

# **FRATERNITY & SORORITY** **5-STAR PROGRAM GUIDE**



**2016-2017**

## **Introduction**

The Office of Student Life has implemented the following evaluation system to improve the management and the quality of social fraternity and sorority organizations at SUNY Buffalo State. The results of the evaluation will be used to designate an organization as a 5-Star, 4-Star, 3-Star, 2-Star, or 1-Star organization.

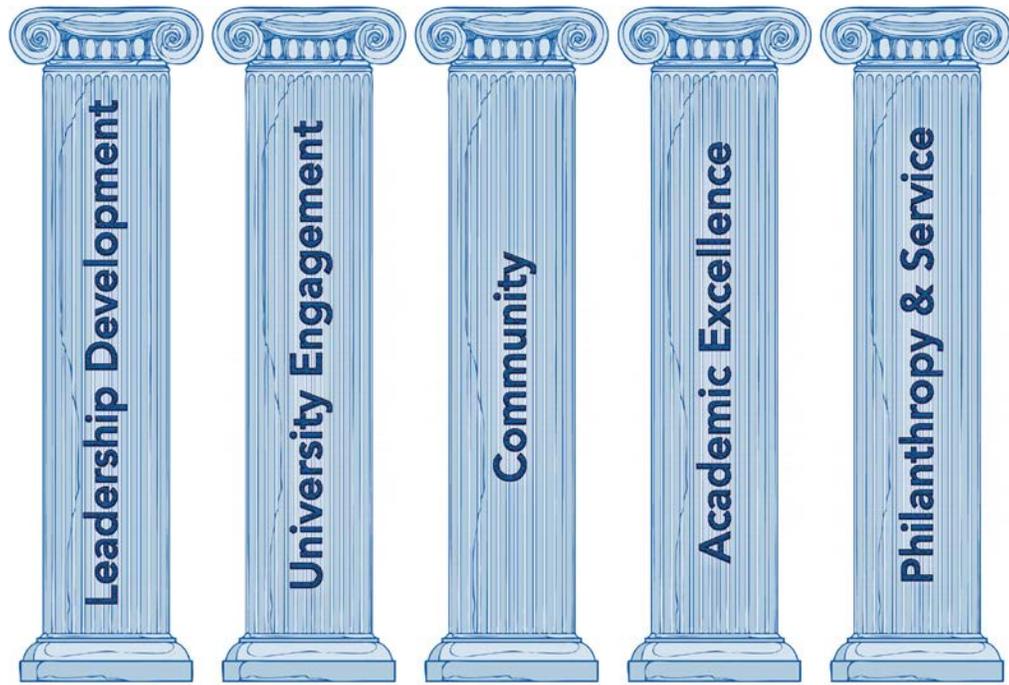
The intent of the Fraternity and Sorority 5-Star Program is to provide a framework by which Fraternity and Sorority organizations can quantify and document their activities and successes, while creating a tool by which they may be evaluated. There is a hope that the organizations will strive to attain a **5-Star** rating, but a **3-Star** is the baseline. Every chapter is expected to submit a 5 star program.

One main point of this Program is to allow Fraternity and Sorority organizations to strive towards the mission of the College, as well as achieve organizational success. Fraternity and Sorority organizations will not be able to maintain status quo; continued improvement will always be expected. Your submissions will be reviewed by a Committee including the Assistant Director of Student Life for Greek Life and Student Activities and their Graduate Assistant.

The Star Rating begins in September (Fall Semester and runs through the academic year until April - end of Spring semester). The official "Star Rating" will be determined at the end of the Spring semester. At the end of the Fall semester, a mid-year rating will be determined in order to track the organization's progress within the Program.

