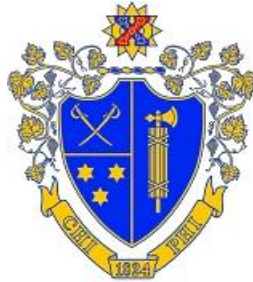


CHI PHI FRATERNITY



**Accreditation Rubric
2016-2017**

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Purpose

The Accreditation program was created many years ago during a challenging time in our fraternity. We were in need of a way to monitor the health of our chapters and provide the support that many of them needed. This would mean stronger chapters and better use of the fraternity's resources.

The following are the major purposes of the program.

Chapter Audit

The primary purpose of this program is to monitor the health of our Chapters and Colonies. By requiring our Chapters and colonies to submit information throughout the year, we can adequately determine their health and evaluate their growth. This also allows the national organization to determine strengths and weaknesses and tailor programs to improve the overall organization.

Informing Field Executives

The objective for field executives is to work with Chapters and colonies to help them grow and improve. Often, they are given insufficient information to make their work, especially their in-person visits, ineffective. The information collected and feedback provided by graders will better arm them for their jobs. This will enable them to target specific areas in which our Chapters and colonies need improvement.

Awards and Recognition

This program will provide an even playing field on which to evaluate Chapters for rewards. Our current awards program is independent of accreditation and can even have conflicting results. This new program will allow for better integration of the two programs in a way that provides clarity to the disposition of awards.

Eight Pillars

The latest revision of the program presents accreditation based on the following eight (8) pillars.

Recruitment

A key to the success of our organization is the recruitment of new men that fit with the values of the fraternity and will strengthen our brotherhood. It is important for chapters and colonies to have a well planned approach to recruitment. They should well define the process by which they recruit as well as the criteria by which they select men. They also need to make clear the expectations of all members. By reviewing a chapter or colony's approach to recruitment we can help them continue to grow their chapter in quantity and quality.

Risk Management

The longevity of our chapters is often dependent on strong risk management practices. Too often chapters are closed due to violations that could have easily prevented by better policies. This is particularly true for social events but also applies to a wide array of potential crises. It is important to take a more proactive approach with our chapter and colony's plans for risk management to help prevent many repercussions, from fines to suspensions to closures.

Financial Management

All chapters are responsible for collecting and dispensing money to operate. It is important that they have proper methods for managing money and show an ability to plan for income and expenses. Our goal is to ensure our chapters remain solvent and stay out of debt.

Total Membership Education

Strong academics and continuing education are a hallmark of this organization. It is important that our chapters emphasize this to all of their members. We expect our chapters and colonies to maintain programs that encourage excellent performance in the classroom. We expect that they have comprehensive plans for onboarding new members as well as to continue to educate their existing members. This is all part of our mission of building better men.

Ritual

The one area that distinguishes us from all other organizations is our ritual. We expect our chapters to respect our rich heritage and place an emphasis on properly performing our ritual. This includes maintaining a complete set of equipment and performing ritual on a regular basis.

Alumni Relations

Our alumni play an important role in the success of our chapters and colonies. Through advising and support, alumni ensure our chapters and colonies stay on the right path. We expect that our chapters and colonies maintain strong connections and keep their alumni involved as much as possible.

Chapter Operations

There are several key ingredients to a chapter operating smoothly. A chapter is expected to have by-laws by which they operate as well as clear goals and a strategic plan. This section ensures that our chapters and colonies have a clear focus and meaning behind their operations.

Organizational Networking

It is important for our chapters to be involved in their campus and local communities. We take great pride in our service and philanthropy and in developing leaders inside and outside the classroom.

Rewards Levels

The latest revision of the program has three levels of rewards and are as follows.

Accredited

This is the minimum level to pass accreditation. These chapters and colonies are doing what is expected by our national organization but should continue to strive for more.

