

Spring 2016 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)	
2) COMMUNITY ENGAGEMENT AND SERVICE	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	Chapter has a faculty/staff advisor.	Bronze	March 4th, 2016 (AppSync Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has one (1) chapter 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 Advisory Team that participates in at least one meeting/event each semester.	Black & Gold (+10 pts)	May 4th, 2016 (Verification Letter from a National Officer/Regional Advisor that includes active Advisor Roster and attendance of meetings/events)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) MEETING ATTENDANCE	Delegates attend PHC General body meetings with no more than 2 absences. Chairs attend required meetings as requested.	Bronze	End of Semester (Verification from PHC)	N/A

Appalachian State University Fraternity and Sorority Standards of Excellence Program

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5) ACCOUNTS PAYABLE	Semester PHC dues paid on time (i.e. No late fees incurred).	Bronze	March 4th, 2016 (PHC Invoice & Receipt)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter is in good financial standing with Inter/National Office and the Panhellenic Association.	Silver (+10 pts)	May 4th, 2016 (Verification Letter from Executive Office or equivalent record)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) CHAPTER MEETINGS	Weekly Chapter Meeting held on campus (Date, time & location required).	Bronze	March 4th, 2016 (Copy of reservation confirmation or APH Reservation email)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) INVOLVEMENT	Must achieve minimum occupancy of designated room block/bed space in (24 beds) Appalachian Panhellenic Hall.	Bronze	January 29th, 2016 (Verified list/roster from University Housing of assigned beds)	<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.	Silver (+10 pts)	May 4th, 2016 (Involvement Template)	<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 (Involvement Template)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) NEW MEMBER EDUCATION	New Member Education Program due to Fraternity/Sorority Life Office. New Member Educator/Presidents Meeting is attended for Hazing Compliance Information. Associate/new member program shall last no longer than eight (8) weeks.	Bronze	January 29th, 2016 (A timeline, agenda for the program, notification of all off campus events and travel, expectations of new members and educational programs planned is required. Copy of Hazing Compliance Form is submitted).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9) RECRUITMENT	Chapter recruitment schedule must be submitted prior to recruitment. Events must be Alcohol-Free and must adhere to all guidelines and expectations as defined in the MOI for COB.	Bronze	January 29th, 2016 (Comprehensive event schedule including dates, times, and locations/address).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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10) CHAPTER LEADERSHIP	Active officers or committee chairs for: Scholarship, Housing, Standards, Recruitment and Community Service	Bronze	January 29 th , 2016 (Chapter Leadership Roster Template)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Officer Transition Meeting and Leadership Retreat for incoming officers facilitated by an Advisor, University Official, or Leadership Consultant.	Bronze	March 4 th , 2016 (Verification letter from the individual who facilitated retreat and the agenda/materials utilized.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) or more officers attended a regional/national training conference over the 2015-2016 academic year.	Black & Gold (+10 pts)	May 4 nd , 2016 (Verification Letter from National Office verifying attendance)	<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 and April 6 th , 2016 (Signed copy of AppSync Roster, requested forms, and all paperwork).	<input type="checkbox"/> Yes <input type="checkbox"/> No
12) PROGRAMMING	Participation in community programs (IFC, PHC, and NPHC) as requested (ex: Greek Week, Speakers, Meetings, Workshops, Etc.)	Bronze	May 4 th , 2016 (Governing Council 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
	Risk management policy that addresses social function guidelines, alcohol use/abuse, hazing, sexual assault/abuse & fire safety.	Bronze	January 29 th , 2016 (Copy of Risk Management Local AND Inter/National Policy)	<input type="checkbox"/> Yes <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	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
	Chapter has had no more than one (1) judicial infraction in the 2015-2016 Academic Year.	Silver (+10 pts)	May 4 th , 2016 (Verification from FSL Office, National Office, or paperwork from conduct meeting)	N/A

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14) RISK MANAGEMENT AND CONDUCT	Chapter has no judicial infractions within the 2015-2016 Academic Year.	Black & Gold (+10pts)	May 4th, 2016 (FSL Verification)	N/A
15) MEMBERSHIP	Minimum chapter membership level must be consistent with expectations of individual council by-laws (40).	Bronze	End of Semester (Official AppSync Roster)	N/A
	Chapter membership must be within five (5) members of Panhellenic Chapter Total (109) following the informal recruitment period and initiation.	Silver (+10 pts)	End of Semester (Official AppSync Roster)	
	Chapter membership must be at Panhellenic Chapter Total following the informal recruitment period and initiation.	Black & Gold (+10 pts)	End of Semester (Official AppSync Roster)	
16) ALUMNI RELATIONS	A Spring Newsletter or E-Letter is sent out to Alumni.	Bronze	May 4th, 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 4th, 2016 (Screenshots of media sites and a copy of invitations sent out to Alumni for the hosted events complete with a list of Alumni attended).	<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

For Silver and Black & Gold Level Recognition:

Silver = 65-85 additional points in eligible categories

Black & Gold = 75-110 additional points in eligible categories