### **Purpose**

**The Purpose of the 5-Star program is to encourage the Fraternity and Sorority Community to achieve higher standards, which showcase a positive image, successful operations and management, and chapter achievements. The 5-Star Program is a collection of standards that chapters are encouraged to accomplish in five key categories. Chapters will earn a star rating for each category in which the established requirements are accomplished. At the end of the academic year an average of the 5 categories will be taken to calculate the chapter's official star rating. Ratings will not be rounded up (eg. If your average is a 3.6 your official rating is a 3). A total of five stars may be earned by each chapter. The program will be administered on an academic year basis, running from September to April of each year. Chapters will be awarded their stars at the end of the spring semester so the marketing for the start of the following year will reflect the star status of the organization.**



### Rationale

The 5-Star Program has been determined to showcase best practices in creating a positive and constructive Fraternity and Sorority community that is firmly based in its founding values.

- 1. Community:** Instilling the values of their organizations and SUNY Buffalo State. The chapters form a strong unified community, as well as brotherhood/sisterhood within their chapter. They have an active recruitment process and help to form a positive image of Greek Life. The organizations will work not only to strengthen their council but to work with the other councils as well. With a focus on developing the IGA core values of Community Service, Leadership, Unity, Scholarship, Training, Education, and Retention the members are to exemplify SUNY Buffalo State's mission and values by serving as great role models for the SUNY Buffalo State community, with clean judicial records and exemplary reputations on campus.
- 2. Academic Excellence:** Positively affecting member's intellectual development. The chapter members excel in academics. The members should strive to be part of the Dean's List every semester. The members should also be in honor societies within their major or scope of studies. At the minimum, members must achieve the college and organization GPA requirement to be involved in the organization.
- 3. Philanthropy & Service:** Developing citizenship through service and outreach. The chapter members exemplify civic engagement while facilitating, as well as participating, in various service initiatives both on campus and off.
- 4. Leadership Development** Developing leadership skills and abilities. The chapter members value leadership and work to continuously develop their own skills so as to apply those skills to the betterment of their organizations. Members are expected to be an engaged presence on campus and contribute to various leadership opportunities.
- 5. College Engagement** As a diverse community, we expect that the students would stretch beyond their horizon and be involved in events that are either cultural, religious, gender-related, and political. It should be a focus to ensure our members are becoming well rounded students and global citizens.

## Chapter Rating Scale

- **Five Star Chapter** - Premier Chapter
  - ❖ The chapter has demonstrated eagerness towards achieving excellence in each of the 5 categories. The chapter is strong and knows the true purpose of why the organization was founded. A chapter that reaches 5 star has not only challenged itself but it has challenged each member to become better individuals. The organization has gone above and beyond to excel inside and outside Greek Life.
- **Four Star Chapter** – Exemplary Chapter
  - ❖ A four star chapter has excelled in fulfilling the essential requirements. The chapter has challenged itself in becoming a better chapter. The chapter showcased exemplary Fraternity and Sorority unity through collaboration, support, and programming of all Fraternity and Sorority-lettered organizations.
- **Three Star Chapter** - Standard Chapter
  - ❖ The chapter has fulfilled all general baseline requirements that make the group a chapter that is viable. The chapter with a 3 star can do an analysis and focus on improving an area they feel is lacking.
- **Two Star Chapter** – Probationary Chapter
  - ❖ A chapter that is on probation and has not met the basic standards of a 3 star chapter. The chapter has an opportunity to regroup and hopefully fulfill the basic standards and become a 3 star chapter, by the following year.
- **One Star Chapter** – Non-Compliant Chapter
  - ❖ The chapter has demonstrated unsatisfactory performance. (By the next mid-semester check in the chapter must be performing at a 3-star level). Chapter with an average 1 star are usually on the verge of losing recognition at SUNY Buffalo State or Nationally. The entire chapter would need to use all of their resources (SUNY Buffalo State advisor, alumni advisor, & national advisor if applicable) and work closely with the Assistant Director of Student Life for Greek Life and Student Activities to meet baseline standards by the following semester. If the chapter loses recognition, it will have to wait 4 years to reapply as an organization to the Inter Greek Association.

### **Note:**

If a chapter is ranked a 2 star, during their review, they will have one year to increase their rating to the baseline (3-star). During that time, the chapter must continue to *abide by all policies (College, IGA, and Student Life Office)*.