Accredited with Honors

This level is being added to encourage our chapters and colonies to strive for excellence. Chapters and colonies that are Accredited with Honors are exceeding the minimum expectations and will be recognized for their strong efforts.

Accredited with Distinction

Chapter and colonies that go above and beyond and truly achieve excellence will be awarded Accredited with Distinction. These chapters and colonies will stand out as models for our organization and will be rewarded for their outstanding effort.

Overall Grading

Section	Document	Number of Points Available		Number of Points Obtained	Percentage	Document Weighting		Overall Score
		Chapter	Colony			Chapter	Colony	
Recruitment	Recruitment Program	40	40	##	%	15	18	##
	Membership Selection Criteria	12	12	##	%	3	6	##
	Obligations of Membership	20	20	##	%	3	3	##
Risk Management	Risk Management Educational Program	23	23	##	%	3	3	##
	Social Event Policy	40	40	##	%	15	18	##
	Guest List	10	4	##	%	4	4	##
	Crisis Management Plan	34	34	##	%	10	8	##
Financial Management	Budget	19	19	##	%	10	10	##
	Account Statements	4	4	##	%	3	3	##
	Invoices	6	6	##	%	2	2	##
Total Membership Education	Academic Program	9	9	##	%	10	13	##
	New Member Education Program	85	85	##	%	10	13	##
	Educational Programs	69	23	##	%	6	6	##
Ritual	Ritual Equipment Inventory	184	0	##	%	3	0	##
	Rituals Performed	38	26	##	%	5	4	##
Alumni Relations	Alumni Advisory Board	9	9	##	%	3	3	##
	Alumni Roster	4	0	##	%	3	0	##
	Alumni Newsletter	13	13	##	%	5	2	##
	Alumni Event	10	0	##	%	3	0	##
Chapter Operations	By-laws	10	10	##	%	10	10	##
	Goals and Strategic Plan	85	55	##	%	10	10	##
	Code of Conduct	10	10	##	%	3	3	##
	Social Media	12	12	##	%	2	2	##
	Greek Advisor Letter	12	12	##	%	4	4	##
Organizational Networking	Roster	29	26	##	%	4	4	##
	Community Service Event	14	14	##	%	5	5	##
	Campus Event	14	14	##	%	5	5	##
National Staff Verification	National Programming	20	20	##	%	4	4	##
	Miscellaneous	10	9	##	%	5	5	##
	Mid-Year and End-of-Year Reports	8	8	##	%	2	2	##
Total						170	170	##

Score Calculation

The next several sheets cover each individual document. These sheets explain the grading of each document and every item that is expected. Every item has a number of points assigned. The document total is seen in columns 3 and 4 above. When graded, we will take the total number of points awarded by the grader and place that in column 5 above. We will then convert that score to a percentage and place the percentage in column 6. Columns 7 and 8 indicate the weight of that document as compared to all of the other documents. They also indicate the total number of points possible. To calculate the overall score for that document, we will multiply the weight in column 7 or 8 by the percentage in column 6. This total will be placed in column 9. The sum of all scores in column 9 will be the Chapters total.

Accreditation Levels

Accredited - 119 Points

Accredited with Honors - 145 Points

Accredited with Distinction - 162 Points

Recruitment

Recruitment Program

A written copy of your Chapter's or Colony's Recruitment program

Items to Be Included	Points Allotted	
	Chapter	Colony
Contains a statement on the Chapter/Colony's policies regarding the use of alcohol, controlled substances/illegal drugs, and other inappropriate recruiting activities.	5	5
Lists the clear short-term and long-term goals of the Chapter/Colony in regards to recruitment.	5	5
Outlines the expectations of the Recruitment Chairmen, the Recruitment Committee, and all other members in regards to recruitment.	5	5
Outlines the structure and organization of the Chapter/Colony's recruitment program.	5	5
Incorporates strategies to recruit during periods outside the main "Rush" or recruitment period on campus.	5	5
Presents a timeline of the recruitment period AND a timeline of what recruitment looks like outside of the main "Rush" or recruitment period on campus.	5	5
Includes detailed event descriptions (including purposes) of all recruitment events.	5	5
The recruitment program utilizes the Chi Phi Fraternity's core values of Truth, Honor, and Personal Integrity or concepts of important rhetoric such as the Creed or True Gentleman, as part of the recruitment process.	5	5
Total	40	40

