



**Accreditation Committee Report for the
147th Chi Phi Congress**

Table of Contents

Introduction	4
Congress Motion 2299	4
Executive Summary.....	4
Common Questions and Answers.....	6
What happens if my chapter does not meet accreditation standards?.....	7
Proposed Incentives for Groups Achieving Accredited Status	8
Two Consecutive Semesters of Accreditation.....	8
Two Consecutive Semesters of Accreditation with Distinction.....	8
Average Financial Rewards to Accredited and Accredited with Distinction Chapters	9
Proposed Developmental Mandates for Groups Failing to Achieve Accredited Status	10
Two Semester of Failure to Achieve Accreditation.....	10
Three Consecutive Semesters Failing to Achieve Accreditation.....	10
Four Consecutive Semesters Failing to Achieve Accreditation.....	10
Previous Developmental Mandates, plus:	10
Five Consecutive Semesters Failing to Achieve Accreditation.....	10
Previous Developmental Mandates, plus:	10
Additional Proposed Terms and Conditions	11
Accreditation with Distinction.....	11
Financial Incentives	11
Risk Management Incidents/Violations	11
Results from the 2011-2012 Surveys.....	12
Accreditation Survey	12
Table 1: Accreditation Score Overview	12
Table 2: Overall Score of Each Pillar	12
Table 3: Greatest Decreases in ‘Yes’ Responses.....	13
Table 4: Greatest Increases in ‘Yes’ Responses	13
Supporting Documentation.....	14
Table 5: Fall 2011	14
Table 6: Spring 2012	17
Analysis of the 2011-2012 Surveys	17
Chapter Scores.....	17
Accredited, Not Accredited, and Not Submitted.....	18
Accreditation Pillar Analysis	18
Areas of Growth.....	18
Areas of Strength.....	18
Final Analysis and Recommendations.....	19
Implemented Changes Based on 2010-2011 Findings.....	19
General Observations and Recommendations.....	20
Interpretation and Recommendations for Areas of Growth	20
Appendix A: 2011-2012 Accreditation Criteria & Survey/Form.....	22
Figure 1: 2011-2012 Accreditation Survey.....	22

Appendix B: 2011-2012 Supporting Documentation Outline & Directions	27
Directions	27
Continuity- Recruitment and Retention	28
Proactive Risk Management	28
Asset Stewardship – Financial and Property Management.....	28
Academic Health.....	28
Total Member Education.....	29
Heritage and Traditions	29
Chapter Operations	29
Organizational Networking & Community Engagement	29
Leadership Advancement.....	30
Alumni Relations	30
Appendix C: Fall 2011 Supporting Documentation Analysis	31
Appendix D: Spring 2012 Supporting Documentation Analysis.....	34

Introduction

The Purpose of this report is to allow members of the Accreditation Committee at the 147th Congress to review the Accreditation Program, created as per the 145th Congress. In this report, committee members will find a variety of resources, explanations, and findings that are the result of several years of work by alumni volunteers and members of the National Staff. Should the committee find that additional changes are needed, they may make them and the amended program will be put forth to the National Staff and Grand Council. As you will find in Congress Motion 2299 from the 145th Congress, the Accreditation Committee has had two years of data collection to help guide the fraternity in the next year. With this being highlighted, this information does not require any additional legislation at the 147th Congress. The duties and responsibilities of the Committee are to focus upon further refining the program and suggestions and feedback for implementation.

Congress Motion 2299

The specific language of motion 2299 from the 145th Congress can be seen below:

“The Committee on Chapter Accreditation having reviewed a memorandum dated July 15, 2010 proposing to establish a Chapter Accreditation Program from the Grand Council’s Standing Committee on Accreditation, hereby moves that Congress authorize the Grand Council to proceed with implementation of a Chapter Accreditation Program in accordance with the standing committee’s memorandum and the Congress committee’s comments thereon, with the proviso that the proposed incentives and developmental mandates therein be subject to review and modification by the Grand Council and its Standing Accreditation Committee during and following an initial trial period.”

Executive Summary

The Chi Phi Fraternity is the model of all value-based organizations that have come after us. We expect our chapters to be accountable to our founding principles and demonstrate mission and action congruence in all that they do. Many Greek communities, colleges and universities, as well as, inter/national Greek organizations have instituted accreditation processes over the past several years to assist their chapters in living up to their founding principles and affirm their relevance to their respective communities. This incentive-based accreditation program effectively reinforces mission and action congruence and also achieves the following objectives; provide the ability to benchmark the Fraternity’s overall performance and forecast trends, streamline our resources in assisting our Chapters/Colonies and provide our groups with objective, documentable standards for achievement and recognition.

Designed specifically with the Fraternity’s primary strategic plan objectives in mind, the program examines our chapters’ operations in ten areas using the previous Chi Phi Standards of Chapter Excellence as its foundation. During the three-year development and trial implementation phase, the Grand Council’s Accreditation Committee met in person and via teleconference, conferred with professionals in other organizations, as well as, officials at Emory, Bucknell and Lehigh Universities and piloted an accreditation program in survey form with a sample of 43 of our active chapters and colonies. In addition, this program was based on previous groundwork established by former staff, alumni and undergraduate volunteers in effort to create a developmental resource to aid our active chapters, colonies and alumni organizations. The categories included in the Accreditation Program are: **Continuity – Recruitment and Retention; Proactive Risk Management; Asset Stewardship – Financial and Property Management; Academic Health; Total Membership Development;**

Heritage and Traditions; Chapter/Colony Operations; Organizational Networking and Community Engagement; Leadership Advancement; and Alumni Relations.

Our value as a national fraternity can only be achieved and preserved by the principles upheld by our individual chapters and brothers. To maintain distinction, Chi Phi has long sought to develop a reliable, objective and fair method of holding ourselves accountable to the Standards of Excellence befitting the prestige of our Order. We believe this program is that mechanism.

The Chi Phi Chapter Accreditation Program is a developmental assessment and awards program that acknowledges those Chapters/Colonies that meet and exceed our standards. In this program, Chapters are responsible for a two part semi-annual self-assessment submission composed of a survey and relevant supporting documentation. In order for this process to take root in our Chapters and Colonies, we expect them to establish their own standing accreditation committee to manage and support the process.

Recognizing the value of achievement and the need for institutional adoption throughout all levels of the Fraternity, included are the incentives for those Chapters that achieve accreditation for two consecutive semester, as well as, incentives for Chapters that achieve two consecutive semester of a higher standard or "Accreditation with Distinction", which were proposed by the 146th Congressional Accreditation Committee. Additionally, the 146th Congressional Accreditation Committee proposed selection of developmental mandates for a chapter that fails to achieve accredited status for two or more consecutive semesters. It is believed that these increasingly significant developmental mandates assist in achieving two of the main goals of the Chapter Accreditation Program: ensuring an operational standard within all Chi Phi Chapters and helping to improve Chapter health. Developmental mandates begin after two consecutive semester of failing to achieve accredited status and progressively increase with each additional semester spent below expectations.

This document includes the Relative Questions and Answers, the Accreditation Program Criteria, the required supporting documentation, proposed Incentives and Developmental Mandates, as well as data analysis and interpretation of the Fall 2011 and Spring 2012 submissions.

Throughout this document, the term Chapter is used and meant to include both "Chapters" and "Colonies."

Common Questions and Answers

Why would my chapter need to apply for accreditation every semester?

