

**Fall 2015 National Pan-Hellenic Council Checklist**

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/Women's GPA <b>AND/OR</b> New Member GPA within +/- .1 of the All Men/Women's GPA.	<b>Silver</b> <b>(+15 pts per achievement)</b>	<b>End of Semester</b> (Official Grade Report)	
	Chapter GPA is .1 above the All Men/Women's GPA <b>AND/OR</b> New Member GPA is .1 above the All Men/Women's GPA.	<b>Black &amp; Gold</b> <b>(+15 pts per achievement)</b>	<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 By-Laws or Constitution that reflects Program and all related materials or documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) <b>COMMUNITY SERVICE/ PHILANTHROPY PROJECTS AND/OR EDUCATIONAL PROGRAMMING</b>	One (1) Chapter wide community service/philanthropy project per semester and one (1) educational program.	<b>Bronze</b>	<b>November 20, 2015</b> (Service template including dates, hours and member participation. Description and date of educational program and a list of attendees)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) Chapter wide community service/philanthropy projects per semester and/or two (2) educational programs. One project must be a campus based project or program open to entire campus community.	<b>Silver</b> <b>(+10 pts)</b>	<b>November 20, 2015</b> (Service template including dates, hours and member participation. Description and date of educational program and a list of attendees)	
	Three (3) Chapter wide community service/philanthropy projects per semester and/or three (3) educational programs. One project must be a campus based project or program open to entire campus community.	<b>Black &amp; Gold</b> <b>(+10 pts)</b>	<b>November 20, 2015</b> (Service template including dates, hours and member participation. Description and date of educational program and a list of attendees)	
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/Grad Advisor who attends two (2) meetings per semester.	<b>Silver</b> <b>(+5 pts)</b>	<b>November 20, 2015</b> (Verification Letter from District/Regional Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Appalachian State University Fraternity and Sorority Standards of Excellence Program**

	Chapter has an active Graduate Chapter to affiliate with and attend two (2) on or off-campus meetings per year.	<b>Black &amp; Gold (+5 pts)</b>	<b>November 20, 2015</b> (Verification Letter from District/Regional office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4) MEETING ATTENDANCE</b>	Minimum delegation requirement present at NPHC meetings <b>AND</b> no more than two (2) absences per semester.	<b>Bronze</b>	<b>November 20, 2015</b> (Official Minutes)	N/A
<b>5) ACCOUNTS PAYABLE</b>	Semester NPHC dues paid on time (i.e. No late fees incurred).	<b>Bronze</b>	<b>September 30, 2015</b> (NPHC Receipt)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter is in good financial standing with Inter/National Office.	<b>Silver (+10 pts)</b>	<b>November 20, 2015</b> (Verification Letter from Regional/District Office or equivalent record that shows chapter has paid and is in good standing)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6) 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
<b>7) INVOLVEMENT</b>	60% of the chapter membership is involved in at least one (1) other campus organization <b>OR</b> has a part-time job.	<b>Silver (+10 pts)</b>	<b>November 20, 2015</b> (Roster 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 <b>OR</b> has a part-time job.	<b>Black &amp; Gold (+10 pts)</b>	<b>November 20, 2015</b> (Roster including member name and organization(s) or job)	
<b>8) MEMBERSHIP INTAKE</b>	Chapter Intake schedule must be submitted a minimum of ten (10) business days prior to intake. <b>NPHC Intake Petition</b> must be submitted with schedule. Intake must be alcohol free.	<b>Bronze</b>	<b>September 4, 2015</b> (NPHC Conducting Intake Guidelines Paperwork and a comprehensive event schedule including dates, times, and locations).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Membership Intake Paperwork must be submitted upon approval from Regional/District Office	<b>Bronze</b>	<b>September 30, 2015</b> (Names of candidates, a timeline, and proof of approval from your District Office and your Graduate Chapter Advisor or Intake Coordinator)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Membership Intake Policy and New Member Presentation Agreement has been reviewed and signed	<b>Bronze</b>	<b>September 4, 2015</b> (Copy of Membership Intake Policy signature page and New Member Presentation Agreement with all required signatures)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Appalachian State University Fraternity and Sorority Standards of Excellence Program**

<b>9) 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 Newsletter)	<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 (10 pts.)</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 (10 pts.)</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
<b>10) CHAPTER LEADERSHIP</b>	Active officers or committee chairs for: Scholarship, Standards, Membership, and Community Service	<b>Bronze</b>	<b>September 4, 2015</b> (Chapter Leadership Roster. Hard copy to FSL Office)	<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 All Fraternity/Sorority Community Programs as requested (ex: Greek Week, Risk Management Programming, Speakers, Workshops, Etc.)	<b>Bronze</b>	<b>November 20, 2015</b> (Roster including member name, date, location and title of program attended)	<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 addresses <b>events where alcohol is present, 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

**Appalachian State University Fraternity and Sorority Standards of Excellence Program**

	Adherence to all inter/national organization policies and procedures not covered in the Standards of Excellence program or governing council constitution.	<b>Bronze</b>	<b>November 20, 2015</b> (Verification Letter from Executive Office and the Office of Fraternity & Sorority Life)	<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>	N/A
	Chapter has no conduct infractions within the last year.	<b>Black &amp; Gold (+10 pts)</b>	<b>November 20, 2015</b>	
<b>14) MEMBERSHIP</b>	Chapter has maintained 5 members for the semester or had intake to reach 5 members	<b>Bronze</b>	<b>November 20, 2015</b> (Official AppSync Roster)	N/A
	Chapter membership must be at <b>OR</b> above NPHC Chapter Average.	<b>Black &amp; Gold (+10 pts)</b>	<b>November 20, 2015</b> (Official AppSync Roster)	
<b>15) Advisor Verification Form</b>	<b>Chapter President and Advisor must sign the form.</b>	<b>All Levels</b>	<b>November 20, 2015</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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 = 55 -85 additional points in eligible categories**

**Black & Gold = 65-80 additional points in eligible categories**