Membership Selection Criteria

A copy of the membership selection criteria your Chapter or Colony uses in the recruitment process

Items to Be Included	Points Allotted	
	Chapter	Colony
Selection criteria align with the values of the national organization and the local chapter	3	3
Selection criteria are consistent with and reflect the obligations of membership	3	3
The selection criteria reflect the Chapter/Colony's short and long term recruitment goals	3	3
The selection criteria are quantifiable	3	3
Total	12	12

Obligations of Membership

A copy of the obligations of membership which you distribute to potential New Members

Items to Be Included	Points Allotted	
	Chapter	Colony
The obligations of membership include:		
Financial obligations to the Fraternity	1	1
Time commitment expectations	1	1
Academic expectations	1	1
The obligations are in compliance with all National and Local Bylaws and Constitutions	1	1
The obligations of membership are the same for new members and active brothers	3	3
The obligations of membership are in compliance with the following portions of the Chi Phi Fraternity's Personal Safety Policy:		
Hazing	1	1
Alcohol and Drugs	1	1
Non-Discrimination	1	1
The obligations of membership correlate with the values of Chi Phi	3	3
The obligations of membership are given to the new members in writing	3	3
The obligations of membership are quantifiable and can be used to hold brothers accountable	4	4
Total	20	20

Risk Management

Risk Management Educational Program

Details of Risk Management Educational Program

Items to Be Included	Points Allotted	
	Chapter	Colony
Includes date, time, and location	2	2
Lists the sponsor of the event	2	2
Chi Phi was the primary sponsor of the event*	1	1
Describes the planning of the event if sponsored by Chi Phi or details on preparation for the event if only attended	4	4
Describes the event in detail	4	4
Describes the impact on the chapter and/or campus	4	4
Describes chapter follow-up to event (seminars, group discussions, etc.)	2	2
Member Attendance (using attendance sheet)		
More than 50% of the membership attended	1	1
More than 75% of the membership attended+	1	1
More than 90% of the membership attended++	1	1
Greek Advisor signs for verification	1	1
Total	23	23

* Additional point to be awarded

+ Includes point for 50% for a total of 2 points

++ Includes points for 75% and 50% for a total of 3 points

Social Event Policies

Detailed plan of how the Chapter or Colony executes risk management at social events

Items to Be Included	Points Allotted	
	Chapter	Colony
Sober Monitors		
Identifies how many brothers will serve this duty during the event	1	1
Defines the roles of each duty station	1	1
Outlines incentives/consequences for serving as a sober monitor	1	1
Identifies specific roles of New Members/Brothers serving sober duty and expectations of all Brothers	1	1
Includes length of time (shifts, entire event, rotate through positions, etc.)	1	1
Identifies contact and protocol in case of an emergency	1	1