With the adoption and implementation of the Accreditation Program by this Congress, applying for accreditation every term will give the Grand Council, your alumni advisors and the National Office a better understanding of how your chapter is functioning and in what areas you may need further assistance. Your chapter and the National Fraternity as a whole will benefit the most from timely and cumulative reporting so that trends can be spotted and support for specific issues can be provided. It will also give you and your Chapter a much clearer direction for goal setting and provide critical analysis of areas in need of improvement.

Is completing the program mandatory?

Yes, the 145th Congress approved Motion 2299 which charged the Grand Council and National Staff with implementing an accreditation program for all Chapters of the Chi Phi Fraternity. Over the course of the following year the Accreditation Committee and Grand Council in conjunction with the National Staff conducted a trial phase. During the trial phase different criteria for accreditation and the method of survey were analyzed and adjusted, with the program before you being the final product. The program has been formulated with the strong support of the Grand Council, National Staff, and Educational Trust. The program promotes accountability among our chapters and its members, which is consistent with the Strategic Objectives adopted by the 144th Chi Phi Congress.

The specific language of motion 2299 from the 145th Congress can be seen below:

“The Committee on Chapter Accreditation having reviewed a memorandum dated July 15, 2010 proposing to establish a Chapter Accreditation Program from the Grand Council’s Standing Committee on Accreditation, hereby moves that Congress authorize the Grand Council to proceed with implementation of a Chapter Accreditation Program in accordance with the standing committee’s memorandum and the Congress committee’s comments thereon, with the proviso that the proposed incentives and developmental mandates therein be subject to review and modification by the Grand Council and its Standing Accreditation Committee during and following an initial trial period.”

How does my chapter achieve “Accreditation with Distinction?”

Your chapter must perform at an exceptional level, placing within the top 10% of all chapters surveyed on the criteria used to measure chapter performance and provide the supporting documentation.

What are the benefits of achieving “Accreditation with Distinction” status, and how do I convince my chapter brothers that this is something for which we should strive?

If your chapter becomes “Accredited with Distinction” for two consecutive terms, you could receive the following:

- Thomas A. Gehring Chapter Excellence Award Presented at the Annual Congress
- Issuance of a \$10 per non-graduating member rebate to the chapter
- The issuance of a Recruitment Scholarship equal to one new member fee and one initiation fee to the chapter
- A \$100 Travel Reimbursement Check for RLA Participation
- A Perpetual Plaque in your Chapter and the National Office reflecting the achievement
- Recognition in the Chi Phi Chakett in the form of an article on the Chapter and its officers

- Two COE, UIFI, Futures Quest, or other Grand Council approved educational program Registration Fees¹

What happens if my chapter does not meet accreditation standards?

If a chapter does not meet the accreditation standards it will receive a detailed report highlighting the areas that need improvement. The chapter will also receive a visit from a National Staff member that will be specifically designed to help the chapter excel in the areas that need attention. Additionally, Chapters who fail to attain accreditation in any one academic year are ineligible for all Chapter Awards presented at Congress, excluding those awards of the “most improved” nature.

Should a chapter not be accredited for a second consecutive term, the chapter will be provided with a revised action plan to achieve accreditation status and will incur a series of developmental mandates, found later in this report.

¹ The Grand Council has final approval of all incentives and developmental mandates to ensure financial feasibility and allow for changes based on budgetary ability and changing programming and national resources.

Proposed Incentives for Groups Achieving Accredited Status

Since it was first conceived, some type of incentive structure has been fundamental to the idea that would become the Accreditation Program. The following proposed incentives were formulated after consultation with undergraduate members of the fraternity, members of the National Staff, the Grand Council, and other Alumni volunteers.

Two Consecutive Semesters of Accreditation

- Automatic Consideration for all Chapter awards given at Congress
- A workshop facilitated by the National Fraternity on the subject of the Chapter's choosing from within the curriculum offerings of the National Fraternity
- The issuance of a Recruitment Scholarship equal to one new member fee and one initiation fee to the chapter
- A \$100 Travel Reimbursement Check for RLA Participation
- One COE, UIFI, Futures Quest, or other Grand Council Approved educational program Registration fee¹

Two Consecutive Semesters of Accreditation with Distinction

- Thomas A. Gehring Chapter Excellence Award Presented at the Annual Congress
- Issuance of a \$10 per non-graduating member rebate to the chapter
- The issuance of a Recruitment Scholarship equal to one new member fee and one initiation fee to the chapter
- A \$100 Travel Reimbursement Check for RLA Participation
- A Perpetual Plaque in your Chapter and the National Office reflecting the achievement
- Recognition in the Chi Phi Chakett in the form of an article on the Chapter and its officers
- Two COE, UIFI, Futures Quest, or other Grand Council approved educational program Registration Fees¹

Average Financial Rewards to Accredited and Accredited with Distinction Chapters

Average Accredited Chapter Financial Rewards (2 consecutive semesters)	
RLA Travel Rebate	\$100
NM and Initiation Fee Rebate	\$330
Total Financial Reward	\$430

Average Chapter Assumptions	
Chapter Size	34

Average Accredited with Distinction Chapter Financial Rewards (2 consecutive semesters)	
RLA Travel Rebate	\$100
NM and Initiation Fee Rebate	\$330
Insurance Rebate	\$340
Total Financial Reward	\$770

An important detail to note is that the Accreditation Committee recommends that moving forward all incentives and financial rewards be at the discretion of the Grand Council and the National Staff. Further details regarding the financial incentives may be found in the Additional Terms and Conditions section of this report.

Proposed Developmental Mandates for Groups Failing to Achieve Accredited Status

Failure to comply with the accompanying developmental mandates in a reasonable amount of time results in an automatic suspension of the chapter until they are compliant.

Two Semester of Failure to Achieve Accreditation

- The submission of an action plan to the Grand Council, Executive Director, Alumni Advisor and Campus Greek Advisor outlining those measures the Chapter is taking to attain Accredited status

Three Consecutive Semesters Failing to Achieve Accreditation

- \$10 per man increase in per member insurance assessment until Chapter attains Accreditation
- Required participation of all officers and at least 50% of all Members in the next Regional Leadership Alliance or a National Fraternity facilitated webinar or teleconference to be approved by the National Fraternity
- Probationary Status/Limited Social Eligibility to be lifted with satisfactory progress towards Accredited status to be determined by the National Staff and Grand Council
- Required Creation of an Alumni Advisory Board with a Minimum of 4 Certified Alumni Advisors (webinar available)
- The attendance of the current or incoming Alpha to that academic year's Alpha academy

Four Consecutive Semesters Failing to Achieve Accreditation

Previous Developmental Mandates, plus:

- National Certified Trainer to conduct Officer Transition and Training – funded by Chapter/Alumni
- The submission of a revised action plan to the Grand Council, Executive Director, Alumni Advisor and Campus Greek Advisor outlining those measures the Chapter and each individual member are taking to attain Accredited status, with entries from every active undergraduate Brother and the Chapter's Alumni Advisory Board members detailing their roles in helping the chapter regain Accredited status

Five Consecutive Semesters Failing to Achieve Accreditation

Previous Developmental Mandates, plus:

- Submission to the Court of the Grand Council to be held at the next face to face Grand Council meeting, or Chi Phi Congress, whichever occurs first.

