

**Chapter Achievement Plan 2015**

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**Chapter Achievement Plan 2015**

***Instructions***

**Please Read All Instructions!**

**Purpose**

The purpose of the Chapter Achievement Plan (CAP) is to establish standards to ensure that every Drexel fraternity and sorority is fully committed to the highest quality of student experience for each of its members, with particular emphasis on upholding our 4 core values of academics, leadership, service and brotherhood/sisterhood.

Each recognized fraternity and sorority **must** complete a Chapter Achievement Plan in order to maintain its status as a recognized organization at Drexel University.

**Evaluation**

There are 3 sections in the Chapter Achievement Plan. The first two sections, Chapter Expectations and Executive Summary, are required for all groups. Fraternities and sororities interested in being considered for the Dean’s Cup Award must complete a Chapter Presentation. Each of the 3 sections provides an opportunity for fraternities and sororities to highlight their contributions to our core values: Academics, Leadership, Service and Brotherhood/Sisterhood.

Each Chapter Achievement Plan will be reviewed by a committee of faculty and professional staff members who will take into account all 3 segments of the CAP as a whole, in addition to statistical information provided by the Office of Fraternity & Sorority Life, including academic achievement, programming hours, and membership statistics.

Performance in each of the 3 sections will be considered when determining the overall level of excellence of the fraternity or sorority.

1. Chapter Expectations - This section focuses on whether each fraternity or sorority fulfills the minimum expectations of all fraternities and sororities at Drexel University. It is the University’s expectation that all recognized Greek organizations will comply with these requirements. The Chapter Expectations section encompasses items related to overall organization and management, programming, and compliance & efficiency. Chapters will provide information about basic day to day operations. Specific instructions are provided in Part I.
2. Executive Summary - This section provides fraternities and sororities with the opportunity to highlight their efforts in 5 areas that demonstrate a fraternity or sorority’s ability to evolve as an organization in an ever changing society. Chapters will have an opportunity to share programs, events and initiatives in the areas of Improvement, Innovation, Collaboration, Accountability/Bystander Intervention and Relevance. Specific instructions are detailed in Part II.
3. Chapter Presentation – Participating chapters will designate a team of up to 5 undergraduate members to make a 45 minute presentation to our CAP Review team. An additional member may view the presentation as a non-participating member to provide feedback to the chapter afterwards. Details pertaining to the format and scoring of the presentation are detailed in Part III.

Committee members will review all submissions and make their final decisions regarding Dean’s Cup in advance of a Fraternity/Sorority Awards Reception in May.

**Scoring**

Each application will be scored keeping in mind basic minimum standards of each chapter required to maintain recognized status on the campus. There is an expectation that chapters will maintain a certain standard of operation. This is where most organizations will score. Chapters which exceed those standards are those which exemplify fraternity and sorority values; they will receive recognition and awards for their outstanding efforts.

A star system will be utilized to identify the level of excellence (or achievement) related to each area of the 4 values (academics, leadership, service to the community, and brotherhood/sisterhood) which are being assessed. While each of the areas assesses excellence based on different specific criteria, the following is a general description of each of the star ratings:

One Star: Accredited Chapter - The Chapter has completed the minimum expectations of the Office of Fraternity & Sorority Life with regards to the overall vision of excellence for sororities and fraternities

Two Star: Chapter of Promise - The Chapter has satisfactorily met and demonstrated movement beyond minimum expectations of the Office of Fraternity & Sorority Life with regards to the overall vision of excellence for sororities and fraternities

Three Star: Chapter of Achievement - The Chapter has met all and exceeded most of the expectations of the Office of Fraternity & Sorority Life with regards to the overall vision of excellence for sororities and fraternities

Four Star: Chapter of Excellence - The Chapter has met and far exceeded all of the expectations of the Office of Fraternity & Sorority Life with regards to the overall vision of excellence for sororities and fraternities

Star ratings will provide chapters an assessment of their strengths, weaknesses, and areas for improvement.

Chapters will receive a star rating in each of the following areas, based on the four major values of the fraternity/sorority community and an average rating in the overall value:

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**Academics**

* + Academic Performance
	+ Academic Programming
	+ Academic Standards and Incentives
	+ New Member Academic Achievement
	+ Faculty Relations/Interaction

**Brotherhood/Sisterhood**

* + Alumni Relations
	+ Risk Management
	+ Ritual
	+ Interfraternal Relations
	+ Recruitment
	+ New Member Education

**Leadership**

* + Chapter Management
	+ Leadership Development
	+ Membership Education
	+ Parent & Family Relations
	+ Campus Involvement

**Service to the Community**

* + Philanthropy
	+ Hands-on community service

Certain recognition and incentives will be awarded based upon the star rating received by each chapter and will be outlined in the separate document. Only chapters scoring three or four stars in each of the four areas will be eligible for the Dean’s Cup.