When a chapter is found responsible for violating a College policy, the IGA Judicial Board or the College Judicial Board will provide a list of sanctions that must be met. So long as a chapter is completing these sanctions, they may meet baseline requirements.

Once baseline requirements are met and the chapter receives College recognition, they can use the star levels to measure chapter growth and development. Stars support the theoretical pillars of Greek Life at SUNY Buffalo State, and allow for discussion on the chapter's current state.

### **Review of Chapters**

Chapters will be reviewed on an annual basis, beginning at the start of Fall term and a final rating will be given at the end of the Spring semester.

## **Noncompliant Chapters**

Chapters not meeting baseline requirements during a review period may lose recognition with the College. Based on submitted information, the review committee may provide a suggestion of "Unrecognizing Status" from the College to the chapter.

If the decision to be unrecognized is taken, the decision will be communicated to the chapter president, chapter advisory board, fraternal headquarters (if applicable) and IGA Expansion Committee. In accordance with past precedence, the College requests the removal of a charter for a minimum of five years before re-affiliation will be considered. After five years, campus and organizational climate will be assessed based on the shared desire for a successful chapter. This decision is made in conjunction with the Associate Vice President for Student Success and other administrators as well.

## **Fraternity & Sorority Life GPA Standards**

### **Chapter Requirement:**

- **Semester GPA's:** In order to be a 3, 4 or 5-Star organization, the chapter must meet or exceed the following grade threshold for the Fall and Spring semesters. The chapter's Fall GPA's will be averaged in January and Spring GPA's will be averaged in June. A combined, weighted average of the two semesters will be calculated to determine star rating.
  - 5-Star: Above 3.20 GPA
  - 4-Star: 2.80 – 3.20 GPA
  - 3-Star: 2.60 – 2.80 GPA
  - 2-Star: 2.30 – 2.60 GPA
  - 1-Star: Below 2.00 GPA
- **Cumulative GPA:** In order to meet the standard rating (a 3 star), the chapter's cumulative GPA must remain above a 2.60 at all times.

### **Membership Requirement:**

- To remain an Active Member of a Fraternity and Sorority organization, students must maintain a 2.00 cumulative GPA.

### **Executive Board Requirement:**

- **Organization E-Board:** In order to run for a position on the executive board of a Fraternity and sorority organization, a student must have a 2.0 Cumulative GPA. During the election semester, and throughout the term in office, the student must maintain the 2.0 Cumulative GPA, and each semester GPA must be above a 2.0 and must be a full time student.
- **Council E-Board:** In order to run for a position on the executive board of a Fraternity and sorority Council, a student must have a 2.5 Cumulative GPA. During the election semester, and throughout the term in office, the student must maintain the 2.5 Cumulative GPA, and each semester GPA must be above a 2.5 and must be a full time student.

### **\*\*PLEASE NOTE:**

*Failure to comply with these Executive Board GPA requirements will result in the immediate removal of your Executive Board position within your organization and/or your Council.*

The Student Life Office has established a set of minimum standards that must be maintained by all fraternities and sororities. Fraternities and sororities that fail to meet these standards (and receive lower than 3 star) may not be recognized by the College any longer.

Regardless of your ranking, you must meet these requirements in order to be recognized as a Fraternity or Sorority:

1. Maintain chapter documentation, including:
  - Member roster
  - Officer and Advisor roster
  - Signed Anti-Hazing Policy
  - New Member Education Process report form and calendar
  - Updated bylaws
  - Budget Proposal to IGA
2. Attend "Presidents' Retreat" every semester
3. Have an advisory board (SUNY Buffalo State Campus Advisor, National Advisor (if applicable), and Alumni Advisor)
4. Chapter GPA must be 2.5 or above
  - Show improvement from the last review
5. Have a minimum of five members
  - In order to be an active member, the student must have a GPA of 2.0 or above, & a full time student
6. Abide by all local, state and federal laws, SUNY Buffalo State's Code of Conduct, the IGA Constitutions and Bylaws, any additional council policies and procedures and Student Life Office policies and guidelines.
7. Have a liability insurance of \$1 million dollars, with SUNY Buffalo State named as additionally insured.