Additional Proposed Terms and Conditions

Accreditation with Distinction

- Accreditation with Distinction is defined as scoring at or above the 90th percentile in the given semester. It should be noted that is not a score of 90 or better, but better than 90% of the other chapters who completed the accreditation form for the given semester.

Financial Incentives

- Financial incentives will be paid out of the Risk Management Fund (RMF).
- Financial incentives will be issued in the form of a check to the chapter.
- All financial incentives are to be at the discretion of the Grand Council. This allows for flexibility in the dollar amounts granted so as to allow for adjustments made necessary by changes in available funding.

Risk Management Incidents/Violations

- In the event of a report of a violation of the Fraternity or a host University's risk management policies, the National Staff and Grand Council will review the chapter's most recent accreditation report. Based upon the Grand Council's assessment, a Chapter's score in the Risk Management portion of the Accreditation form, or their overall score, may be made contingent upon the Chapter's cooperation and compliance with University and Fraternity imposed sanctions. Additionally, the chapter may have points deducted from their Accreditation score for the current semester, or be subject to an outright cancellation of their score for the current semester.

Results from the 2011-2012 Surveys

Accreditation Survey

Important information gleaned from the data tells us that 32 Chapters/Colonies have houses (down from 33 during Fall 2011), 15 Chapters/Colonies have differed first semester recruitment (down from 17 during Fall 2011), and only 3 Chapters/Colonies have differed first year recruitment (same from Fall 2011). Other trends gleaned from survey reporting are listed below. Overall, Chapters/Colonies are reporting improvement in all areas from Fall 2011 to Spring 2012. This improvement can be attributed to understanding the submission process and developing Chapter/Colony processes to gather accurate complete information for reporting.

Table 1: Accreditation Score Overview

	Fall 2011	Spring 2012
Accredited	13	27
Not Accredited	34	21
Not Submitted	6	5
Total	53	53

Note: Although 'Not Submitted' shows 5 Chapters/Colonies for the spring and 6 for the fall, each semester had different Chapters/Colonies not submitting accreditation documentation.

Table 2: Overall Score of Each Pillar

Accreditation Pillar	Pillar Total	Fall 2011	Spring 2012
Continuity - Recruitment and Retention	11	8.02	8.77
Proactive Risk Management	6	5.35	5.58
Asset Stewardship - Financial and Property Management	14	11.39	11.69
Academic Health	11	8.35	9.08
Total Member Education	11	8.22	9.44
Heritage and Traditions	9	6.37	7.63
Chapter Operations	12	9.22	10.29
Organizational Networking & Community Engagement	13	10.12	11.13
Leadership Advancement	7	5.94	6.75
Alumni Relations	6	4.69	5.38

Table 3: Greatest Decreases in ‘Yes’ Responses

Survey Question	Fall 2011	Spring 2012	Decrease Amount
Was your Chapter fined for late reporting of any Initiation reports this term?*	45	6	39
Was your Chapter fined for late reporting of any New Member reports this term?*	37	10	27
Have any initiated members left the Chapter this term for any reason other than graduation, transfer to another school, or a study abroad program?*	35	19	16

*Note: This decrease is a positive for the Fraternity.

Table 4: Greatest Increases in ‘Yes’ Responses

Survey Question	Fall 2011	Spring 2012	Increase Amount
Is the Senior Installation Ceremony conducted annually for graduating seniors?	19	36	17
Did your Chapter provide initiated members with ongoing education about any of the following during this academic term: Other Developmental/Educational Programming	26	42	16
Does your chapter educate its members on the Accreditation Program each semester?	27	43	16
Did your Chapter conduct the following ritual this term: Candle Ceremony	21	35	14
Did your Chapter provide initiated members with ongoing education about any of the following during this academic term: Career Planning (Resumes, Internships, Interviewing, etc.)	24	37	13
Did at least 10% of the Chapter attend the most recent Regional Leadership Alliance?	28	40	12
Does your Chapter provide a written copy of your chapter's obligations of membership to potential or New Members?	37	48	11
Did your Chapter provide initiated members with ongoing education about any of the following during this academic term: STDs and/or Sexual Health	22	33	11
Did your Chapter complete a service project benefitting the Boys and Girls Clubs of America or the local chapter of some other national service organization this term?	21	32	11

Does your Chapter have an academic program that does all of the following: engages members with academic resources and/or advisors, recognizes achievement and assist members not in 'good standing.'	33	43	10
Does your Chapter make its members aware of ritual education opportunities such as programming offered at RLAs and the Goliard Program?	36	46	10
Does your chapter have a written Strategic Plan?	28	38	10
Does your chapter review its Strategic Plan each semester?	28	38	10
Did your Chapter complete a philanthropy project this term?	34	44	10
Are your Chapter's goals and objectives monitored and assessed at least quarterly?	38	48	10
Does your Chapter have a dynamic, written, and chapter-adopted recruitment program?	36	45	9
Did your Chapter conduct the following ritual this term: Libations	25	34	9
Does your Chapter incorporate ritual into New Member/Candidate education by means of a post-initiation seminar?	35	44	9
Does your Chapter have a documented current list of short and long-term goals?	39	48	9

Supporting Documentation

Below are topic areas that have greater than half of the reporting Colonies/Chapters 'Missing' or 'Not Sufficient'. Tables with detailed statistics can be found in the Appendices. The tables are divided by reporting cycle (Fall and Spring). A detailed analysis can be found in the following section with recommendations at the conclusion of this document.

Table 5: Fall 2011

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage
A written copy of your Chapter or Colony's recruitment program	13	27%	16	33%	20	41%
A copy of the obligations of membership which you distribute to potential New Members	22	45%	6	12%	21	43%
A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process	18	37%	9	18%	22	45%

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage
Program date, time, topic, presenter and sponsoring group of the risk management program your chapter attended this term. The number of brothers in attendance should also be noted	29	59%	7	14%	13	27%
A written copy of your Chapter or Colony's budget for the current term	16	33%	9	18%	24	49%
A copy of each of the various types of invoices issued to members for dues, fees, and/or rent	28	57%	4	8%	17	35%
Copy of 990N submission verification from most recent filing	30	61%	4	8%	15	31%
Savings account statement with current balance noted	30	61%	3	6%	16	33%
A copy of the portion of your Chapter or Colony's bylaws outlining the GPA requirements for: Pledging, Initiation, A "member in good standing" status, Voting in Chapter meetings, Eligibility to hold elected or appointed office	18	37%	10	20%	21	43%
A copy of your Chapter or Colony's academic program	23	47%	11	22%	15	31%
A written copy of your Chapter or Colony's New Member/Candidate's education program	17	35%	12	24%	20	41%
Written verification that all current-term New Members completed GreekLifeEDU or a comparable program approved in advance by the Chi Phi National Office	27	55%	3	6%	19	39%
Written verification of the educational programming your Chapter or Colony provided initiated members regarding: Career Planning, STDs and/or Sexual Health, Physical Fitness	30	61%	10	20%	9	18%
An inventory of all of your Chapter's ritual equipment as verified by the Chapter's Zeta.	19	39%	6	12%	24	49%