If chapters do not meet the minimum expectations, they will begin a probationary period. An action plan will be developed in collaboration with the organization, its alumni/ae volunteers, and Fraternity & Sorority Life staff.

**Instructions for Completing the Application**

1. FORMAT
	* The application will be posted on the FSL website in summer term.
	* When completing the application, refer to events and achievements that occurred between **January 1, 2015 and December 31, 2015** only.
	* All entries must be in the proper order by section: Part I, II, III
	* Use the standard cover page and list the name of the fraternity or sorority and the name of the person(s) completing the application. A hardcopy of the completed coversheet must accompany the portable USB / flash drive holding the chapter’s completed application.
	* Completed applications must be received by the Office of the Dean of Students in full by **12:00 PM Noon on Friday, January 15, 2015**. Applicants may not request extensions. Early submissions are encouraged.
	* **Applications received after the due date/time will not be considered for awards.**
	* The official copy of the **application must be submitted on a portable flash drive** which includes all materials and all documentation.
	* The electronic documents for each section should carry the file name: “2015 CAP-ABC\_Part #” (insert the abbreviation of your chapter and number of corresponding section).
2. MINIMUM EXPECTATIONS
	* Read each question/statement carefully and answer “YES” or “NO” accordingly.
	* If answering “YES,” provide as much documentation as possible for that which is requested.
	* If answering “NO,” provide an explanation as to the reasoning for not fulfilling this expectation. If the chapter can provide sound reasoning for lack of completion points may still be awarded.
	* Do not skip or omit a question. If the question is skipped or omitted, no credit will be awarded.
	* **Attachments submitted as part of the Chapter Expectations Section should be labeled as follows: “2015 CAP-ABC-Part1-NameofItem**
	* Only include attachments or additional documents when noted. Additional attachments will not be reviewed.
3. SUPPORTING MATERIALS
	* The judges will have a limited amount of time to try and locate your documentation. Electronic documents should be well organized and clearly labeled.
	* Do not include material unless it is specifically requested.
	* **Any referenced programs/events should be officially submitted to FSL via an Event Verification Form by the stated deadline (Ex. 2nd Friday of winter term for fall 2015 programming).**

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**Chapter Achievement Plan Submission 2015**

**Chapter Name Here**

**Person(s) Completing Application:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email Address** |
| **1** |       |       |
| **2** |  |       |
| **3** |       |       |
| **4** |       |       |
| **5** |       |       |
| **6** |       |       |
| **7** |       |       |
| **8** |       |       |

**Please submit USB / flash drive and this cover page
to the Office of the Dean of Students, Creese 215**

**Chapter Achievement Plan 2015**

***Part I: Chapter Expectations***

Chapter is in good standing with the University/Inter/National organization (if applicable)\*

 Chapter has provided the University with a certificate of insurance demonstrating that the chapter carries general liability insurance specific terms as required by the Office of Risk Management. It is a requirement of each chapter to name Drexel University as an additional insured.\*

Chapter has not been found responsible for any conduct issues during the calendar year
If not, explain:

**Academics**

Chapter has maintained a 2.5 cumulative GPA for the entire year\*

Chapter has achieved a 2.0 term GPA or higher each term\*

Chapter has one person in charge of academic programs
Name:
Position:

Chapter has academic improvement program for those who fall below chapter academic standards
Describe Briefly:

Chapter has incentives/recognition in place to encourage academic excellence
Explain Briefly:

**Brotherhood/Sisterhood**

 Chapter has at least one person in charge of social programming (Chapter brotherhood/sisterhood activities or social events with other chapters, with or without alcohol.)
Name:
Position:

 Chapter hosts or attends at least one social event without alcohol each term
Winter Date: Description:
Spring Date: Description:
Summer Date: Description:
Fall Date: Description:

 Chapter has at least one person in charge of new member education/intake
Name:
Position:

 Chapter has and submits new member education/intake plan or outline to Fraternity & Sorority Life for each term in which new member education/intake was conducted\*

 Chapter conducts grade checks through the Office of Fraternity & Sorority Life on all potential new members prior to extending bids/invitations to join\*

 Chapter representative attends the annual New Member Education/Intake workshop sponsored by the Office of Fraternity & Sorority Life\*

 Chapter submits new member forms and anti-hazing forms on time to Fraternity & Sorority Life for all new members within 48 hours of bid acceptance/beginning of new member education or intake each term they take new members\*

 Chapter submits rosters updates (2 times per term)\*

 Chapter holds official initiation/intake process for Drexel students at least once per year\*
Date:

 New member education/intake program does not exceed 12 weeks maximum\*

Chapter representative regularly attends designated council meetings (IFC/PHC/MGC)\*

Chapter is in good financial standing with their designated council (has paid dues) and the University\*

 All chapter recruitment events are free from alcohol\*

All New Member Education/Intake activities are free from alcohol, including, but not limited to Bid Day, Big/Little Activities, New Member Meetings, Pre/Post Initiation, and all Rituals

 Chapter has at least one person in charge of alumni relations
Name:
Position:

 Chapter has an accurate alumni database that is actively updated
Type of Database:
Date Last Updated:

 Chapter hosts at least one event for alumni and undergraduate members annually
Date:
Description:

 Chapter has at least one person in charge of risk management operations
Name:
Position:

Chapter hosts or attends at least one program on the topic of alcohol/drug use annually
Date:
Title:
Presenter:

 Chapter hosts or attends at least one program on the topic of hazing prevention annually
Date:
Title:
Presenter:

 Chapter hosts or attends at least one program on the topic of sexual assault education annually
Date:
Title:
Presenter:

Chapter has a written internal code of conduct or standards for all membership (include as attachment)

Chapter has a written, up-to-date risk management policy distributed and explained to all members (include as attachment)

Chapter has a written, up-to-date crisis management plan distributed and explained to all members (include as attachment)

Chapter has one person designated as a house manager (if applicable)
Name:
Position:

**Leadership**

Chapter has an Alumni Advisor on file with FSL\*

Chapter has a Faculty/Staff Advisor (full-time employee of Drexel University, in addition to staff of the Office of Fraternity & Sorority Life) on file with Fraternity & Sorority Life\*

Bylaws & Constitution have been reviewed in past two years (include as attachment)
Date Updated:

Each executive board member and chair position has a written job description

Chapter has and implements a plan for officer transition
Date of Elections:
Date & Description of Transition:

Executive board meets regularly
Day/Time/Frequency:

Chapter holds regular meetings
Day/Time/Frequency:

Agendas and meeting minutes utilized and kept on file (include a set of chapter meeting minutes from 2015 as an attachment)

Semi-annual goals are submitted twice year to Fraternity & Sorority Life\*

Officer update forms are submitted each term to Fraternity & Sorority Life\*

Chapter programming forms are submitted to Fraternity & Sorority Life each term\*

Chapter has at least one person in charge of educational programming (events, speakers or programs covering a variety of topics such as diversity, leadership - not academics or study hours)
Name:
Position:

Chapter hosts or attends at least one program on a diversity/multicultural topic annually
Date:
Title:
Presenter:

Chapter hosts or attends at least one CEO LEAD program annually

 Date:

 Title:

 Presenter:

Chapter has an operating budget including anticipated income and expenditures is created and approved.

Chapter has dues collection process in place (include written policy as attachment)
Explain Briefly:

Chapter utilizes dual check signing process

Chapter has updated website
URL:
Person Responsible:
Date of Last Update:

Chapter attends required programming as defined by Fraternity & Sorority Life

Chapter representatives attend monthly Presidents’ Meetings\*

Chapter representative meets regularly with the Office of Fraternity & Sorority Life staff (at least once per term)\*

Chapter submits Greek Week Statement of Ethics (if applicable)

Chapter maintains regular communication with national or regional representatives (if applicable)
Name of Contact:
Position:

Individuals in the chapter are involved in the campus community, for example other student orgs, campus events, paraprofessional work, etc. (include as attachment: list of members and their involvement)

**Service to the Community**

Chapter has at least one person in charge of community service/philanthropic activities
Name:
Position:

Chapter hosts and/or attends at least one hands-on community service event or activity during the fall, winter and spring terms
Winter Date: Description/Organization:
Spring Date: Description/Organization:
Fall Date: Description/Organization:

Chapter participates in activities to raise money for a specific charity
Agency/Charity:
Amount Donated:

No funds raised for chapter philanthropic purposes have come from the sale of or events with alcohol (as noted in FIPG)

My signature below constitutes my pledge that the information provided in this document and all supporting information is accurate for the year for which it is being reviewed. I am aware that fabricated information will result in ineligibility for chapter awards and potential conduct repercussions.

President:

 Signature Date

Advisor:

Signature Date

\*Verified through the Office of Fraternity & Sorority Life

**Chapter Achievement Plan 2015**

***Part II: Executive Summary***

**Improvement**

In 400 words or less, discuss the current strengths and weakness of your organization, areas in which you have improved over the past year, or challenges you have faced this year. Share specific examples of how you worked to address weaknesses and challenges.

**Innovation**

In 400 words or less, describe any new ideas or programming your organization has implemented this year. How has this new initiative impacted your organization?

