

Spring 2016 National Pan-Hellenic Council Checklist

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 Men/Women's GPA AND/OR New Member GPA within +/- .1 of the All Men/Women's GPA.	Silver (+15 pts per achievement)	End of Semester (Official Grade Report)	
	Chapter GPA is .1 above the All Men/Women's GPA AND/OR New Member GPA is .1 above the All Men/Women's GPA.	Black & Gold (+15 pts per achievement)	End of Semester (Official Grade Report)	
2) COMMUNITY AND CAMPUS ENGAGEMENT	One (1) chapter wide service event or educational program that engages the campus or community.*	Bronze	May 4th, 2016 Service/Program Report Template with event/program details, hours, fundraising amounts, and participants	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) chapter wide service event, fundraising event, and/or an educational program that engages the campus or community.*	Silver (+10 pts)	May 4th, 2016 Service/Program Report Template with event/program details, hours, fundraising amounts, and participants	
	Three (3) chapter wide events. 1 service event, 1 fundraising event, and/or 1 supported or sponsored program with 75% Chapter Participation.	Black & Gold (+10 pts)	May 4th, 2016 Service/Program Report Template with event/program details, hours, fundraising amounts, and participants	
3) CHAPTER ADVISING (c)	Chapter has one (1) faculty/staff advisor (Organizational membership is not required)	Bronze	March 4th, 2016 (AppSync Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has one (1) Grad advisor who is an initiate of the organization AND attends two (2) meetings per semester.	Silver (+5 pts)	May 4th, 2016 (Verification Letter from Advisor with proof of mtg. attendance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has a full and active Graduate Chapter that participates in at least one meeting/event each semester.	Black & Gold (+10 pts)	May 4th, 2016 (Verification Letter from Regional or Executive office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) MEETING ATTENDANCE	Minimum delegation requirement present at NPHC meetings AND no more than two (2) absences per semester.	Bronze	End of Spring Semester (NPHC Verification)	N/A

Appalachian State University Fraternity and Sorority Standards of Excellence Program

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5) ACCOUNTS PAYABLE	Semester NPHC dues paid on time (i.e. No late fees incurred).	Bronze	March 4th, 2016 (NPHC Receipt)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter is in good financial standing with Inter/National Office.	Silver (+10 pts)	May 4th, 2016 (Verification Letter from Regional/District Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) CHAPTER MEETINGS	Weekly Chapter Meeting held on campus (Date, time & location required).	Bronze	January 29th, 2016 (Copy of reservation confirmation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) INVOLVEMENT	60% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.	Silver (+10 pts)	May 4th, 2016 (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 <u>OR</u> has a part-time job.	Black & Gold (+10 pts)	May 4th, 2016 (Roster including member name and organization(s) or job)	
8) MEMBERSHIP INTAKE PAPERWORK	All signed documents, forms, and compliance agreements that are a part of the NPHC Membership Intake Guidelines must be filed with the FSL Office.	Bronze	January 29th, 2016 (Notice of intent to conduct/not conduct intake form and hazing compliance forms. All must be signed by Grad Advisor).	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) INTAKE	Chapter Intake schedule must be submitted a minimum of ten (10) business days prior to Intake. Accreditation paperwork must be submitted with schedule. Intake must be alcohol free.	Bronze	10 business days prior to intake (Comprehensive event schedule including dates, proof of approval from Regional or Executive Office, and a scheduled/completed meeting to review policies with the FSL Office). Verification of aspirants form and all grade verification forms must also be filed at this time. All forms must be signed/approved by the Grad Advisor.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Spring 2015 National Pan-Hellenic SOE Checklist

TAB	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
10) CHAPTER LEADERSHIP	Active officers or committee chairs for: Scholarship, Standards, Membership, and Community Service	Bronze	January 29 th , 2016 (Chapter Leadership Roster Template)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter participates in an Officer Training/Transition which is facilitated by an Advisor, Regional Officer, or a University Official.	Bronze	March 4 th , 2016 (Verification Letter from Facilitator of Officer Training and Transition and a copy of the agenda)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) or more officers have attended a state, regional, or inter/national conference within the 2015-2016 Academic Year.	Black & Gold (+10 pts)	May 4 th , 2016 (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	March 4 th , 2016 & April 6 th , 2016 (AppSync Roster Updated (graduated members removed and New Members added, forms, Accreditation paperwork submitted, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12) PROGRAMMING	Participation in all Greek Programs as requested (ex: Greek Week, Risk Management Programming, Meetings, Speakers, Workshops, Etc.)	Bronze	May 4 th , 2016 (NPHC and FSL Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13) RISK MANAGEMENT AND CONDUCT	Chapter fully insured with liability coverage.	Bronze	January 29 th , 2016 (Copy of current Insurance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter completes one (1) chapter wide Risk Management program with outside facilitation.	Bronze	May 4 th , 2016 (Risk Management Workshop Template completed and a letter of verification from the facilitator).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adherence to all inter/national organization policies and procedures not covered in the Standards of Excellence program or governing council constitution.	Bronze	May 4 th , 2016 (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 2015-2016 Academic Year	Silver (+10 pts)	May 4 th , 2016 (Verification from FSL Office)	N/A
	Chapter has no conduct infractions in the 2015-2016 Academic Year.	Black & Gold (+10 pts)	May 4 th , 2016 (Verification from FSL office)	

Spring 2014 National Pan-Hellenic SOE Checklist

TAB	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
14) MEMBERSHIP	Minimum chapter membership level must be consistent with expectations of individual council by-laws.	Bronze	End of Semester (AppSync Roster)	N/A
	Chapter membership must be within 90% of chapter average for NPHC organizations.	Silver (+10 pts)	End of Semester (AppSync Roster)	
	Chapter membership must be at OR above NPHC Chapter Average.	Black & Gold (+10 pts)	End of Semester (AppSync Roster)	
15) ALUMNI RELATIONS	A Spring Newsletter or E-Letter is sent out to Alumni.	Bronze	May 4 th , 2016	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has hosted an Alumni Event this semester and has a variety of ways of maintaining contact with Alumni, Parents, and others through a variety of social media outlets including Facebook, Twitter, Instagram, Tumblr, etc.	Black & Gold (+10 pts)	May 4 th , 2016	<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 by May 4th, 2016 that states all items have been reviewed, are accurate, and completed to the best of the chapter's ability.

For Silver and Black & Gold Level Recognition:

Silver = 60-85 additional points in eligible categories

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