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Serving of Alcohol		
Explains in detail what BYOB looks like	2	2
Explains in detail how "check-in" works (is it done at the event, prior, etc.)	2	2
Explains in detail how alcohol is monitored (wristbands, tickets, etc.)	2	2
Explains in detail where alcohol is stored during the event	2	2
Explains in detail what happens to any remaining alcohol at the end of the night	2	2
Off-Campus Chapter Events		
Explains in detail the process of planning and executing an off-campus event	2	2
Explains in detail contract/food/alcohol expectations and requirements	2	2
Explains in detail how guests are checked in and how alcohol is monitored	2	2
Explains in detail how guests will be transported to and from the event	2	2
Explains in detail how guests are notified of the event	2	2
Guest List		
Explains how guests are added to the list	1	1
Describes the limits to the number of guests and cut-off time for adding guests	1	1
Explains how Brothers access the guest list	1	1
Explains what information is collected on the guest list	1	1
Health and Safety of Guests and Brothers		
Explains in detail how the Chapter/Colony ensures that the Chapter/Colony or event is not violating any fire codes	2	2
Plan identifies all of the following key contacts: Public Safety/Campus Police Chi Phi Advisor Faculty Advisor Hazing Hotline Emergency Services National Office	2	2
Explains in detail points of contact during the event (i.e. Alpha, if Alpha isn't present then the Eta, etc.)	2	2
Explains in detail when to contact the Alpha, when to call 911, etc.	2	2
Explains in detail the steps the Chapter or Colony is taking to ensure that all guests remain safe and that those serving sober duty/all brothers are trained and prepared to respond if needed	2	2
Total	40	40

Guest Lists

Examples of guest lists used by the Chapter or Colony for social events

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter provides a blank template of a guest list used at all events in which alcohol is present	1	1
Chapter includes one completed guest list that were used throughout the semester. Date/time/location of the event should be indicated on the guest list.	3	3
Chapter includes two completed guest lists that were used throughout the semester. Date/time/location of the event should be indicated on the guest list.*	3	0
Chapter includes three completed guest lists that were used throughout the semester. Date/time/location of the event should be indicated on the guest list.^	3	0
Total	10	4

* Includes points for one guest list for a total of 6 points

^ Includes points for two guest lists for a total of 9 points

Crisis Management Plan

Detailed explanation of how the Chapter or Colony handles crises

Items to Be Included	Points Allotted	
	Chapter	Colony
Provides a list of contacts to include the following:		
University Administrators	1	1
Emergency Personnel (Ambulance, Police, Public Safety, etc.)	1	1
Greek Advisor	1	1
Faculty Advisor	1	1
Alumni Advisory Board*	1	1
National Office Staff	1	1

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Explains in detail the procedures and protocols for the following:		
Low level incidents		
Lists examples of what qualifies	1	1
Includes notifying national office within 72 hours	1	1
Includes policy on talking to the media	1	1
Lists key points of contact	1	1
Explains in detail roles and responsibilities for officers and members	2	2
Explains in detail immediate responses	2	2
Explains in detail long-term responses	2	2
Mid level incidents including examples of what qualifies		
Lists examples of what qualifies	1	1
Includes notifying national office within 72 hours	1	1
Includes policy on talking to the media	1	1
Lists key points of contact	1	1
Explains in detail roles and responsibilities for officers and members	2	2
Explains in detail immediate responses	2	2
Explains in detail long-term responses	2	2
High level incidents including examples of what qualifies		
Lists examples of what qualifies	1	1
Includes notifying national office within 72 hours	1	1
Includes policy on talking to the media	1	1
Lists key points of contact	1	1
Explains in detail roles and responsibilities for officers and members	2	2
Explains in detail immediate responses	2	2
Explains in detail long-term responses	2	2
Explains how members are educated on the plan	4	4
Total	34	34

Financial Management

Budget

Chapter's budget for the semester

Items to Be Included	Points Allotted	
	Chapter	Colony
Income Statement (Traditional Budget)		
Income		
Dues income correlates to dues per person multiplied by the number of brothers (this may include different dues for brothers and new members)	1	1
Chapter identifies its expected collection rate. If 100%, chapter should identify a service being used to ensure this is possible.	1	1
Expenses		
Expenses correspond to areas of chapter operations and appear to be all inclusive	3	3
The following items are included:		
National Dues	1	1
National Insurance	1	1
Overall		
Shows projected and actual income and expenses side by side	2	2
Projected income matches projected expenses	1	1
Cash Flow Statement (Budget over time)		
Shows a breakdown by month or smaller time frame	1	1
Breakdown shows projected and actual income and expenses	2	2
Chapter/Colony projects solvency at all times (Planned income should always be enough to cover planned expenses)	1	1
Income and expenses correspond to those on the income statement	2	2
Dues Register		
Dues collected matches actual income on income statement	1	1
Register shows all dues collected and any outstanding member debts	1	1
Chapter has no members in debt	1	1
Total	19	19

