</b> (+5 pts)	<b>November 20, 2015</b> (Verification Letter)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has an active alumni advisory board with a minimum of two alumni serving & they attend two meetings per year.	<b>Black &amp; Gold</b> (+5 pts)	<b>November 20, 2015</b> (Verification Letter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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4) <b>MEETING ATTENDANCE</b>	Delegates present at Interfraternity Council meetings and Presidents Meeting (no more than two (2) absences).	<b>Bronze</b>	<b>November 20, 2015</b> (Official IFC Minutes and Attendance records)	N/A
5) <b>ACCOUNTS PAYABLE</b>	Semester IFC dues paid on time (i.e. No late fees incurred).	<b>Bronze</b>	<b>September 30, 2015</b> (IFC Receipt)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter is in good financial standing with Inter/National Office and National Roster matches campus roster.	<b>Silver (+10 pts)</b>	<b>November 20, 2015</b> (Verification Letter from Executive Office or equivalent record and copy of National Roster)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) <b>CHAPTER MEETINGS</b>	Weekly Chapter Meeting <b>held on campus</b> (Date, time & location required).	<b>Bronze</b>	<b>September 4, 2015</b> (Copy of reservation confirmation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) <b>INVOLVEMENT</b>	Members of organization serve on and are involved in IFC Committees such as Scholarship, Recruitment, Hazing Prevention Week, etc.	<b>Bronze</b>	<b>November 20, 2015</b> (Verification Letter from IFC Executive Vice President)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	60% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.	<b>Silver (+10 pts)</b>	<b>November 20, 2015</b> (Template including member name and organization(s) or job)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	100% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.	<b>Black &amp; Gold (+10 pts)</b>	<b>November 20, 2015</b> (Template including member name and organization(s) or job)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) <b>NEW MEMBER EDUCATION PROGRAM</b>	New Member Education Program due to Fraternity/Sorority Life Office two (2) weeks prior to the recruitment period. Associate/new member program shall last no longer than eight (8) weeks.	<b>Bronze</b>	<b>August 10, 2015</b> (A timeline, agenda for the program, notification of all off campus events and travel, expectations of new members and educational programs planned is required). Initiation date must be submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) <b>RECRUITMENT</b>	Chapter recruitment schedule must be submitted a minimum of ten (10) business days prior to recruitment, events must be Alcohol-Free and must adhere to all guidelines and expectations as defined in the Fall Formal <b>AND/OR</b> COB Recruitment agreement.	<b>Bronze</b>	<b>August 10, 2015</b> (Comprehensive event schedule including dates, times and locations/addresses).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Recruitment workshops held that address <b>Interfraternity guidelines</b>	<b>Bronze</b>	<b>August 21, 2015</b> (Agenda and materials distributed to chapter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>10) CHAPTER LEADERSHIP</b>	Active officers or committee chairs for: Scholarship, Housing, Standards, Recruitment and Community Service	<b>Bronze</b>	<b>September 4, 2015</b> (Chapter Leadership Roster)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	At least one (1) officer has attended a regional, state, or inter/national conference within the last year	<b>Bronze</b>	<b>November 20, 2015</b> (Verification Letter from Executive Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) or more officers have attended a state, regional, or inter/national conference within the last year.	<b>Black &amp; Gold (+5 pts.)</b>	<b>November 20, 2015</b> (Verification Letter from Executive Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11) ADMINISTRATION</b>	All required and/or requested documentation must be completed and submitted on-time.	<b>Bronze</b>	<b>September 30, 2015 &amp; November 6, 2015</b> (AppSync Roster, Altered Status Forms, Acceptance Forms, Crisis Protocol, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12) PROGRAMMING</b>	Participation in Fraternity/Sorority Community Programs (IFC, PHC, NPHC) as requested (ex: Greek Leadership Summit, Hazing Prevention Week, NM Workshops, Etc.)*	<b>Bronze</b>	<b>November 20, 2015</b> (Member Roster that includes explanation, date, and percentage of chapter participating)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13) RISK MANAGEMENT AND CONDUCT</b>	Chapter fully insured with liability coverage.	<b>Bronze</b>	<b>September 30, 2015</b> (Copy of <b>current</b> Insurance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Risk management policy that <b>addresses social function guidelines, alcohol use/abuse, hazing, sexual assault/abuse &amp; fire safety.</b>	<b>Bronze</b>	<b>September 4, 2015</b> (Copy of Risk Management Local <b>AND</b> Inter/National Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has had no more than one (1) conduct infraction in the last year.	<b>Silver (+10 pts.)</b>	<b>November 20, 2015</b> (Verification from IFC VP of Conduct)	N/A
	No conduct infractions within the last year.	<b>Black &amp; Gold (+10 pts.)</b>	<b>November 20, 2015</b> (Verification from IFC VP of Conduct)	
<b>14) MEMBERSHIP</b>	Minimum chapter membership level must be consistent with expectations of individual council by-laws (15).	<b>Bronze</b>	<b>November 6, 2015</b> (Appsync Roster)	
	Chapter membership must be within 90% of the chapter average at the completion of the New Member Program (Initiation)	<b>Silver (+10 pts)</b>	<b>November 6, 2015</b> (AppSync Roster)	

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	Chapter membership must be at or above the chapter average at the completion of New Member Program (Initiation)	<b>Black &amp; Gold (+10 pts)</b>	<b>November 6, 2015</b> (AppSync Roster)	N/A
<b>15) ALUMNI RELATIONS</b>	Chapter has an Alumni Newsletter that goes out at least once each semester.	<b>Bronze</b>	<b>November 20, 2015</b> (Copy of Newsletters)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter hosts an Alumni Event each semester where Alumni are able to participate in a meeting, ritual, philanthropy, and/or sisterhood or brotherhood activity.	<b>Silver (10pts.)</b>	<b>November 20, 2015</b> (Documentation describing event, invite to Alumni, and a member roster showing participation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter hosts two (2) or more Alumni events each semester and provides additional ways for Alumni to stay involved (i.e. Facebook page, multiple newsletters, twitter, etc.)	<b>Black &amp; Gold (10pts.)</b>	<b>November 20, 2015</b> (Documentation describing events, invite to Alumni, a member roster showing participation, screen shots, mailers/newsletters)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*Chapter participation in Philanthropy Projects and Greek Wide Programming must be equal to or more than 60% of chapter in order for it to count towards SOE or Awards.**

**IN ORDER FOR STANDARDS OF EXCELLENCE TO BE COMPLETE, A VERIFICATION FORM**

**Signed by Chapter President AND Advisor MUST BE SUBMITTED. VERIFICATION FORMS CAN BE FOUND IN YOUR SOE FOLDER IN YOUR CHAPTER PORTAL**

**For Silver and Black & Gold Level Recognition:**

**Silver = 60-85 additional points in eligible categories**

**Black & Gold = 60-80 additional points in eligible categories**