Chapters not abiding by these requirements may lose recognition from the College. Chapter recognition will be evaluated on an annual basis at the end of each spring term. It is an expectation that all of our organizations strive for 5-Star status and at minimum, meet 3-Star status. Please continue reading for detailed guidelines of each status.

# 5-Star Rubric

## PREMIER

- ✓ In order to be considered a 5-Star organization, your chapter must complete 90% of the list below.
- ✓ The Office of Student Life has developed a criteria consisting of 27 guidelines.
- ✓ 90% of these 27 guidelines is 25. Your organization must fully complete 25 of the below 27 guidelines in order to be considered a 5 Star organization.

### Chapters must provide all of the following basic documentation:

- ✓ Member roster each semester by the given deadline
- ✓ Officer and Advisor roster
- ✓ Signed Anti-Hazing Policy
- ✓ New Member Education paperwork submitted on time.
- ✓ Updated bylaws
- ✓ Accepted Bengal Connect submission with an up-to-date roster

### Chapters will submit a binder with all sign in sheets, photos, projects, plans, and any paperwork pertinent to the 5-Star program.

- ✓ Sign-in sheets and photos must be provided for each event.
- ✓ Signed community service forms must be provided for all service and philanthropy events.
- ✓ New members are ONLY counted once they have fully crossed in to your organization. If you have events/programs/service after your crossing/initiation date your percentages must include your new members. All new members must have their resume critiqued at the Career Development Center.

### ACADEMIC EXCELLENCE

- The chapter GPA is a **3.0 or higher** for the academic year.
- The chapter has a written academic plan.
- 15% of the chapter are on the Dean List.

### UNIVERSITY ENGAGEMENT

- The chapter has 0 incident reports through the Student Life Office that academic year.
- The chapter has 0 incidents of probation or suspension through College Judicial that academic year.
- The chapter presents a workshop or informational session on a topic of their choosing. Presentation topic must be appropriate and exemplify student leadership. Proof of presentation must be included. **EACH SEMESTER**
- The chapter attends a workshop or informational session given by another BSC Greek organization. **EACH SEMESTER**
- 80% of the chapter attends a Student Affairs (e.g. athletics, Student Life, Health Promotions, Career Development, Residence Life) sponsored program or event. **EACH SEMESTER**
- 80% of the chapter attends a cultural program (e.g. Equity and Campus Diversity movie series, QPR training, Safe Zone, Black History Month, Anne Frank Festival) **EACH SEMESTER**
- 80% of the chapter attends **two** Signature Council (e.g. IGA, NPC, NALFO, NPHC) events including their own council.

### LEADERSHIP DEVELOPMENT

- 70% of members (preferably including new members and the Executive Board) attend the Spring Student Life Leadership Conference.
- 70% of members would attend a leadership workshop each semester or event offered through Student Life. (If you hold one of the following positions for the full year you can be excused from both workshops for the semester you are in the position: Orientation Leader, Commuter Ambassador, Resident Assistant, IGA Judicial Board Member)
- Your organization's President or representative of your organization attends the President's Business Meeting each semester.
- 100%** of New Members attend **Emerging Greek Member each semester**

- The President of your organization attends 100% of the Presidents Meetings for the year.
- 100% of the chapter has an updated resume critiqued by the career center.
- Chapter creates a presentation to deliver at one of the Emerging Greek Member meetings in Fall or Spring.

