

**Spring 2016 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><br>(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><br><b>(+15 pts per achievement)</b>           | <b>End of Semester</b><br>(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><br><b>(+15 pts per achievement)</b> | <b>End of Semester</b><br>(Official Grade Report)   |   |
| 2) <b>COMMUNITY AND CAMPUS ENGAGEMENT</b> | One (1) chapter wide service event or educational program that engages the campus or community.*  | <b>Bronze</b>   | <b>May 4<sup>th</sup>, 2016</b><br>Service/Program Report Template with event/program details, hours, fundraising amounts, and participants.                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|   | Two (2) chapter wide service event, fundraising event, and/or an educational program that engages the campus or community.*                         | <b>Silver</b><br><b>(+10 pts)</b>                           | <b>May 4<sup>th</sup>, 2016</b><br>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 <b>75% Chapter Participation.</b> | <b>Black &amp; Gold</b><br><b>(+10 pts)</b>                 | <b>May 4<sup>th</sup>, 2016</b><br>Service/Program Report Template with event/program details, hours, fundraising amounts, and participants                             |   |
| 3) <b>CHAPTER ADVISING</b>                | Chapter has one (1) faculty/staff advisor   | <b>Bronze</b>   | <b>March 4<sup>th</sup>, 2016</b><br>(AppSync Verification)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|   | Chapter has one (1) chapter advisor who is an initiate of the organization <b>AND</b> attends two (2) meetings per semester.                        | <b>Silver</b><br><b>(+5 pts)</b>                            | <b>May 4<sup>th</sup>, 2016</b><br>(Verification letter from Advisor with proof of meeting attendance)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|   | Chapter has a full and active Advisory Team that participates in at least one meeting/event each semester.  | <b>Black &amp; Gold</b><br><b>(+5 pts)</b>                  | <b>May 4<sup>th</sup>, 2016</b><br>(Verification Letter from a National Officer/Regional Advisor that includes active Advisor Roster and attendance of meetings/events) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 4) <b>MEETING ATTENDANCE</b>              | Minimum delegation present at IFC General Body & committee meetings <b>AND</b> no more than two (2) absences per semester.                          | <b>Bronze</b>   | <b>End of Semester</b><br>(IFC Verification)  | N/A   |

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

| <b>TAB</b>                             | <b>PERFORMANCE INDICATOR(S)</b>   | <b>LEVEL</b>                      | <b>DUE DATE &amp; DOCUMENTATION</b>  | <b>SUBMITTED</b>  |
|--|---|-----------------------------------|--|---|
| <b>5) ACCOUNTS PAYABLE</b>             | Semester IFC dues paid on time (i.e. No late fees incurred).  | <b>Bronze</b>                     | <b>March 4<sup>th</sup>, 2016</b><br>(IFC Receipt)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|  | Chapter is in good financial standing with Inter/National Office and the Interfraternity Council.   | <b>Silver (+10 pts)</b>           | <b>May 4<sup>th</sup>, 2016</b><br>(Verification Letter from Executive Office)   | <input type="checkbox"/> Yes<br><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>March 4<sup>th</sup>, 2016</b><br>(Copy of reservation confirmation)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>7) INVOLVEMENT</b>                  | 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>May 4<sup>th</sup>, 2016</b><br>(Involvement Template)  | <input type="checkbox"/> Yes<br><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>May 4<sup>th</sup>, 2016</b><br>(Involvement Template)  |   |
| <b>8) NEW MEMBER EDUCATION PROGRAM</b> | New Member Education Program due to Fraternity/Sorority Life Office. <b>New Member Educator/Presidents Meeting is attended for Hazing Compliance Information.</b> Associate/new member program shall last no longer than eight (8) weeks. | <b>Bronze</b>                     | <b>January 29<sup>th</sup>, 2016</b><br>(A timeline, agenda for the program, notification of all off campus events and travel, expectations of new members and educational programs planned is required. <b>Copy of Hazing Compliance Form is submitted.</b> ) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>9) RECRUITMENT</b>                  | Chapter recruitment schedule must be submitted prior to recruitment and must be Alcohol-Free.   | <b>Bronze</b>                     | <b>January 29<sup>th</sup>, 2016</b><br>(Comprehensive event schedule including dates, times and locations).   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>10) CHAPTER LEADERSHIP</b>          | Active officers or committee chairs for: Scholarship, Housing, Standards, Recruitment and Community Service   | <b>Bronze</b>                     | <b>January 29<sup>th</sup>, 2016</b><br>(Chapter Leadership Roster Template)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|  | Officer Transition Meeting/Retreat for incoming officers <b>facilitated by an Advisor, Leadership Consultant, or University Official.</b>   | <b>Bronze</b>                     | <b>March 4<sup>th</sup>, 2016</b><br>(Verification Letter from Facilitator and an agenda from the meeting/retreat)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|  | Two (2) or more officers have attended a state, regional, or inter/national training conference over the 2015-2016 Academic Year  | <b>Black &amp; Gold (+10 pts)</b> | <b>May 4<sup>th</sup>, 2016</b><br>(Verification Letter of attendance from National Office)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