Account Statements

Copies of bank account statements

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter maintains balances in accounts used to pay for expenses (these can be savings or checking accounts at a bank, OmegaFi or other third-party accounts, and University accounts)	1	1
Accounts show evidence of use to pay for chapter expenses	1	1
Chapter provides all monthly account statements and a register showing that all line items are reconciled (register should note the corresponding account and/or statement for each item)	2	2
Total	4	4

Invoices

Invoices sent to members to collect money

Items to Be Included	Points Allotted	
	Chapter	Colony
Option 1: 3rd Party Service		
Chapter uses a service such as OmegaFi to charge its members and ensure money is collected. This can be a University or 3rd party service	6	6
Option 2: Self Collected		
Invoice contains the following items:		
Chapter identification (Address, phone, contact person)	1	1
Invoice Date	1	1
Invoice Number	1	1
Area for itemized charges and total being billed	1	1
Payment due date	1	1
Payment instructions	1	1
Total	6	6

Total Membership Education

Academic Program

Program for maintaining strong academic performance

Items to Be Included	Points Allotted	
	Chapter	Colony
Identifies goals of the Academic Program	1	1
Identifies academic requirements for all members, committee chairs, officers	1	1
Identifies expectations of the academic chairman, the academic committee, and the chapter/colony to engage and utilize the Academic Program	1	1
Identifies incentives for brothers meeting or exceeding academic standards	1	1
Identifies steps taken to support brothers who do not meet academic standards of the chapter/colony	1	1
Identifies consequences for brothers who fall below the academic standards of the chapter/colony	1	1
Identifies strategies to connect new members and brothers to academic resources on campus	1	1
Identifies strategies to connect the chapter/colony to the faculty advisor	1	1
Identifies strategies to make sure the chapter/colony submits for the Sparks Medal every academic year	1	1
Total	9	9

New Member Education Program

Program for educating New Members as they prepare to be initiated

Items to Be Included	Points Allotted	
	Chapter	Colony
Program is aligned with the following policies		
Personal Safety Policy	7	7
Electronic Use Policy	3	3
Schedule of events given to new members includes date of initiation	2	2
Pinning date to Initiation date is less than 6 weeks (4 weeks for colonies)	10	10
Program includes goals that explain how the program is helping to develop active and engaged brothers	5	5
Program outlines expectations for new members and brothers	5	5

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Big/Little Program or Equivalent		
Program explains who oversees the process	2	2
Program explains how pairs are chosen	5	5
Program details the ceremony/reveal	5	5
Program details the event after the ceremony/reveal	5	5
Program explains how brothers are made aware of acceptable behavior	3	3
Program explains how academic expectations for new members are conveyed to include the following:		
GPA expectations for new members	1	1
Steps the chapter/colony takes to ensure academics stays a priority	2	2
Role of the faculty advisor in assisting new members academically	2	2
Academic expectations for new members are congruent with those for brothers	1	1
Incentives to encourage strong academic performance	2	2
Schedule of events covering the following minimum topics:		
Chi Phi expectations (GreekLifeEdu, dues, etc.)		
Event includes date, time, location	1	1
Description includes all specific topics covered	2	2
Description explains how the material is taught	2	2
Risk Management		
Event includes date, time, location	1	1
Description includes all specific topics covered	2	2
Description explains how the material is taught	2	2
Chapter Operations/Officer Positions		
Event includes date, time, location	1	1
Description includes all specific topics covered	2	2
Description explains how the material is taught	2	2
Ritual including New Member ceremonies		
Event includes date, time, location	1	1
Description includes all specific topics covered	2	2
Description explains how the material is taught	2	2
Local/National History		
Event includes date, time, location	1	1
Description includes all specific topics covered	2	2
Description explains how the material is taught	2	2
Total	85	85