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage
List of rituals performed this term along with date of ceremony. You should also not if alumni (or guests as appropriate) were present.	23	47%	2	4%	24	49%
A copy of your Chapter or Colony's Strategic Plan	32	65%	7	14%	10	20%
A letter from the IFC President or advisor verifying chapter recognition status with IFC	24	49%	2	4%	23	47%
A link to your Chapter or Colony's website	21	43%	4	8%	24	49%
A complete Chapter or Colony roster including the campus organizations they belong to and how they completed their community service as verified by the Chapter or Colony Community Service Chair or Alpha.	22	45%	8	16%	19	39%
A brief written description of the service project the Chapter or Colony completed with the local Boys and Girls club verified by a staff member at the club.	29	59%	10	20%	10	20%
A brief written description of the campus organized event the Chapter or Colony participated in as verified by the Chapter or Colony Alpha	23	47%	6	12%	20	41%
A written copy of your Chapter or Colony's Code of Conduct	24	49%	10	20%	15	31%
A roster of all Brothers & New Members including the officer positions they hold in other campus organizations as verified by the Chapter or Colony Advisor	19	39%	10	20%	20	41%
A copy of your Chapter or Colony's most recent alumni newsletter/update	24	49%	3	6%	22	45%
A brief written description of the Alumni event your Chapter or Colony held this most recent term as verified by the Chapter or Colony Advisor	27	55%	4	8%	18	37%
An up to date copy of the contact information for your Chapter or Colony's most recent graduates or graduating class	24	49%	4	8%	21	43%

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage
Date of last performed Senior Installation Ceremony	31	63%	6	12%	12	24%

Table 6: Spring 2012

	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage
Copy of 990N submission verification from most recent filing	25	52%	0	0%	23	48%
Written verification of the educational programming your Chapter or Colony provided initiated members regarding: Career Planning, STDs and/or Sexual Health, Physical Fitness	25	52%	6	13%	17	35%
A copy of your Chapter or Colony's Strategic Plan	10	21%	15	31%	23	48%
A brief written description of the service project the Chapter or Colony completed with the local Boys and Girls club verified by a staff member at the club.	14	29%	17	35%	17	35%

Analysis of the 2011-2012 Surveys

Chapter Scores

On average, Chapters/Colonies reported higher Survey Scores during spring submission. Fall 2011 reported an average of 77.67, while Spring 2012 reported an average of 85.73. This provided for an 8 point increase in spring survey scores. A similar increase can be seen in deductions for supporting documentation. Reporting Chapters/Colonies were deducted on average 8 points less during Spring 2012. Although Chapters/Colonies are still deducted on average 11.5 points from their supporting documentation. The increase in Survey Scores coupled with the decrease in Supporting Documentation deductions provided an overall average score increase (called Adjusted Score) of 1.27 points.

Accredited, Not Accredited, and Not Submitted

Different Chapters/Colonies did not submit during each of the assessment semesters. During the spring semester five Chapters did not submit accreditation documentation. These five are:

- Epsilon Colony (Hampton-Sydney College)‡
- Eta Chapter (University of Georgia)
- Upsilon Chapter (Hobart College)
- Theta Zeta Chapter (Texas A&M University)
- Nu Theta Chapter (College of William and Merry)

Note: Due to an equal number of establishments and closings, the total of number of active Chapters/Colonies remained unchanged.

‡The Epsilon Colony was not active during the majority of the spring semester; their submission was not anticipated.

Accreditation Pillar Analysis

During both spring and fall reporting cycles, the National Average of each pillar was above 70% with many pillars falling in the eightieth percentile. Already mentioned, scores improved from fall to spring an average of 1.27 points. Focus for the remainder of this section focuses on spring submission data. If noted, fall submission comparisons are used to depict growth and evolution of the program. This intentional focus on spring data is due to the perceived belief that spring supporting document submissions by Chapters/Colonies were more complete.

Areas of Growth

During the spring reporting cycle, three areas of growth were found. These three are: **Community – Recruitment and Retention, Academic Health, and Asset Stewardship Financial and Property Management**. The greatest area of growth is the **Continuity – Recruitment and Retention** pillar. On average, chapters were 3 points below the total of 11 possible points scoring a 79%. This score did increase 0.75 points from fall to spring; it is still the lowest score of the ten pillars.

Academic Health, the second area for growth, scored an 82 during the spring reporting cycle.

Twenty chapters stated their GPA was below the all-men's GPA and eighteen chapters stated their GPA was below the all-fraternity GPA. Sixteen chapters stated they have not met with their faculty advisor during the spring semester.

Finally, **Asset Stewardship Financial and Property Management** ranked lowest with an average score of 83%. Eleven chapters stated they have an outstanding balance with the National Office that is 30, 60, and 90 days overdue. Additionally, 19 Chapters/Colonies stated they have not submitted IRS form 990N within this most recent fiscal year. Thirteen chapters stated they do not maintain a savings account greater than 5% of their budget for the spring term.

Areas of Strength

Areas the Fraternity is strongest in are: **Leadership Advancement, Proactive Risk Management, and Alumni Relations**. Chapters scored, on average, 96% within **Leadership Advancement**. Two questions within this section all chapters scored 100% on, are: Does your Chapter have a documented current list of short and long-term goals; and are

your Chapter's goals and objectives monitored and assessed at least quarterly? Contrasting this against Supporting Documentation, 49% of reporting Chapters/Colonies had insufficient or missing goals. This suggests that Chapters/Colonies are not submitting such information, Chapters/Colonies are not submitting appropriate documentation or, a disconnect exists between the accreditation expectations and the Chapters/Colonies understanding of those standards. Most likely, the disconnect is a combination of the three identified options.

The second strongest area during spring reporting was **Proactive Risk Management** with an average score of 93%. Three of the six questions received two or less “no” answers. Those questions are: Has your chapter educated all new members about the Chi Phi Personal Safety Policy in the last semester; Has your chapter educated all initiated members about the Chi Phi Personal Safety Policy in the last semester; and Is your Chapter's recruitment, bidding, new member, and initiation process entirely alcohol-free?

Finally, the third area of greatest strength in spring reporting was **Alumni Relations** with an average score of 89%. The three questions with fewer than two “no” answers are: Does your Chapter have a leadership position whose responsibilities specifically include Alumni Relations; Did the Chapter invite alumni to at least one recruitment or chapter social event this academic year; and Does your Chapter collect and maintain contact information for graduating seniors?

Final Analysis and Recommendations

Implemented Changes Based on 2010-2011 Findings

Following feedback from the 146th Congressional Accreditation Committee and findings from the 2010-2011 trial year data, the Standing Accreditation Committee and National Office Staff took the following actions:

- The Accreditation Survey and Supporting Documentation forms were revised and updated to eliminate problematic questions or redundant, unneeded documentation requests. Problematic questions were largely questions the committee identified as not being universal in application across Chi Phi Chapters.
- A Fall Accreditation teleconference/webinar was implemented to assist Chapter officers in understanding the submission process, typical challenges, as well as, how to best manage the process within the chapter.
- In an effort to educate our chapters and help them be successful in the implementation phase of the program.
 - Accreditation, the process, standards, and background of the program, was discussed with Chapter officers during all National Staff visits.
 - The background and purpose of the Accreditation program, how to manage it, and how to utilize the Chapter Fall Feedback Reports was discussed at Alphas Academy during a roundtable discussion time.
 - Accreditation was a focus at this year's Regional Leadership Alliances (RLAs). During the Undergraduate Track members gained a basic understanding of the program and how their chapter could use the program to strengthen chapter operations. During the Executive Council Track, officers reviewed their Fall Feedback Report, identified trends, discussed how to better manage the process within their chapter, and developed plans

regarding improving chapter performance during the next submission process. Officers were also encouraged to set positional goals and team goals with the Accreditation Standards as a foundation.