#### **SERVICE / PHILANTHROPY**

- The chapter has a total of at least **40 hours** of service per member
- The chapter raises at least **\$40 per member** for philanthropy (must be verified)
- 85% of the Chapter participates in a service project/event recognized by VSLC or Student Life (e.g. Breast Cancer Walk, Buffalo News Kids Day, Bengals Dare to Care, volunteering at Student Life events) **EACH SEMESTER**
- The chapter creates and hosts a new service initiative or philanthropic event, inviting other organizations to participate

#### **COMMUNITY**

**FOR THIS SECTION: 1. MIXERS DO NOT COUNT 2. YOU CANNOT WORK WITH THE SAME ORGANIZATION(S) EACH SEMESTER TO RECEIVE CREDIT.**

- The chapter holds an event or participates in a Buffalo State sponsored event with another **Fraternity and Sorority organization (from a different council) EACH SEMESTER**
  - The chapter holds an event or participates in a Buffalo State sponsored event with one **non-Fraternity and Sorority student organization EACH SEMESTER**
  - The chapter presents a workshop or informational session on a topic of their choosing. Presentation topic must be appropriate and exemplify student leadership. Proof of presentation must be included. **EACH SEMESTER**
  - The chapter holds an event or participates in a Buffalo State sponsored event with a **department on campus. EACH SEMESTER**
  - The chapter has a new member class each semester.
  - The chapter has a minimum of 10 members throughout the year.
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# 4-Star Rubric

## EXEMPLARY

- ✓ In order to be considered a 4-Star organization, your chapter must complete 90% of the list below.
- ✓ The Office of Student Life has developed a criteria consisting of 26 guidelines.
- ✓ 90% of these 26 guidelines is 24. Your organization must fully complete 24 of the below 26 guidelines in order to be considered a 4 Star organization.

### Chapters must provide all of the following basic documentation:

- ✓ Member roster each semester by the given deadline
- ✓ Officer and Advisor roster
- ✓ Signed Anti-Hazing Policy
- ✓ New Member Education paperwork submitted on time.
- ✓ Updated bylaws
- ✓ Accepted BengalConnect submission with an up-to-date roster

### Chapters will submit a binder with all sign in sheets, photos, projects, plans, and any paperwork pertinent to the 5-Star program.

- ✓ Sign-in sheets and photos must be provided for each event.
- ✓ Signed community service forms must be provided for all service and philanthropy events.
- ✓ New members are ONLY counted once they have fully crossed in to your organization. If you have events/programs/service after your crossing/initiation date your percentages must include your new members. All new members must have their resume critiqued at the Career Development Center.

### **ACADEMIC EXCELLENCE**

- The chapter GPA is a **2.8 or higher** for the academic year.
- The chapter has a written academic plan.
- 10% of the chapter are on the Dean List.

### **UNIVERSITY ENGAGEMENT**

- The chapter has 0 incident reports through the Student Life Office that academic year.
- The chapter has 0 incidents of probation or suspension through College Judicial that academic year.
- The chapter presents a workshop or informational session on a topic of their choosing. Presentation topic must be appropriate and exemplify student leadership. Proof of presentation must be included.
- The chapter attends a workshop or informational session given by another BSC Greek organization.
- 80% of the chapter attends a Student Affairs (e.g. athletics, Student Life, Health Promotions, Career Development, Residence Life) sponsored program or event.
- 80% of the chapter attends a cultural program (e.g. Equity and Campus Diversity movie series, QPR training, Safe Zone, Black History Month, Anne Frank Festival)
- 80% of the chapter attends **two** Signature Council (e.g. IGA, NPC, NALFO, NPHC) events including their own council.

### **LEADERSHIP DEVELOPMENT**

- 50% of members (preferably including new members and the Executive Board) attend the Spring Student Life Leadership Conference
- 65% of members would attend a leadership workshop each semester or event offered through Student Life. (If you hold one of the following positions for the full year you can be excused from both workshops: Orientation Leader, Commuter Ambassador, Resident Assistant, IGA Judicial Board Member)
- Your organization's President or executive board representative of your organization attends the President's Business Meeting each semester.
- 100%** of New Members attend **Emerging Greek Member each semester**
- The President of your organization (or executive board representative) attends at least 80% of the Presidents Meetings for the year.