Total Member Education Programs

Details on educational programs coordinated for all members

Items to Be Included	Points Allotted	
	Chapter	Colony
Program 1		
Includes date, time, and location	2	2
Lists the sponsor of the event	2	2
Chi Phi was the primary sponsor of the event*	1	1
Describes planning of the event if sponsored by Chi Phi or details on preparation for the event if only attended	4	4
Describes the event in detail	4	4
Describes the impact on the chapter and/or campus	4	4
Describes chapter follow-up to the event (seminars, group discussions, etc.)	2	2
Member Attendance (using attendance sheet)		
More than 50% of the membership attended	1	1
More than 75% of the membership attended+	1	1
More than 90% of the membership attended++	1	1
Greek/Chapter/Faculty/Alumni Advisor signs for verification	1	1
Program 2		
Includes date, time, and location	2	0
Lists the sponsor of the event	2	0
Chi Phi was the primary sponsor of the event*	1	0
Describes planning of the event if sponsored by Chi Phi or details on preparation for the event if only attended	4	0
Describes the event in detail	4	0
Describes the impact on the chapter and/or campus	4	0
Describes chapter follow-up to the event (seminars, group discussions, etc.)	2	0
Member Attendance (using attendance sheet)		
More than 50% of the membership attended	1	0
More than 75% of the membership attended+	1	0
More than 90% of the membership attended++	1	0
Greek/Chapter/Faculty/Alumni Advisor signs for verification	1	0

* Additional point to be awarded

+ Includes point for 50% for a total of 2 points

++ Includes points for 75% and 50% for a total of 3 points

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Program 3		
Includes date, time, and location	2	0
Lists the sponsor of the event	2	0
Chi Phi was the primary sponsor of the event*	1	0
Describes planning of the event if sponsored by Chi Phi or details on preparation for the event if only attended	4	0
Describes the event in detail	4	0
Describes the impact on the chapter and/or campus	4	0
Describes chapter follow-up to the event (seminars, group discussions, etc.)	2	0
Member Attendance (using attendance sheet)		
More than 50% of the membership attended	1	0
More than 75% of the membership attended+	1	0
More than 90% of the membership attended++	1	0
Greek/Chapter/Faculty/Alumni Advisor signs for verification	1	0
Total	69	27

* Additional point to be awarded

+ Includes point for 50% for a total of 2 points

++ Includes points for 75% and 50% for a total of 3 points

Ritual

Ritual Equipment Inventory

List of all Ritual equipment the Chapter possesses

Please see separate password protected document for ritual secrets.

Rituals Performed

List of Rituals performed over the course of the semester

Please see separate password protected document for ritual secrets.

Alumni Relations

Alumni Advisory Board

Contact list for members of the Alumni Advisory Board

Items to Be Included	Points Allotted	
	Chapter	Colony
Member 1		
Phone number and email are listed	1	1
Detailed explanation of role	1	1
Signature of verification	1	1
Member 2		
Phone number and email are listed	1	1
Detailed explanation of role	1	1
Signature of verification	1	1
Member 3		
Phone number and email are listed	1	1
Detailed explanation of role	1	1
Signature of verification	1	1
Total	9	9

Alumni Roster

Complete roster of all Alumni from Fall 2016 forward

Items to Be Included	Points Allotted	
	Chapter	Colony
Recent Graduates		
Chapter has phone numbers for its most recent graduates	1	0
Chapter has email addresses for its most recent graduates	1	0
Chapter has mailing addresses for its most recent graduates	1	0
The roster is built upon each semester and contains all graduates from Fall 2016 forward	1	0
Total	4	0