General Observations and Recommendations

The low number of accredited chapters during the fall process was anticipated based on conversations with other institutions and organizations that have implemented similar programs. Overall, it is believed that the increase in the number of successfully accredited chapters and overall chapter scores are largely a result of: chapters becoming more familiar with the standards, the requirements, and the submission process, chapters better managing the submission process internally thereby submitting more accurate and complete materials, and chapters benefiting from the Fall Feedback Report allowing them to understand where they can improve.

Based off of committee learning the following are recommended in order to further chapter success:

- Chapters should be encouraged to develop a standing Accreditation and Awards Committee to help manage the process, hold officers accountable for implementing and meeting accreditation standards, and to assist the chapter in identifying areas they should prioritize for improvement.
- In the coming year, the Standing Accreditation Committee should publish and educate chapters on the supporting documentation rubric used to judge documents as sufficient or not sufficient. This will not only help make the grading process more transparent but it will assist chapters in strengthening their documentation and operations, as intended by the program.

Interpretation and Recommendations for Areas of Growth

The three pillars identified nationally as Areas of Growth are Continuity of Recruitment, Academic Health, and Asset Stewardship: Financial and Property Management. Within the Continuity of Recruitment pillar, twenty-one (21) chapters did not retain to initiation 80% or more of their pledged new members. This positively correlates to the fact that thirteen (13) chapters lacked sufficient new member education programs and fourteen (14) chapters lacked a written set of Membership Obligations that are distributed to new members. Transparency in membership obligations and the new member education experience is known to positively impact new member retention rates. It is our recommendation that continuing education regarding new member education best practices and directly working with those chapters that did not have sufficient new member education plan documentation could positively impact this area of growth. This information may also bring into question the accuracy of self-reported alcohol free recruitment and bidding processes, which can also be linked to Academic Health.

Within the Asset Stewardship pillar, over 50% of chapters failed to submit their 990N. It is evident that more education regarding what a 990N is, how to file it with the IRS, when to submit, and why it is necessary to submit needs to occur with both alumni advisors as well as Chapter Deltas. It is recommended that additional emphasis be placed on this process during fall and Spring Delta Officer Teleconferences, RLA Executive Council Track, and other appropriate venues.

Two other questions or supporting document requirements that had low rate of positive responses are: the Chapter or Colony has a Strategic Plan; and the Chapter or Colony has

performed a service project with the local Boys and Girls Club this term. Publishing the supporting documentation rubric should assist chapters in the development of a sufficient strategic plan. This is likely a case of Accreditation standard expectations and Chapter understanding of this requirement not matching. There could be several reasons for the lack of service interaction with a local Boys and Girls Club by Chi Phi chapters. Explanations include:

- Chapters not understanding the difference between service and philanthropy efforts.
- Lack of a local Boys and Girls Club existing for some chapters.
- Difficulty in cultivating a relationship with the local Boys and Girls Club due to agency volunteer requirements.
- The Boys and Girls Club may not resonate with some Chapters therefore they do not target their service efforts with that agency.

Some investigation should go into which one or which combination of explanations for this trend are accurate. If one or more of the later three reasons are accurate, it may be appropriate for Chi Phi to investigate adopting a new National Philanthropy.

Appendix A: 2011-2012 Accreditation Criteria & Survey/Form

Figure 1: 2011-2012 Accreditation Survey

Chapter / Colony Accreditation Report			
Chapter:			
President:		Phone #:	
Lead Chapter Advisor:		Phone #:	
Campus Greek Advisor:		Phone #:	
Survey Reviewed By:		Phone #:	
Academic Year	2011-2012	Semester	Spring
Directions			
<p>This form is to be completed in its entirety. For all questions not asking for a specific numeric value, simply type "Yes" or "No". Your Chapter's total score and score for each section will automatically be tabulated as you enter your answers. All Accreditation Reports are subject to review by the Chapter's Advisor, the Campus Greek Advisor, and a member of the National Staff to verify the accuracy of the reported information.</p>			
Supporting Documentation			
<p>In addition to completing this form you are required to provide supporting documentation to the National Fraternity for all highlighted questions. Directions can be found in the accompanying Supporting Documentation Packet which has been sent to you. Failure to provide the supporting documentation in any section will result in the canceling of your Chapter's score in that section. Falsification of supporting documentation will result in the canceling of the Chapter's score in the corresponding section as well as other punitive actions depending upon the severity of the infraction committed.</p>			
Chapter and Campus Information			
<i>Does your campus prohibit recruitment for first semester Freshman?</i>			
<i>Does your campus prohibit recruitment of all freshmen?</i>			
<i>Does your Chapter have a house?</i>			
<i>How many IFC fraternities are there on your campus?</i>			
<i>What is the average fraternity size (including new/associate members)?</i>			
<i>Total Chapter Membership at the beginning of the academic year</i>			
<i>Total Chapter Membership for the current term</i>			
<i>What is the campus average new member class size (for the applicable semester)</i>			
<i>How many non-initiated New Members are currently in your chapter?</i>			
<i>What is the all-men's GPA average on your campus (for the most recent past term)?</i>			
<i>What is the all-fraternity GPA average on your campus (for the most recent past term)?</i>			
<i>What is the Chapter's GPA on your campus (for the most recent past term)?</i>			
<i>What was your Chapter's New Member GPA (for the most recent past term)?</i>			
<i>How many men did your Chapter pledge during the current term?</i>			
<i>How many of those men did your Chapter initiate during the current term?</i>			

Continuity - Recruitment and Retention		Response
1	Is your Chapter at or above the campus average for chapter size?	
2	Has your Chapter membership increased by more than 10% in the last year?	
3	Does your Chapter have a dynamic, written, and chapter-adopted recruitment program?	
4	Does your Chapter provide a written copy of your chapter's obligations of membership to potential or New Members?	
5	Does your Chapter require a minimum 2.3 high school GPA for first semester Freshman?	
6	Does your Chapter require a minimum 2.5 college GPA for recruits?	
7	Does Your Chapter have an objective values-based selection process for recruitment?	
8	Did your Chapter have an alumni, faculty, or staff facilitated recruitment planning program?	
9	Does the chapter recruit at least 25% of its membership annually?	
10	Did the Chapter initiate at least 80% of its most recent new member classes?	
11	Have any initiated members left the Chapter this term for any reason other than graduation, transfer to another school, or a study abroad program?	
Proactive Risk Management		Response
1	Has your chapter had any violations of the Chi Phi Personal Safety Policy or of your campus' risk management policy in the current term?	
2	Has your chapter educated all new members about the Chi Phi Personal Safety Policy in the last semester?	
3	Has your chapter educated all initiated members about the Chi Phi Personal Safety Policy in the last semester?	
4	Did your Chapter maintain guest lists for all its social events this term?	
5	Has your Chapter attended any risk management related educational programming this past term?	
6	Is your Chapter's recruitment, bidding, new member, and initiation process entirely alcohol-free?	
Asset Stewardship - Financial and Property Management		Response
1	Does your Chapter have a written budget for its current term?	
2	Are periodic (monthly/weekly) budget-to-actual statements/updates provided to your membership?	
3	Do your members receive written or electronic invoices for all dues/rent/fees?	
4	Is your Chapter current on all financial obligations to its campus and its IFC?	
5	Does your Chapter have a maintenance or risk management account balance due to the Fraternity exceeding 30 days?	
6	Does your Chapter have a maintenance or risk management account balance due to the Fraternity exceeding 60 days?	