- 100% of the chapter has an updated resume critiqued by the Career Development Center or your major's faculty member

### **SERVICE / PHILANTHROPY**

- The chapter has a total of at least **30 hours** of service per member
- The chapter raises at least **\$30 per member** for philanthropy (must be verified)
- 75% of the Chapter participates in a service project/event recognized by VSLC or Student Life (e.g. Breast Cancer Walk, Buffalo News Kids Day, Bengals Dare to Care, volunteering at Student Life events)
- The chapter creates and hosts a service initiative or philanthropic event, inviting other organizations to participate

### **COMMUNITY**

**FOR THIS SECTION: 1. MIXERS DO NOT COUNT 2. YOU CANNOT WORK WITH THE SAME ORGANIZATION(S) EACH SEMESTER TO RECEIVE CREDIT.**

**FOR THIS SECTION: MIXERS DO NOT COUNT**

- The chapter holds an event or participates in a Buffalo State sponsored event with another **Fraternity and Sorority organization (from a different council) EACH SEMESTER**
- The chapter holds an event or participates in a Buffalo State sponsored event with one **non-Fraternity and Sorority student organization EACH SEMESTER**
- The chapter presents a workshop or informational session on a topic of their choosing. Presentation topic must be appropriate and exemplify student leadership. Proof of presentation must be included.
- The chapter holds an event or participates in a Buffalo State sponsored event with a **department on campus. EACH SEMESTER**
- The chapter has a new member class each year.
- The chapter has a minimum of 10 members at the end of the academic year.

# 3-Star Rubric

## YEAR-LONG STANDARD

- ✓ In order to be considered a 3-Star organization, your chapter must complete 95% of the list below.
- ✓ The Office of Student Life has developed a criteria consisting of 23 guidelines.
- ✓ 95% of these 23 guidelines is 22. Your organization must fully complete 22 of the below 23 guidelines in order to be considered a 3 Star organization.

### **Chapters must provide all of the following basic documentation:**

- ✓ Member roster each semester by the given deadline
- ✓ Officer and Advisor roster
- ✓ Signed Anti-Hazing Policy
- ✓ New Member Education paperwork submitted on time.
- ✓ Updated bylaws
- ✓ Accepted BengalConnect submission with an up-to-date roster

### **Chapters will submit a binder with all sign in sheets, photos, projects, plans, and any paperwork pertinent to the 5-Star program.**

- ✓ Sign-in sheets and photos must be provided for each event.
- ✓ Signed community service forms must be provided for all service and philanthropy events.
- ✓ New members are ONLY counted once they have fully crossed in to your organization. If you have events/programs/service after your crossing/initiation date your percentages must include your new members. All new members must have their resume critiqued at the Career Development Center.

### **ACADEMIC EXCELLENCE**

- The chapter GPA is a **2.50 or higher** for the academic year.
- 5% of the chapter is on the Dean List.

### **UNIVERSITY ENGAGEMENT**

- The chapter has 0 incident reports through the Office of Student Life that academic year.
- The chapter has 0 incidents of probation or suspension through College Judicial that academic year.
- The chapter attends a workshop or informational session given by another Buffalo State Greek organization.
- 75% of the chapter attends a Student Affairs (e.g. athletics, Student Life, Health Promotions, Career Development, Residence Life) sponsored program or event.
- 75% of the chapter attends a cultural program (e.g. Equity and Campus Diversity movie series, QPR training, Safe Zone, Black History Month, Anne Frank Festival)
- 75% of the chapter attends **two** Signature Council (e.g. IGA, NPC, NALFO, NPHC) events including their own council.

### **LEADERSHIP DEVELOPMENT**

- 30% of members (preferably including new members and the Executive Board) attend the Spring Student Life Leadership Conference
- 50% of members would attend a leadership workshop each semester or event offered through Student Life. (If you hold one of the following positions for the full year you can be excused from both workshops: Orientation Leader, Commuter Ambassador, Resident Assistant, IGA Judicial Board Member)
- Your organization's President or executive board representative of your organization attends the President's Business Meeting each semester.
- 100%** of New Members attend **Emerging Greek Member each semester**
- The President of your organization (or executive board representative) attends at least 75% of the Presidents Meetings for the year.
- 100% of the chapter has an updated resume critiqued by the Career Development Center or your major's faculty member.