Alumni Newsletter

Newsletter sent to all Alumni

Items to Be Included	Points Allotted	
	Chapter	Colony
Newsletter was sent within the last 6 months	2	2
Article 1	2	2
Article 2	2	2
Article 3	2	2
Contains a section of alumni updates	2	2
Contains a calendar of upcoming events encouraging alumni participation	2	2
Alumni advisor signs certifying distribution to alumni	1	1
Total	13	13

Alumni Event

Description of event hosted by the Chapters/Colony for its Alumni

Items to Be Included	Points Allotted	
	Chapter	Colony
Lists the date and time of event (held within last 6 months)	1	0
Lists the location of event	1	0
Describes in detail the planning of the event	2	0
Describes the event in detail	3	0
Attendance (using attendance sheet)		
Lists alumni in attendance	1	0
Lists undergraduate members in attendance	1	0
Alumni advisor signs for verification	1	0
Total	10	0

Chapters Operations

By-Laws

The by-laws for the Chapter/Colony

Items to Be Included	Points Allotted	
	Chapter	Colony
Lists the most recent changes, updates, and reviews of by-laws	2	2
By-laws have been reviewed within the last 12 months	2	2
By-laws do not conflict with any Chi Phi Fraternity Risk Management Policies	2	2
By-laws contain GPA requirements for the following:		
Pledging	1	1
Initiation	1	1
Member in good standing	1	1
Voting in chapter meetings	1	1
Total	10	10

Goals and Strategic Plan

A list of the short and long term goals along with a strategic plan for achieving these goals.

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter has a mission statement	4	1
Chapter has a vision statement	4	1
Chapter has a SWOT analysis	5	5
Short Term Goal 1		
SMART		
Specific	1	1
Measurable	1	1
Attainable	1	1
Relevant	1	1
Timely	1	1
Includes steps being taken to accomplish the goal	5	5
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	2

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Short Term Goal 2		
SMART		
Specific	1	1
Measurable	1	1
Attainable	1	1
Relevant	1	1
Timely	1	1
Includes steps being taken to accomplish the goal	5	5
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	2
Short Term Goal 3		
SMART		
Specific	1	0
Measurable	1	0
Attainable	1	0
Relevant	1	0
Timely	1	0
Includes steps being taken to accomplish the goal	5	0
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	0
Long Term Goal 1		
SMART		
Specific	1	1
Measurable	1	1
Attainable	1	1
Relevant	1	1
Timely	1	1
Includes steps being taken to accomplish the goal	5	5
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	2
Long Term Goal 2		
SMART		
Specific	1	1
Measurable	1	1
Attainable	1	1
Relevant	1	1
Timely	1	1
Includes steps being taken to accomplish the goal	5	5
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	2

Continued on next page.

Items to Be Included	Points Allotted	
	Chapter	Colony
Long Term Goal 3		
SMART		
Specific	1	0
Measurable	1	0
Attainable	1	0
Relevant	1	0
Timely	1	0
Includes steps being taken to accomplish the goal	5	0
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	0
Total	85	55

Code of Conduct

A description of the rules and regulations by which all Brothers are expected to comply

Items to Be Included	Points Allotted	
	Chapter	Colony
The code of conduct refers to expected behavior of all members	1	1
The code of conduct reflects the core values of Chi Phi	1	1
The code of conduct describes appropriate behavior for the following:		
New Member Education	1	1
Recruitment	1	1
Classroom	1	1
Social Events	1	1
Philanthropy and Community Service	1	1
Interfraternal Relations	1	1
National Programs	1	1
Social Media	1	1
Total	10	10

