



Chi Phi Fraternity

Building Better Men
Founded December 24, 1824

Supporting Document Rubric 2014-15 Chi Phi Fraternity Chapter Accreditation Program

Changes to the document are noted. Text underlined indicates an addition, while strikethrough indicates removal.

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
 1. The recruitment program is in compliance with Chi Phi Fraternity's risk management policy, including:
 - a. Events are free of alcohol and controlled substances/illegal drugs
 - b. Other inappropriate recruiting activities
 2. The recruitment program is comprehensive including the following:
 - a. Goals
 - b. Structure/Organization for the purpose of recruitment
 - c. Event descriptions and purposes
 - d. Member expectations for recruitment
 3. The recruitment program clearly outlines all aspects of their plan.
 4. The recruitment program is re-creatable.
 5. The recruitment program utilizes the Chi Phi Fraternity's core values of truth, honor, personal integrity or concepts of founding documents, such as the creed or true gentleman, as part of their recruitment process.
- A copy of the obligations of membership which you distribute to potential New Members
 1. The obligations for membership in alliance with the expectations of a brother, including:
 - a. Encourage individual development
 - b. Promote adjustment to college life
 - c. Build respect for the individual
 - d. Stimulate intellectual growth
 - e. Promote an understanding of the fraternity
 - f. Promote the diffusion of culture and social graces
 - g. Promote friendship
 - h. Provide a beneficial life long experience for every member
 2. The obligations for membership are compliant with Chi Phi Fraternity's risk management policy, including:
 - a. Obligations are free of hazing;
 - b. Obligations are alcohol-free and drug-free;
 - c. Obligations do not violate the Chi Phi non-discrimination.
 3. The obligations are in alignment with the values of Chi Phi Fraternity, which are:

- a. Based on truth, honor, and personal integrity
 - b. Includes values of friendship, respect, honesty, responsibility, commitment, and personal development
 - 4. The obligations for membership are achievable during the New Member process.
 - a. The obligations can be complete in no more than eight weeks.
 - 5. The obligations for membership are given to the New Members in writing.
 - a. Document is given to each new member, whether electronically or physically.
 - 6. The obligations of membership are quantifiable (i.e. Abstract concepts like gain a greater understanding of the concept of brotherhood, are discouraged)
- A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process
 - 1. Selection criteria align with the values of the Chi Phi Fraternity.
 - 2. The selection criteria are consistent with the obligations for membership.
 - 3. The selection criteria given to potential members prior to initiation.

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
 - 1. A letter is submitted from the Greek advisor or university administrator.
 - 2. The letter does not mention risk management violations.
- 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
 - 1. The explanation of the program does include program date, time, topic, presenter(s) and sponsoring program.
 - 2. The program can be modeled for other chapters (e.g. explanation could be re-created).
 - 3. The number of brothers in attendance is included in the report.
 - 4. The program addresses how the risk management policy is instituted, why it is important to follow the policy or other relevant risk management challenges for today's college students.
- Social Event Policies
 - 1. Job descriptions and responsibilities for all event management personnel are clearly outlined.
 - 2. An outside individual could understand the responsibilities of event management personnel.
 - 3. Other event policies which ensure a safe, well managed, well planned, and well monitored event are addressed within the plan.
 - 4. A plan is included for educating members and event management personnel on the policies and procedures within the document.

- Comprehensive Crisis Management Plan
 1. Procedures for low level, mid-level, and high level incidents are outlined, including point of authority, communications, and immediate and long range procedures.
 2. Natural disasters such as tornados, fire, and other location appropriate weather circumstances are addressed including, point of authority, communications, and immediate and long range procedures.
 3. Communication points of contact, such as university administrator, National Office, chapter advisor, alumni association president, and house corporation president, are listed with contact information.
 4. National policies such as contacting the National Office within 72 hours of an incident which involves injury or emergency personnel are included appropriately.
 5. Roles and responsibilities for officers and members are clearly outlined for all situations.
 6. A plan for reviewing and educating members and officers on the plan is included.