## SERVICE / PHILANTHROPY

- The chapter has a total of at least **20 hours** of service per member
- The chapter raises at least **\$20 per member** for philanthropy (must be verified)
- 75% of the Chapter participates in a service project/event recognized by VSLC or Student Life (e.g. Breast Cancer Walk, Buffalo News Kids Day, Bengals Dare to Care, volunteering at Student Life events)

## COMMUNITY

### FOR THIS SECTION: MIXERS DO NOT COUNT

- The chapter holds an event or participates in a Buffalo State sponsored event with another **Fraternity and Sorority organization (from a different council)**
  - The chapter holds an event or participates in a Buffalo State sponsored event with one **non-Fraternity and Sorority student organization**
  - The chapter presents a workshop or informational session on a topic of their choosing. Presentation topic must be appropriate and exemplify student leadership. Proof of presentation must be included.
  - The chapter holds an event or participates in a Buffalo State sponsored event with a **department on campus.**
  - The chapter has a new member class each year.
  - The chapter has a minimum of 5 members throughout the year.
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# 2-Star Rating Guidelines

## PROBATIONARY

### \*\* 2-STAR PROBATIONARY STATUS \*\*

#### 2-Star Probation Status

If you fail to complete all of the minimum requirements for 3-Star Accreditation, you will be placed on a 2-Star Probation. Please see below probation sanctions. If you are on 2-Star Probation for one year without improvement, you will be placed on 1-Star Probation for the following year.

- ✓ You must complete all requirements for 3-Star Accreditation by the next review period (December.) If you meet all requirements for 3-Star Accreditation you will be permitted to operate as a 3 star organization for the spring semester. Please note: this standard must be maintained for the Spring semester.
  - ✓ For the following semester (Fall 2016) recruitment and new member education will be conducted and overseen by nationals. Nationals alone will have full authority of recruitment, education and initiation.
  - ✓ If you do not complete all requirement for 3-Star Accreditation by the next review period (December) your chapter will not be permitted to take a new member class in the Spring semester.
  - ✓ You may not host or co-sponsor any programs or events (unless it is to fulfill a 3-Star requirement.)
  - ✓ All events and room requisitions must be approved by the Assistant Director of Student Life for Greek Life and Student Activities
  - ✓ You may not participate in Meet the Greeks (fall semester)
  - ✓ You may not participate in the Greek Showcase or Greek Week (spring semester if you did not meet 3-star requirements by December)
  - ✓ You may not vote in Council meetings
  - ✓ Your president must meet with the Assistant Director and Graduate Assistant in Student Life on a bi-weekly basis to go over the chapter goals and progress
  - ✓ You may participate in community service events
  - ✓ You must work with your National advisor (if applicable) to create an action plan to improve your chapter in consultation with the Assistant Director of Student Life for Greek Life and Student Activities
  - ✓ Your National advisor must send the Assistant Director of Student Life for Greek Life and Student Activities monthly updates to ensure the chapter is operating efficiently and moving in the right direction.
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# **1-Star Rating Guidelines**

## **NON-COMPLIANT**

### **\* 1-STAR SANCTIONED STATUS \***

#### **1-Star Probation Status**

If you are on a 2-Star Probation Status for one year, you will automatically be placed on a 1-Star Probation for the following year. You must follow all of the probationary sanctions for 2-Star and the additional sanctions below.

- ✓ You must complete all requirements for 3-Star Accreditation within one academic year. If you meet all requirements for 3-Star Accreditation you will be permitted to operate as a 3 star organization for the following year.
  - ✓ You may not take a new member class.
  - ✓ Your charter and existence at this campus will be under review by the Assistant Director, Director, of the Student Life Office if you are still on 1-Star Probation Status at the end of one academic year.
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**What if a president cannot attend the Presidents' Retreat?**

It is a hope that all chapter presidents will plan ahead to attend this retreat. However, it is understood that academics and work obligations are a priority. Therefore, another member (Vice President or Treasurer) of the chapter will attend in the president's place.

