



Chapter Achievement Plan 2019-2020

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Instructions

Please Read All Instructions!

Purpose

The purpose of the Chapter Achievement Plan (CAP) is to establish standards to ensure that every Winthrop University 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, brotherhood/sisterhood, leadership, and service to the community.

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

Each of the 3 sections provides an opportunity for fraternities and sororities to highlight their contributions to our core values: Academics, Brotherhood/Sisterhood, Leadership, and Service to the Community.

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 Affairs, 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 Winthrop 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 – Chapters will designate a team of up to 5 undergraduate members to make a 30 minute presentation to our CAP Review team. Chapters may also have up to two non-participating members to view the presentation 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 Overall Chapter of Excellence in advance of a Fraternity/Sorority Awards Reception in March.

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 ranking 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 ratings:

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

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

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

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

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

Chapters will receive a 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:

Academics

- Academic Performance
- Academic Programming
- New Member Academic Achievement

Brotherhood/Sisterhood

- Risk Management
- Interfraternal Relations
 - Recruitment
- New Member Education

Leadership

- Chapter Management
- Leadership Development
- Campus Involvement

Service to the Community

- Philanthropy
- Hands-on Community Service

Certain recognition and incentives will be awarded based upon the 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 Overall Chapter of Excellence Award .

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 Affairs staff.

Instructions for Completing the Application

1. FORMAT

- The application will be posted on the OFSA website prior to the end of spring semester after any necessary revisions from process feedback are made.
- When completing the application, refer to events and achievements that occurred between **August 2019 - March 2020** 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 cover sheet

must accompany the portable USB / flash drive holding the chapter's completed application.

- Completed applications must be received by the Office of Fraternity and Sorority Affairs in the Office of Student Activities, DIGS 269 full by **5:00 PM Noon on Monday, March 30th 2020**. 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: "Year CAP-DDD_Part #" (insert the abbreviation of your chapter and number of corresponding section).

2. MINIMUM EXPECTATIONS

- Read each question/statement carefully and answer "YES" (by placing a "✓" in the box) or "NO" (by placing an "✗" in the box) 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: "2020 CAP-DDD-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 OFSA via the Program & Philanthropy Tracker in your Chapter's Google Drive Folder by the stated deadline (Ex. Study Day for Fall 2019 for all Fall 2019 Events and Programs).**



Chapter Achievement Plan Submission 2020

Chapter Name Here

Person(s) Completing Application:

Name	Email Address

Chapter Achievement Plan 2018-2019

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.
- ☐ Chapter has not been found responsible for any conduct issues during the calendar year
 - ☐ **If you have been found responsible, please explain:**

Academics:

- ☐ Chapter has maintained a 2.6 cumulative GPA for the entire year.*
- ☐ Chapter has achieved a 2.5 term GPA or higher each term.*
- ☐ Chapter has one person in charge of academic programs
 - ☐ Name:
 - ☐ Position:
- ☐ Chapter has a program in place to assist members with academic improvement and/or celebrate academic excellence
 - ☐ **If yes, great. If no, please explain:**

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 representative attends the semesterly Social Events & Risk Management Workshop sponsored by the Office of Fraternity & Sorority Affairs*
- ☐ Chapter has at least one person in charge of new member education/intake process.
 - ☐ Name:
 - ☐ Position:
- ☐ Chapter has and submits required forms (Notice to Conduct Intake/Notice to Conduct Recruitment & New Member Education; Chapter Hazing Compliance Form) new member education/intake plan or outline to Fraternity and Sorority Affairs for each term in which new member education/intake was conducted per the Membership Policy.*
- ☐ Chapter conducts grade checks through the Office of Fraternity & Sorority Affairs on all potential new members prior to extending bids/invitations to join.*
- ☐ Chapter representative attends the semesterly New Member Education/Intake Workshop sponsored by the Office of Fraternity & Sorority Affairs*
- ☐ Chapter New Member Educator or Dean of Pledges along with new members attend the semesterly Hazing Workshop sponsored by the Office of Fraternity & Sorority Affairs*