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
 1. The budget does itemize spending based on events or elements of the chapter.
 2. The budget reflects spending throughout the semester.
 3. The budget reflects expected expense versus actual expense.
- A copy of each of the various types of invoices issued to members for dues, fees, and/or rent
 1. The invoice itemizes cost for chapter members.
 2. The invoice includes national dues and insurance.
 3. The invoice is a model for chapters to use.
- Copy of 990N submission verification from most recent filing
 1. The chapter submitted their recent 990N.
 2. The chapter submitted information to the controller at the National Headquarters.
- Savings account (University accounts can be used to meet this criteria as long as the spending from the account is not limited to property improvement but includes usage for educational or programmatic expenses.)
 1. The chapter has a saving account (university account).
 2. The budget reflects their savings (university earnings) for the account.
 3. The chapter submits a current statement with their report.

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.
 1. The chapter submits a letter for their campus advisor or administrator.
 2. The letter is signed or verified by the campus advisor or administrator.
 3. The chapter is at or above the all-fraternity average.
 4. The chapter is at or above the all-men's average.
- 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
 1. The chapter or colony has bylaws regarding pledging.
 2. The chapter or colony has bylaws regarding initiation.
 3. The chapter or colony has bylaws regarding a "member in good standing" status.
 4. The chapter or colony has bylaws regarding voting in chapter.
 5. The chapter or colony has bylaws regarding eligibility to hold elected or appointed office.
 6. The bylaws are compliant with the Chi Phi Risk Management policy and minimum standards.
- Chapter academic program that does all of the following:
 - Engages members with academic resources and/or advisors
 - Recognizes achievement
 - Assist members not in "good standing"
 1. The chapter or colony has a academic program.
 2. The chapter or colony academic program engages members with academic resources and/or advisors (e.g. chapter study hours cannot be the only element)
 3. The chapter or colony recognizes achievement of scholastic excellence.
 4. The chapter or colony assists members not in "good standing."

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
 1. The chapter or colony provides the new member education program.
 2. The chapter or colony program includes
 - a. Syllabus and/or outline of the program,
 - b. Program goals
 - c. Elements of the Program
 - i. History of Chi Phi
 - ii. Values of Chi Phi
 - iii. Chi Phi Standards
 - iv. Organization of Chapter/Fraternity
 - v. GreekLifeEdu

3. The program is compliant with the Chi Phi Fraternity's Risk Management Policy.
 4. New members can start at any point during their time in the new member process.
 5. The program is completed in no more than 8 weeks.
- ~~Written verification that all current term New Members completed GreekLifeEdu or a comparable program approved in advance by the Chi Phi National Office~~
 1. ~~National Office has documentation that all current term New Members have completed GreekLifeEdu or a comparable program.~~
 - Written verification of the educational programming your Chapter or Colony provided initiated members regarding:
 - Career Planning
 - STDs and/or Sexual Health
 - Physical Fitness
 - Other Development
 1. The chapter or colony provided educational programming regarding career planning for initiated members.
 2. The chapter or colony provided educational programming regarding STDs and/or sexual health for initiated members.
 3. The chapter or colony provided educational programming regarding physical fitness for initiated members.
 4. The chapter or colony provided educational programming regarding other developmental programs for initiated members.
 5. Each of the educational programs has sufficient documentation.
 6. Another chapter or colony re-create the program based on the documentation.
 7. The program is in conjunction with total member education.

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.
 1. The chapter provides an inventory of ritual equipment.
 2. The chapter Zeta verifies the inventory.

Chapter Operations

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

- A complete written copy of your Chapter or bylaws
 1. The chapter or colony provides a complete copy of their chapter bylaws.
 2. The bylaws compliant with the Chi Phi Risk Management Policy.
 3. The bylaws been updated in the previous two years.