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| 11) ADMINISTRATION              | All required and/or requested documentation <b>must be completed and submitted on-time.</b>   | Bronze                            | <b>March 4<sup>th</sup>, 2016 and April 6<sup>th</sup>, 2016</b><br>(AppSync Roster, Chapter Leadership Roster, forms, etc.)        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 12) PROGRAMMING                 | Participation in Greek Community Programs (IFC, NPHC, and PHC) as requested (ex: Greek Week, Speakers, Workshops, Etc.)*                                | Bronze                            | <b>May 4<sup>th</sup>, 2016</b><br>(FSL and Governing Council verification)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 13) RISK MANAGEMENT AND CONDUCT | Chapter fully insured with liability coverage.  | Bronze                            | <b>January 29<sup>th</sup>, 2016</b><br>(Copy of <b>current</b> Insurance Policy)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                                 | Risk management policy that addresses <b>social function guidelines, alcohol use/abuse, hazing, sexual assault/abuse &amp; fire safety.</b>             | Bronze                            | <b>January 26<sup>th</sup>, 2016</b><br>(Copy of Risk Management Local <b>AND</b> Inter/National Policy)                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                                 | Completed a chapter wide Risk Management Program with an outside facilitator. Attending a campus program on a Risk Management topic will be considered. | Bronze                            | <b>May 4<sup>th</sup>, 2016</b><br>(Risk Management Workshop Template completed and a letter of verification from the facilitator). | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                                 | Chapter has had no more than one (1) judicial infraction in the 2015-2016 academic year.  | <b>Silver (+10 pts)</b>           | <b>May 4<sup>th</sup>, 2016</b><br>(Verification from FSL Office, National Office, or paperwork from conduct meeting)               | N/A   |
|                                 | Chapter has no judicial infractions during the 2015 - 2016 Academic year.   | <b>Black &amp; Gold (+10 pts)</b> | <b>May 4<sup>th</sup>, 2016</b><br>(FSL Office file)  |   |
| 14) MEMBERSHIP                  | Minimum chapter membership level must be consistent with expectations of individual council by-laws (15).   | Bronze                            | <b>End of Semester</b><br>(AppSync Roster)  | N/A   |
|                                 | Chapter membership must be within 90% of the chapter average.   | <b>Silver (+10 pts)</b>           | <b>End of Semester</b><br>(AppSync Roster)  |   |
|                                 | Chapter membership must be at or above the chapter average.   | <b>Black &amp; Gold (+10 pts)</b> | <b>End of Semester</b><br>(AppSync Roster)  |   |
| 15) ALUMNI RELATIONS            | A Spring Semester Newsletter or E-Letter is sent out.   | Bronze                            | <b>May 4<sup>th</sup>, 2016</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

Appalachian State University Fraternity and Sorority Standards of Excellence Program

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|--|--|--|--|---|
|  | <p>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.</p> | <p><b>Black &amp; Gold<br/>(+10 pts)</b></p> | <p><b>May 4<sup>th</sup>, 2016</b></p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
|--|--|--|--|---|

**\*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 1<sup>st</sup>, 2015 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**