- ☐ Chapter submits verification of new member forms and new member anti-hazing forms on time to Fraternity & Sorority Affairs for all new members within 24 hours (next business day) of bid acceptance/beginning of new member education or intake each term they take new members.*
- ☐ Chapter submits rosters updates two times per term: no later than 2 weeks after the first day of classes each semester and final updates the 15 of the last full month of the semester (November 15/April 15).*
- ☐ New member education/intake program does not exceed 8 weeks maximum*
- ☐ Chapter has a representative that attends designated council meetings (CPC/IFC/NPHC)*
- ☐ Chapter is in good financial standing with their designated council (has paid dues and any fines) and the University*
- ☐ All chapter recruitment/intake events and meetings are free of alcohol*
- ☐ All New Member Education/Intake activities are free of 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 risk management operations
 - ☐ Name:
 - ☐ Position:
- ☐
- ☐ Chapter attends or participate in at least one program on the topic of hazing prevention annually
 - ☐ Date:
 - ☐ Title:
 - ☐ Presenter:
- ☐ Chapter co-sponsor, host or attend at least one program on the topic of domestic violence and/or sexual assault education annually
 - ☐ Date:
 - ☐ Title:
 - ☐ Presenter:
- ☐ Chapter has clear written membership expectations that are communicated to members
 - ☐ **If you do have this information, please explain the process:**
- ☐ Chapter has a written, up-to-date risk management policy distributed and explained to all members.
 - ☐ **if applicable, include copy as attachment; if not explain the process:**

Leadership

- ☐ Chapter has an Alumni Advisor on file with OFSA*

- ☐ Chapter has a Faculty/Staff Advisor (full-time employee of Winthrop University, in addition to staff of the Office of Fraternity & Sorority Affairs) on file with Office of Student Activities*
- ☐ Each executive board member 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:
- ☐ Officer update forms are submitted each term to Fraternity & Sorority Affairs*
- ☐ Chapter programming forms are submitted to Fraternity & Sorority Affairs each term*
- ☐ Chapter has an operating budget including anticipated income and expenditures is created and approved.
- ☐ Chapter has dues collection process in place
 - ☐ Yes
 - ☐ No
 - ☐ ***insert qualitative information***
- ☐ Chapter utilizes dual check signing process
- ☐ Chapter representatives attend monthly Fraternity & Sorority Round Table (Presidents' Meetings)*
- ☐ Chapter representative meets monthly with the Office of Fraternity & Sorority Affairs staff (at least once per term)*
- ☐ Individuals in the chapter are involved in the campus community, for example other student orgs, campus events, paraprofessional work, etc.
 - ☐ **Please include list of members and their involvement as an attachment:**

Service to the Community

- ☐ Chapter has at least one person in charge of community service/philanthropic activities
 - ☐ Name:
 - ☐ Position:
- ☐ Chapter co-sponsored, hosted and/or attended at least one hands-on community service event or activity during the fall and spring terms
 - ☐ Spring Date: Description/Organization:
 - ☐ Fall Date: Description/Organization:
- ☐ Chapter participates in activities to raise money for a specific charity (IFC/CPC*)
 - ☐ Agency/Charity:
 - ☐ Amount Donated:
- ☐ 50% of Chapter members completed 50 service hours or more (NPHC*)

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 Affairs at Winthrop University**

Chapter Achievement Plan 2018-2019

Part II: Executive Summary

Relevance

In 300 words or more, discuss how you believe your chapter has contributed to the ongoing relevance of Greek Life on this campus?

Chapter Achievement Plan 2018-2019

Part III: Presentation

Participation in Part III is not required for recognition. Rather, organizations that would like to be considered for the Overall Chapter of Excellence Award should verify by way of email to wuofsa@gmail.com that they plan to participate in Part III before Fall Break. Participating organizations will be assigned a presentation time slot which will be communicated via email before the close of fall term. ***because participation is mandatory, possibly consider taking this out.**

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 30 minutes to share information with the CAP Review Committee. Ideally, chapters will prepare presentations that allot 20 minutes for information sharing and 5-10 minutes for a question/answer period.

- Time will be strictly kept. If the presentation portion of the program exceeds 25 minutes, there will not be an additional 10 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: Academics, Brotherhood/ Sisterhood, Leadership, and Service to the Community.
- 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 school 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
- **Brotherhood/Sisterhood**

- **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**, 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 Winthrop'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 new member education/intake program, experiences as New Member Conference, 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), Student Conduct Code, interaction of leadership team and delegation.
 - **Leadership Development**, including attendance at conferences and leadership development opportunities, leadership development plan and goals
 - **Campus Involvement**, including interactions with Winthrop faculty/staff, 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

Discussion Portion

- Discuss how being apart of the Greek Community at Winthrop University has contributed to your professional and personal development.