

Fall 2015 Panhellenic Association SOE Submission Check Sheet

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

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<p>4) MEETING ATTENDANCE</p>	<p>Delegates present at Panhellenic Association meetings and Presidents Meeting (no more than two (2) absences).</p>	<p align="center">Bronze</p>	<p align="center">November 20, 2015 (Official PHC Minutes and Attendance records)</p>	<p align="center">N/A</p>
<p>5) ACCOUNTS PAYABLE</p>	<p>Semester PHA dues paid on time (i.e. No late fees incurred).</p>	<p align="center">Bronze</p>	<p align="center">September 30, 2015 (PHC Receipt)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Chapter is in good financial standing with Inter/National Office and National Roster matches campus roster.</p>	<p align="center">Silver (+10 pts)</p>	<p align="center">November 20, 2015 (Verification Letter from Executive Office or equivalent record and copy of National roster)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6) CHAPTER MEETINGS</p>	<p>Weekly Chapter Meeting held on campus (Date, time & location required).</p>	<p align="center">Bronze</p>	<p align="center">September 4, 2015 (Copy of reservation confirmation)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7) INVOLVEMENT</p>	<p>Must maintain minimum occupancy of designated room block/bed space in Appalachian Panhellenic Hall.</p>	<p align="center">Bronze</p>	<p align="center">November 20, 2015 (Verification Letter from University Housing)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>60% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.</p>	<p align="center">Silver (+10 pts)</p>	<p align="center">November 20, 2015 (Template including member name and organization(s) or job)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>100% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.</p>	<p align="center">Black & Gold (+10 pts)</p>	<p align="center">November 20, 2015 (Template including member name and organization(s) or job)</p>	
<p>8) NEW MEMBER EDUCATION PROGRAM</p>	<p>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.</p>	<p align="center">Bronze</p>	<p align="center">August 21, 2015 (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</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9) RECRUITMENT</p>	<p>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 AND/OR COB Recruitment agreement.</p>	<p align="center">Bronze</p>	<p align="center">August 21, 2015 (Comprehensive information as requested by PHC including signed Code, budget, plans, etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Recruitment workshops held that address Panhellenic Guidelines</p>	<p align="center">Bronze</p>	<p align="center">September 4, 2015 (Agenda and materials distributed to chapter)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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10) CHAPTER LEADERSHIP	Active officers or committee chairs for: Scholarship, Housing, Standards, Recruitment and Community Service	Bronze	September 4, 2015 (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	Bronze	November 20, 2015 (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.	Black & Gold (+5 pts.)	November 20, 2015 (Verification Letter from Executive Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11) ADMINISTRATION	All required and/or requested documentation must be completed and submitted on-time.	Bronze	September 30, 2015 & November 6, 2015 (AppSync Roster, Altered Status Forms, Acceptance Forms, Crisis Protocol, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12) PROGRAMMING	Participation in Fraternity/Sorority Community Programs (IFC, PHC, NPHC) as requested (ex: Greek Leadership Summit, Hazing Prevention Week, NM Workshops, Etc.)*	Bronze	November 21, 2014 (Member Roster that includes explanation, date, and percentage of chapter participating)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13) RISK MANAGEMENT AND CONDUCT	Chapter fully insured with liability coverage.	Bronze	September 30, 2015 (Copy of current Insurance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Risk management policy that addresses social function guidelines, alcohol use/abuse, hazing, sexual assault/abuse & fire safety.	Bronze	September 4, 2015 (Copy of Risk Management Local AND 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.	Silver (+10 pts.)	November 20, 2015 (Verification from PHC VP of Conduct)	N/A
	Chapter has no conduct infractions within the last year.	Black & Gold (+10 pts.)	November 20, 2015 (Verification from PHC VP of Conduct)	
14) MEMBERSHIP	Minimum chapter membership level must be consistent with expectations of individual council by-laws (40).	Bronze	November 6, 2015 (AppSync Roster)	N/A
	Chapter membership must be within five (5) members of Panhellenic Chapter Total following the Formal Recruitment	Silver (+10 pts)	November 6, 2015 (Official SDR Roster)	

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	and New Member Program (Initiation).			
	Chapter membership must be at OR above Panhellenic Chapter Total following the Formal Recruitment and New Member Program (Initiation).	Black & Gold (+10 pts)	November 6, 2015 (AppSync Roster)	
15) ALUMNI RELATIONS	Chapter has an Alumni Newsletter that goes out at least once each semester.	Bronze	November 20, 2015 (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.	Silver (10pts.)	November 20, 2015 (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.)	Black & Gold (10pts.)	November 20, 2015 (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