- A complete roster of all Chapter or Colony officers and committee chairman including their dates of elections and length or term
 1. The chapter or colony provides a complete roster of officers or committee chairmen.
 2. All executive council officers are elected for a one-year term.
 3. The roster includes date of election.
 4. The roster complies with the Chi Phi Fraternity national constitution.
- A copy of your Chapter or Colony's Strategic Plan
 1. The chapter or colony provides a copy of their strategic plan.
 2. The chapter or colony utilizes measurable goals to determine the success of their strategic plan.
 3. The chapter utilizes short and long term goals to structure their 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
 1. The chapter provides a letter from IFC President or advisor recognizing their status with IFC or Greek council.
 2. The letter is signed or verified by IFC President or advisor.
- A letter from the Fraternity/Sorority Advisor verifying chapter recognition status with the university
 1. The chapter or colony provides a letter discussing their recognition by the university.
 2. The letter is signed or verified by the Fraternity/Sorority advisor.
- A link to your Chapter or Colony's website
 1. The chapter or colony provides a link for their website.
 2. The link for the website works.
 3. The website complies with the Chi Phi Fraternity's Electronic Media policy.
 4. The website information appears current and up-to-date.
- 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.
 1. The chapter or colony provides a roster of members and their campus organizations.
 2. The roster includes the community service that they complete.
 3. The roster verified by 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, RAINN, or other local agency verified by a staff member of the agency.
 1. The chapter works with the local Boys and Girls club, RAINN, or another local non-profit agency.
 2. The description is detailed and provides sufficient knowledge of the service and civic engagement of the chapter.
 3. The project can be re-created by another chapter or colony.
 4. A staff member at the agency verifies the description.
- A brief written description of the campus wide event the Chapter or Colony sponsored or co-sponsored as verified by the Chapter or Colony Alpha
 1. The chapter or colony provides a brief written description of a campus-wide event sponsored or co-sponsored by the chapter or colony.
 2. The description details and provides sufficient knowledge of the program.
 3. The program can be re-created by another chapter or colony.
 4. The chapter or colony Alpha verifies the description.

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
 1. The chapter or colony provides a written list of short-term goals.
 2. The chapter or colony provides a written list of long-term goals.
 3. The chapter or colony gives ways to accomplish these goals.
 4. The goals meet the SMART goals elements.
 5. The goals are compliant with the Chi Phi Risk Management Policy.
- A written copy of your Chapter or Colony's Code of Conduct
 1. The chapter or colony provides a copy of their Code of Conduct.
 2. The Code of Conduct includes in the Chapter or Colony's bylaws.
 3. The Code of Conduct is compliant with the Chi Phi Risk Management Policy.
 4. The Code of Conduct is part of the Total Member Education/New Member Education program.
- 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
 1. The chapter or colony provides a roster of all brothers and new members.
 2. The roster includes all officer positions they hold in other campus organizations.
 3. The chapter or colony advisor verifies the roster.

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

1. The chapter or colony provides the most recent alumni newsletter/update.
 2. The newsletter provides updates about the chapter.
 3. The newsletter provides information regarding alumni news and reports.
 4. The newsletter sent out in the most recent academic term/semester.
- 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
 1. The chapter or colony provides a written description of their alumni event(s) for the most recent academic term.
 2. The description provides sufficient details for reporting or replication by other chapters or colonies.
 3. The alumni event complies with Chi Phi Risk Management Policy.
 - An up to date copy of the contact information for your Chapter or Colony's most recent graduates or graduating class (If a chapter or colony has no graduating members, they must provide documentation stating that information.)
 1. The chapter or colony provides a current copy of contact information for recent graduates. (A chapter or colony will not lose points for having no graduating members as long as documentation is provided.)
 2. The roster includes email and mailing address.
 3. For the National Office: The chapter or colony roster compliant with the list of initiated members in the database at the National Office.
 - Date of last performed Senior Installation Ceremony (If a chapter or colony has no graduating members, they must provide documentation stating that information.)
 1. The chapter or colony the date of last performed Senior Installation Ceremony.