7	Does your Chapter have a maintenance or risk management account balance due to the Fraternity exceeding 90 days?	
8	Has your Chapter filed its 990N with the IRS for its most recent fiscal year?	
9	Did your Chapter maintain a savings acct equivalent to or in excess of 5% of it budget for the term?	
10	Have all New Member and Initiation reports been submitted to the Fraternity for the current academic term?	
11	Have all Initiation reports been submitted to the Fraternity for the current academic term?	
12	Was your Chapter fined for late reporting of any New Member reports this term?	
13	Was your Chapter fined for late reporting of any Initiation reports this term?	
14	Does your Chapter maintain a separate bank account for all National Fraternity dues and fees?	

Academic Health		Response
1	Was your Chapter's GPA greater than the all-men's GPA average (in the most recent past term)?	
2	Was your Chapter's GPA greater than the all-fraternity GPA average (in the most recent past term)?	
	Do your Chapter's bylaws include minimum GPA requirements for the following:	
3	<i>Pledging</i>	
4	<i>Initiation</i>	
5	<i>A "member in good standing" status</i>	
6	<i>Voting in Chapter meetings?</i>	
7	<i>Eligibility to hold elected or appointed office</i>	
8	<i>Eligibility to attend chapter sponsored social events</i>	
9	Does your Chapter have an academic program that does all of the following: engages members with academic resources and/or advisors, recognizes achievement and assist members not in 'good standing.'	
10	Does your Chapter have a designated study area and/or designated quiet/study hours?	
11	Does your Chapter have an active faculty advisor who met with the Chapter at least once this term?	

Total Member Education		Response
1	Does your Chapter have a written new member/candidate education program?	
2	How long does your New Member/Candidate education program last (in weeks)?	
3	Does your Chapter's New Member/Candidate education program adhere to all policies and guidelines of Chi Phi Fraternity and of your campus?	
4	Is your Chapter's New Member/Candidate education program completely free of any activities which could be deemed inappropriate?	
5	Have all current-term New Members completed GreekLifeEDU or a comparable program approved in advance by the Chi Phi National Office?	

6	Does your Chapter place an emphasis on internal communication and dissemination of information to all of its brothers and candidates?	
7	Does your Chapter employ a total membership education (with graduating class specific programming) including guest speakers and resources from their host institution, alumni, National staff and community?	
	Did your Chapter provide <u>initiated members</u> with ongoing education about any of the following during <u>this academic term</u> :	
8	<i>Career Planning (Resumes, Internships, Interviewing, etc.)</i>	
9	<i>STDs and/or Sexual Health</i>	
10	<i>Physical Fitness</i>	
11	<i>Other Developmental/Educational Programming</i>	
Heritage and Traditions		Response
1	Does your Chapter have a complete set of properly maintained ritual equipment?	
	Did your Chapter conduct the following rituals this term:	
2	<i>Pledging Ceremony</i>	
3	<i>Initiation Ceremony</i>	
4	<i>Grand Lecture</i>	
5	<i>Libations</i>	
6	<i>Candle Ceremony</i>	
7	Does your Chapter incorporate ritual into New Member/Candidate education by means of a post-initiation seminar?	
8	Are all Chapter meetings held in accordance with Chi Phi customs and usages?	
9	Does your Chapter make its members aware of ritual education opportunities such as programming offered at RLAs and the Goliard Program?	
Chapter Operations		Response
1	Does your chapter have written and approved bylaws?	
2	Does your Chapter utilize a committee system?	
3	Does every initiated member serve on a committee?	
4	Does every New Member/Candidate serve on a committee?	
5	Does your Chapter elect <u>all</u> Greek Letter officers (Alpha through Eta) on an <u>annual</u> basis?	
6	Does your chapter have an active Alumni Advisory Board?	
7	Does your Chapter communicate regularly (biweekly or more often) with its Alumni Advisor?	
8	Does your Chapter conduct a transition/succession management plan?	
9	Does your chapter have a written Strategic Plan?	
10	Does your chapter review its Strategic Plan each semester?	
11	Does your chapter educate its members on the Accreditation Program each semester?	
12	Does your Chapter have an operational Brotherhood/Judicial Board?	
Organizational Networking & Community Engagement		Response

1	Does your Chapter maintain appropriate recognition as a student organization by your IFC?	
2	Does your Chapter maintain appropriate recognition as a student organization by your host institution?	
3	Did at least 10% of the Chapter attend the most recent Regional Leadership Alliance?	
4	Did your Chapter's executive officers (Alpha, Beta, Delta, Gamma, Eta) participate in one of this semester's Alpha Teleconferences or related webinars?	
5	Did your Chapter send delegates to the most recent Chi Phi Congress?	
6	Does your Chapter maintain a proactive approach to Public Relations with all Greek audiences including but not limited to maintaining attendance at all IFC meetings and participation in Greek sponsored events (Greek Week, philanthropy week, freshman move-in, etc.).	
7	Does your Chapter maintain a proactive approach to Public Relations with all non-Greek audiences including but not limited to; member's parents, faculty, administration, neighbors and non-Greek student organizations.	
8	Does your Chapter have a webpage that has been updated within the current term?	
9	Does all the Chapter's membership (initiates and un-initiated Candidates/New Members) participate in at least one campus organization (in addition to Chi Phi)?	
10	Did your Chapter members complete at least 5 hours of Community Service per man during the current academic term?	
11	Did all of your Chapter's initiated and uninitiated members participate in at least one campus organized event this most recent term?	
12	Did your Chapter complete a service project benefitting the Boys and Girls Clubs of America or the local chapter of some other national service organization this term?	
13	Did your Chapter complete a philanthropy project this term?	
Leadership Advancement		Response
1	Does your Chapter have a documented current list of short and long-term goals?	
2	Are your Chapter's goals and objectives monitored and assessed at least quarterly?	
3	Does the Executive Council review and update expectations for every office during the officer transition period?	
4	Are those officer expectations monitored and assessed at least monthly?	
5	Did your Chapter's Brotherhood Board coordinated at least one event and program (i.e. retreats, special dinners, rituals, recognition programs) to promote brotherhood during the current term?	
6	Does the Brotherhood Board use and enforce a Code of Conduct for all Brothers, Candidates/New Members, and Alumni?	
7	Do any current Chapter members hold campus leadership positions (student government, club offices, student senate, student paper, etc.)?	
Alumni Relations		Response

1	Does your Chapter have a leadership position whose responsibilities specifically include Alumni Relations?	
2	Did the Chapter send out a newsletter/update to its Alumni this most recent term?	
3	Did the Chapter help coordinate an event for Alumni this most recent term?	
4	Did the Chapter invite alumni to at least one recruitment or chapter social event this academic year?	
5	Is the Senior Installation Ceremony conducted annually for graduating seniors?	
6	Does your Chapter collect and maintain contact information for graduating seniors?	

Appendix B: 2011-2012 Supporting Documentation Outline & Directions

Directions

The Supporting Documentation will require the participation of the Chapter or Colony Alpha, Beta, Delta, Gamma, Eta, Epsilon, Zeta, Member Educator, Recruitment Chair, Alumni Relations Chair, Alumni Advisor and Campus Greek Advisor.