**Does violating a policy (i.e. IGA, or Council bylaws, recruitment rules) mean that my chapter is automatically unrecognized by the College?**

Not necessarily. If your chapter is found responsible by the Student Life Office or the College for violating a policy, sanctions may be applied. So long as those sanctions are being completed in a timely manner, your chapter is showing its responsibility to correcting the action that took place. Therefore, your chapter will continue to be recognized. However, sanctions in this area can be taken into account when reviewing the overall success of your chapter over the course of the year.

**How much information needs to be included in the New Member Education Calendar?**

Date for meetings, events, ceremonies, initiation week and initiation should be submitted along with a general description of each. DO NOT submit anything that is Ritual. Only submit public information.

**How will the results be posted?**

Results for the baseline requirements are located on the Student Life website and are updated on a continual basis. Results from all chapters will be posted on the Greek Life section. A warning status means the chapter is either under sanctions from the Student Life Office or College Judicial or has not submitted the proper material to complete the requirement. All results are public.

**Fraternity & Sorority 5-Star Event Sign In Sheet**

**PLEASE PRINT CLEARLY**

**Name of Organization Submitting this Form:**

**Name of Organization Hosting the Event:**

**Name of Program/Event:**

**Date of Event:**

**How does this event count towards the 5-Star Program?**

**Please give a brief description of the event, including an estimate of how many people attended:**

**Was any money raised during the Program/Event?**

**If so, how much money was raised?**

**How much money did your organization donate?**

**Were any items collected and donated during your program?**

**If so, what was collected?**

**Quantity:**

**Please make sure to fill out BOTH SIDES of this form  
COMPLETELY or it will not be accepted**

**REMINDER:  
YOU MUST ATTACH A PHOTO OF YOUR MEMBERS  
AT THE EVENT TO RECEIVE CREDIT**



# **Fraternity & Sorority 5-Star Group Service Report**

**PLEASE PRINT CLEARLY**

Name of Organization Submitting this Form: \_\_\_\_\_

Participant Name: \_\_\_\_\_

BANNER ID#: \_\_\_\_\_

Name of Service Site: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Total # of Service Hours: \_\_\_\_\_

Please give a brief description of the service project you did:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the tasks you accomplished and/or your responsibilities on this service project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Population Served:

- Children (<18 years old)     Adult (18-65 years old)     Elderly (<65 years old)  
 Animals     Environment     All     Other:

## **Site/Agency Contact Information**

By signing this form, you indicate that you have accepted all volunteers at the site listed above, that you have provided appropriate training and/or orientation required for this project, and that this time record accurately reflects all of the volunteer's service.

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Please make sure to fill out BOTH SIDES of this form  
COMPLETELY or it will not be accepted**

**REMINDER: YOU MUST ATTACH A PHOTO OF YOUR MEMBERS  
AT THE EVENT TO RECEIVE CREDIT**



# Fraternity & Sorority 5-Star Individual Service Report

PLEASE PRINT CLEARLY

Name of Organization Submitting this Form: \_\_\_\_\_

Participant Name: \_\_\_\_\_

BANNER ID#: \_\_\_\_\_

Name of Service Site: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Total # of Service Hours: \_\_\_\_\_

Please give a brief description of the service project you did:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the tasks you accomplished and/or your responsibilities on this service project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Population Served:

- Children (<18 years old)    Adult (18-65 years old)    Elderly (<65 years old)  
 Animals    Environment    All    Other:

## Site/Agency Contact Information

By signing this form, you indicate that you have accepted all volunteers at the site listed above, that you have provided appropriate training and/or orientation required for this project, and that this time record accurately reflects all of the volunteer's service.

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Please make sure to fill out **BOTH SIDES** of this form  
**COMPLETELY** or it will not be accepted

**REMINDER:**  
**YOU MUST ATTACH A PHOTO OF YOUR MEMBERS**  
**AT THE EVENT TO RECEIVE CREDIT**



**PLEASE NOTE:**

**Site Supervisor MUST sign for each date of service in order for your organization to receive credit for those service hours**