**Collaboration**

In 400 words or less, describe the collaborative efforts your organization has made in the past year (ex. other fraternities/sororities, councils, student organizations, university offices, chapters at other campuses, community partners, etc.). What worked? What would you do differently next year?

**Accountability/Bystander Intervention**

In 400 words or less, discuss what your organization has done this year to ensure members are aware of and held accountable to their responsibilities as a member of your fraternity/sorority. How have you worked to instill the notion of “be your brother/sister’s keeper” in your organization?

**Relevance**

In 400 words or less, explain how your organization has contributed to the University’s strategic initiatives over the last year. The University strategic plan can be found at <http://drexel.edu/strategicPlan/initiatives/student-experience/>

**Chapter Achievement Plan 2015**

***Part III: Presentation***

Participation in Part III is not required for recognition. Rather, organizations that would like to be considered for the Dean’s Cup Award should verify by way of email to greeklife@drexel.edu that they plan to participate in Part III. Participating organizations will be assigned a presentation timeslot which will be communicated via email before the close of fall term.

Participating chapters may designate a team of up to 5 undergraduate members to serve on the chapter presentation team and may have up to two non-participating members viewing the presentation. The team will be given 45 minutes to share information with the CAP Review Committee. Ideally, chapters will prepare presentations that allot 30 minutes for information sharing and 15 minutes for a question/answer period.

* Time will be strictly kept. If the presentation portion of the program exceeds 30 minutes, there will not be an additional 15 minutes of questions allotted.
* Presentations will be evaluated as part of the overall Chapter Achievement Plan submission based on how well each chapter addresses the values of fraternity & sorority life: Brotherhood/ Sisterhood, Leadership, Service to the Community, and Academics
* Supplemental information, such as handouts, videos or PowerPoint presentations may be used if necessary to present information.

**Chapter Presentations should aim to include the following information that may not have been shown through the other sections of the CAP.**

* Introduction of presenters – Name, Class, Position in the organization
* Brief history and purpose of the organization
* **Academics**
	+ **Academic Performance**, including reflection on 2015 chapter academic performance (includes both initiated and new member performances)
	+ **Academic Programming**, including chapter academic support program, academic resources, academic goals, academic educational programs, and faculty interaction (for both members and new members)
	+ **Academic Standards and Incentives**, including requirements for all levels of membership, enforcement of academic standards, incentives utilized and their effectiveness
	+ **Faculty Involvement, including programs and meetings in which faculty were invited to the chapter house, faculty presented to the chapter and/or other means for connecting faculty with the fraternity/sorority.**
* **Brotherhood/Sisterhood**
	+ **Alumni Relations**, including tracking of alumni contact information, events held with alumni and undergraduates, relationship with alumni/alumni chapter, and involvement with Alumni Relations and/or Institutional Advancement and University alumni events (Blue & Gold, Homecoming, etc.)
	+ **Risk Management**, including risk management policy, risk management chair, and specific examples of educational programming for members on topic of risk (sexual assault, alcohol, drugs, etc.)
	+ **Ritual**, including involvement in Ritual Celebration Week, frequency of performance of formal Rituals, chapter Ritual education for members, storage/protection of Ritual equipment, and how the chapter values seen in the Ritual can be explained by members and seen through their actions
	+ **Interfraternal Relations**, including involvement and communication with other Greek organizations and governing councils on Drexel’s campus
	+ **Recruitment**, including goals and overall plan for recruitment efforts, participation in Greek wide recruitment events, and means of promoting events (marketing, promotional items, materials/information shared with potential members, etc.)
	+ **New Member Education/Intake**, including goals and outcomes for NM Education/Intake program, and involvement in Greek FIRE program, initiation rate, and overall program effectiveness
* **Leadership**
	+ **Chapter Management**, including development of vision and goals, fundraising, fiscal management, involvement with faculty/staff advisor, interaction with national consultant/national office (if applicable), Code of Conduct, interaction of leadership team and delegation
	+ **Leadership Development**, including involvement with the CEO LEAD program, attendance at conferences and leadership development opportunities, leadership development plan and goals
	+ **Membership Education,** including educational programming (leadership development, diversity, etc.), membership development plan and goals
	+ **Parent & Family Relations,** including events, communication, and other programs/information specifically targeted toward parents of members, new members, and potential members
	+ **Campus Involvement**, including interactions with Drexel faculty/staff (not FSL or University Housing), members’ involvement in student/community organizations, members’ leadership roles on campus, and collaboration/co-sponsorship with student organizations outside fraternity and sorority life
* **Service to the Community**
	+ **Philanthropy**, including the organization’s national/local philanthropic causes, events, reflection on the value of philanthropy, and educational component incorporated into philanthropic events
	+ **Hands-on community service**, including service events and reflection on the value of service