The Supporting Documentation your Chapter or Colony is submitting should be in the same order as the criteria categories appear in the form you are also required to complete. You should simply copy and paste the applicable supporting documentation into the corresponding pages, which will be labeled for you. Each criteria section will detail what you are required to submit.

Should any supporting document you submit exceed the space provided in this blank template, you may add pages to this document. Even if your Chapter or Colony does not fully meet the criteria on the questionnaire for a question requiring supporting documentation, you are required to submit the equivalent/corresponding documentation your Chapter or Colony may have. Make sure that all of your supporting documents and exhibits are legible and clearly labeled.

Once completed, your Chapter or Colony must obtain verification signatures from your Chapter or Colony Alumni Advisor and Campus Greek Advisor verifying the validity of your submissions. The signature form is included in this packet and must be returned with this packet and the completed Accreditation Form/Survey. You must scan and email an electronic copy of the verification signatures to the National Office.

Accreditation Criteria Categories	
1	Continuity - Recruitment and Retention
2	Proactive Risk Management
3	Asset Stewardship - Financial and Property Management
4	Academic Health
5	Total Member Education

6	Heritage and Traditions
7	Chapter Operations
8	Organizational Networking & Community Engagement
9	Leadership Advancement
10	Alumni Relations

Continuity- Recruitment and Retention

For the Continuity- Recruitment and Retention section you are required to submit the following documentation:

- A written copy of your Chapter or Colony’s recruitment program
- A copy of the obligations of membership which you distribute to potential New Members
- A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process

Proactive Risk Management

For the Proactive Risk Management section you are required to submit the following documentation:

- A copy of a letter from your campus Greek Advisor verifying that your Chapter or Colony has not had any risk management violations this term
- Program date, time, topic, presenter and sponsoring group of the risk management program your chapter attended this term. The number of brothers in attendance should also be noted

Asset Stewardship – Financial and Property Management

For the Asset Stewardship – Financial and Property Management section you are required to submit the following documentation:

- A written copy of your Chapter or Colony’s budget for the current term
- A copy of each of the various types of invoices issued to members for dues, fees, and/or rent
- Copy of 990N submission verification from most recent filing
- Savings account statement with current balance noted

Academic Health

For the Academic Health section you are required to submit the following documentation:

- A letter from your campus Greek Advisor verifying your Chapter or Colony’s GPA as well as the all-fraternity and all-men’s average GPAs.
- A copy of the portion of your Chapter or Colony’s bylaws outlining the GPA requirements for:
 - Pledging
 - Initiation

- A “member in good standing” status
- Voting in Chapter meetings
- Eligibility to hold elected or appointed office
- A copy of your Chapter or Colony’s academic program

Total Member Education

For the Total Member Education section you are required to submit the following documentation:

- A written copy of your Chapter or Colony’s New Member/Candidate’s education program
- Written verification that all current-term New Members completed GreekLifeEDU or a comparable program approved in advance by the Chi Phi National Office
- Written verification of the educational programming your Chapter or Colony provided initiated members regarding:
 - Career Planning
 - STDs and/or Sexual Health
 - Physical Fitness

Heritage and Traditions

For the Heritage and Traditions section you are required to submit the following documentation:

- An inventory of all of your Chapter’s ritual equipment as verified by the Chapter’s Zeta.
- List of rituals performed this term along with date of ceremony. You should also not if alumni (or guests as appropriate) were present.

Chapter Operations

For the Chapter Operations section you are required to submit the following documentation:

- A complete written copy of your Chapter or bylaws
- A complete roster of all Chapter or Colony officers and committee chairman including their dates of elections and length or term
- A copy of your Chapter or Colony’s Strategic Plan

Organizational Networking & Community Engagement

For the Organizational Networking & Community Engagement section you are required to submit the following documentation:

- A letter from the IFC President or advisor verifying chapter recognition status with IFC
- A letter from the Fraternity/Sorority Advisor verifying chapter recognition status with the university
- A link to your Chapter or Colony’s website
- A complete Chapter or Colony roster including the campus organizations they belong to and how they completed their community service as verified by the Chapter or Colony Community Service Chair or Alpha.

- A brief written description of the service project the Chapter or Colony completed with the local Boys and Girls club verified by a staff member at the club.
- A brief written description of the campus organized event the Chapter or Colony participated in as verified by the Chapter or Colony Alpha

Leadership Advancement

For the Leadership Advancement section you are required to submit the following documentation:

- A written copy of your Chapter or Colony's short and long term goals
- A written copy of your Chapter or Colony's Code of Conduct
- A roster of all Brothers & New Members including the officer positions they hold in other campus organizations as verified by the Chapter or Colony Advisor

Alumni Relations

For the Alumni Relations section you are required to submit the following documentation:

- A copy of your Chapter or Colony's most recent alumni newsletter/update
- A brief written description of the Alumni event your Chapter or Colony held this most recent term as verified by the Chapter or Colony Advisor
- An up to date copy of the contact information for your Chapter or Colony's most recent graduates or graduating class
- Date of last performed Senior Installation Ceremony

Appendix C: Fall 2011 Supporting Documentation Analysis

Key Area	Topic	Missing						Missing Percentage						Not Sufficient						Not Sufficient Percentage						Sufficient						Sufficient Percentage						Total					
		Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage																		
Continuity -Recruitment and Retention	A written copy of your Chapter or Colony's recruitment program	13	27%	16	33%	20	41%	49																																			
Continuity -Recruitment and Retention	A copy of the obligations of membership which you distribute to potential New Members	22	45%	6	12%	21	43%	49																																			
Continuity -Recruitment and Retention	A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process	18	37%	9	18%	22	45%	49																																			
Proactive Risk Management	A copy of a letter from your campus Greek Advisor verifying that your Chapter or Colony has not had any risk management violations this term	18	37%	4	8%	27	55%	49																																			
Proactive Risk Management	Program date, time, topic, presenter and sponsoring group of the risk management program your chapter attended this term. The number of brothers in attendance should also be noted	29	59%	7	14%	13	27%	49																																			
Asset Stewardship - Financial and Property Management	A written copy of your Chapter or Colony's budget for the current term	16	33%	9	18%	24	49%	49																																			
Asset Stewardship - Financial and Property Management	A copy of each of the various types of invoices issued to members for dues, fees, and/or rent	28	57%	4	8%	17	35%	49																																			
Asset Stewardship - Financial and Property Management	Copy of 990N submission verification from most recent filing	30	61%	4	8%	15	31%	49																																			
Asset Stewardship - Financial and Property Management	Savings account statement with current balance noted	30	61%	3	6%	16	33%	49																																			
Academic Health	A letter from your campus Greek Advisor verifying your Chapter or Colony's GPA as well as the all-fraternity and all-men's average GPAs.	22	48%	11	24%	13	28%	46																																			
Academic Health	A copy of the portion of your Chapter or Colony's bylaws outlining the GPA requirements for: Pledging, Initiation, A "member in good standing" status, Voting in Chapter meetings, Eligibility to hold elected or appointed office	18	37%	10	20%	21	43%	49																																			
Academic Health	A copy of your Chapter or Colony's academic program	23	47%	11	22%	15	31%	49																																			
Total Member Education	A written copy of your Chapter or Colony's New Member/Candidate's education program	17	35%	12	24%	20	41%	49																																			
Total Member Education	Written verification that all current-term New Members completed GreekLifeEDU or a comparable program approved in advance by the Chi Phi National Office	27	55%	3	6%	19	39%	49																																			
Total Member Education	Written verification of the educational programming your Chapter or Colony provided initiated members regarding: Career Planning, STDs and/or Sexual Health, Physical Fitness	30	61%	10	20%	9	18%	49																																			
Heritage and Traditions	An inventory of all of your Chapter's ritual equipment as verified by the Chapter's Zeta.	19	39%	6	12%	24	49%	49																																			
Heritage and Traditions	List of rituals performed this term along with date of ceremony. You should also not if alumni (or guests as appropriate) were present.	23	47%	2	4%	24	49%	49																																			
Chapter Operations	A complete written copy of your Chapter or bylaws	12	24%	2	4%	35	71%	49																																			
Chapter Operations	A complete roster of all Chapter or Colony officers and committee chairman including their dates of elections and length or term	21	43%	3	6%	25	51%	49																																			
Chapter Operations	A copy of your Chapter or Colony's Strategic Plan	32	65%	7	14%	10	20%	49																																			
Organizational Networking & Community Engagement	A letter from the IFC President or advisor verifying chapter recognition status with IFC	24	49%	2	4%	23	47%	49																																			

Key Area	Topic							Total
		Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage	
Organizational Networking & Community Engagement	A letter from the Fraternity/Sorority Advisor verifying chapter recognition status with the university	19	39%	3	6%	27	55%	49
Organizational Networking & Community Engagement	A link to your Chapter or Colony's website	21	43%	4	8%	24	49%	49
Organizational Networking & Community Engagement	A complete Chapter or Colony roster including the campus organizations they belong to and how they completed their community service as verified by the Chapter or Colony Community Service Chair or Alpha.	22	45%	8	16%	19	39%	49
Organizational Networking & Community Engagement	A brief written description of the service project the Chapter or Colony completed with the local Boys and Girls club verified by a staff member at the club.	29	59%	10	20%	10	20%	49
Organizational Networking & Community Engagement	A brief written description of the campus organized event the Chapter or Colony participated in as verified by the Chapter or Colony Alpha	23	47%	6	12%	20	41%	49
Leadership Advancement	A written copy of your Chapter or Colony's short and long term goals	17	35%	5	10%	27	55%	49
Leadership Advancement	A written copy of your Chapter or Colony's Code of Conduct	24	49%	10	20%	15	31%	49
Leadership Advancement	A roster of all Brothers & New Members including the officer positions they hold in other campus organizations as verified by the Chapter or Colony Advisor	19	39%	10	20%	20	41%	49
Alumni Relations	A copy of your Chapter or Colony's most recent alumni newsletter/update	24	49%	3	6%	22	45%	49
Alumni Relations	A brief written description of the Alumni event your Chapter or Colony held this most recent term as verified by the Chapter or Colony Advisor	27	55%	4	8%	18	37%	49
Alumni Relations	An up to date copy of the contact information for your Chapter or Colony's most recent graduates or graduating class	24	49%	4	8%	21	43%	49
Alumni Relations	Date of last performed Senior Installation Ceremony	31	63%	6	12%	12	24%	49

Appendix D: Spring 2012 Supporting Documentation Analysis

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage	Total
A written copy of your Chapter or Colony's recruitment program	5	10%	12	25%	31	65%	48
A copy of the obligations of membership which you distribute to potential New Members	8	17%	6	13%	34	71%	48
A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process	7	15%	7	15%	34	71%	48
A copy of a letter from your campus Greek Advisor verifying that your Chapter or Colony has not had any risk management violations this term	6	13%	5	10%	37	77%	48
Program date, time, topic, presenter and sponsoring group of the risk management program your chapter attended this term. The number of brothers in attendance should also be noted	12	25%	6	13%	30	63%	48
A written copy of your Chapter or Colony's budget for the current term	8	17%	8	17%	32	67%	48
A copy of each of the various types of invoices issued to members for dues, fees, and/or rent	13	27%	3	6%	32	67%	48
Copy of 990N submission verification from most recent filing	25	52%	0	0%	23	48%	48
Savings account statement with current balance noted	17	35%	6	13%	25	52%	48
A letter from your campus Greek Advisor verifying your Chapter or Colony's GPA as well as the all-fraternity and all-men's average GPAs.	9	19%	18	38%	21	44%	48
A copy of the portion of your Chapter or Colony's bylaws outlining the GPA requirements for: Pledging, Initiation, A "member in good standing" status, Voting in Chapter meetings, Eligibility to hold elected or appointed office	5	10%	5	10%	38	79%	48
A copy of your Chapter or Colony's academic program	11	23%	10	21%	27	56%	48
A written copy of your Chapter or Colony's New Member/Candidate's education program	4	8%	9	19%	35	73%	48
Written verification that all current-term New Members completed GreekLifeEDU or a comparable program approved in advance by the Chi Phi National Office	14	29%	5	10%	29	60%	48
Written verification of the educational programming your Chapter or Colony provided initiated members regarding: Career Planning, STDs and/or Sexual Health, Physical Fitness	25	52%	6	13%	17	35%	48
An inventory of all of your Chapter's ritual equipment as verified by the Chapter's Zeta.	6	13%	5	10%	37	77%	48
List of rituals performed this term along with date of ceremony. You should also not if alumni (or guests as appropriate) were present.	9	19%	4	8%	35	73%	48
A complete written copy of your Chapter or bylaws	7	15%	2	4%	39	81%	48
A complete roster of all Chapter or Colony officers and committee chairman including their dates of elections and length or term	7	15%	4	8%	37	77%	48
A copy of your Chapter or Colony's Strategic Plan	10	21%	15	31%	23	48%	48

Topic	Missing	Missing Percentage	Not Sufficient	Not Sufficient Percentage	Sufficient	Sufficient Percentage	Total
A letter from the IFC President or advisor verifying chapter recognition status with IFC	6	13%	1	2%	41	85%	48
A letter from the Fraternity/Sorority Advisor verifying chapter recognition status with the university	9	19%	1	2%	38	79%	48
A link to your Chapter or Colony's website	12	25%	9	19%	27	56%	48
A complete Chapter or Colony roster including the campus organizations they belong to and how they completed their community service as verified by the Chapter or Colony Community Service Chair or Alpha.	6	13%	10	21%	32	67%	48
A brief written description of the service project the Chapter or Colony completed with the local Boys and Girls club verified by a staff member at the club.	14	29%	17	35%	17	35%	48
A brief written description of the campus organized event the Chapter or Colony participated in as verified by the Chapter or Colony Alpha	8	17%	8	17%	32	67%	48
A written copy of your Chapter or Colony's short and long term goals	9	19%	11	23%	28	58%	48
A written copy of your Chapter or Colony's Code of Conduct	11	23%	5	10%	32	67%	48
A roster of all Brothers & New Members including the officer positions they hold in other campus organizations as verified by the Chapter or Colony Advisor	14	29%	1	2%	33	69%	48
A copy of your Chapter or Colony's most recent alumni newsletter/update	14	29%	3	6%	31	65%	48
A brief written description of the Alumni event your Chapter or Colony held this most recent term as verified by the Chapter or Colony Advisor	11	23%	5	10%	32	67%	48
An up to date copy of the contact information for your Chapter or Colony's most recent graduates or graduating class	10	21%	2	4%	36	75%	48
Date of last performed Senior Installation Ceremony	11	23%	4	8%	33	69%	48