Social Media

Links to all social media accounts

Items to Be Included	Points Allotted	
	Chapter	Colony
Website		
Link works (i.e. website or account exists)	1	1
Complies with the Chi Phi Fraternity's Electronic Use Policy	1	1
Information is current and up-to-date	1	1
Facebook		
Link works (i.e. website or account exists)	1	1
Complies with the Chi Phi Fraternity's Electronic Use Policy	1	1
Information is current and up-to-date	1	1
Instagram		
Link works (i.e. website or account exists)	1	1
Complies with the Chi Phi Fraternity's Electronic Use Policy	1	1
Information is current and up-to-date	1	1
Twitter		
Link works (i.e. website or account exists)	1	1
Complies with the Chi Phi Fraternity's Electronic Use Policy	1	1
Information is current and up-to-date	1	1
Total	12	12

Greek Advisor Letter

Letter from the Greek Advisor

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter Recognition		
Chapter is recognized by the university	1	1
Chapter is recognized by IFC	1	1
Risk Management		
Chapter has had no risk management violations this term	2	2
Chapter is considered to be in good standing	2	2
Academics+		
GPA is higher than the all-Fraternity average	1	1
GPA is higher than the all-male average	1	1
GPA is higher than the all-Greek average	1	1
GPA is greater than or equal to 3.0/4.0	1	1
GPA is greater than or equal to 3.25/4.0*	1	1
GPA is greater than or equal to 3.5/4.0^	1	1
Total	12	12

* Includes point for 3.0/4.0 for a total of 2 points

^ Includes points for 3.0/4.0 and 3.25/4.0 for a total of 3 points

+ Greek Advisor must provide chapter GPA and either certify all items or provide GPAs necessary to perform calculations

Organizational Networking

Roster

Complete roster of all Brothers and New Members with appropriate contact information

Items to Be Included	Points Allotted	
	Chapter	Colony
Roster of all brothers and new members includes:		
First and Last Name	1	1
Class Year	1	1
Email Address	2	2
Phone Number	2	2
Home Address	1	1
Fraternity committee on which they serve	1	1
The following chapter officers are denoted with election dates within the last 12 months (appointment dates for colonies)		
Alpha	1	1
Beta	1	1
Gamma	1	1
Delta	1	1
Epsilon	1	1
Zeta	1	1
Eta	1	1
Theta	1	1
Iota	1	1
Campus Involvement		
Every member is involved in at least one organization outside Chi Phi	3	3
More than 10% of the membership holds a leadership position in an outside organization	1	0
More than 15% of the membership holds a leadership position in an outside organization*	1	0
More than 20% of the membership holds a leadership position in an outside organization^	1	0
Community Service Hours per Member		
Each member completes a minimum of 5 hours	1	1
Each member completes a minimum of 10 hours+	1	1
Each member completes a minimum of 15 hours++	1	1
Community Service Total Chapter Hours		
Chapter averages 5 hours per man	1	1
Chapter averages 10 hours per man+	1	1
Chapter averages 15 hours per man++	1	1
Total	29	26

* Includes point for more than 10% for a total of 2 points

^ Includes points for more than 10% and 15% for a total of 3 points

+ Includes point for 5 hours for a total of 2 points

++ Includes points for 10 and 15 hours for a total of 3 points

Community Service Event

Service event for Boys and Girls Club, RAINN, or another local agency

Items to Be Included	Points Allotted	
	Chapter	Colony
Description of the event includes:		
Date and time	1	1
Location	1	1
Organization the work was done for	1	1
Details on planning of the event	2	2
Detailed description of the event	2	2
Description of the impact on the community	2	2
Member Attendance (using attendance sheet)		
At least 50% of the membership participated	2	2
At least 75% of the membership participated*	1	1
At least 90% of the membership participated^	1	1
Member of the agency signs for verification	1	1
Total	14	14

* Includes points for 50% for a total of 3 points

^ Includes points for 50% and 75% for a total of 4 points

Campus Event

Event hosted by the Chapter or Colony for the campus at large

Items to Be Included	Points Allotted	
	Chapter	Colony
Description of the event includes:		
Date and time	1	1
Location	1	1
Chapter sponsored or co-sponsored the event	1	1
Details on planning of the event	2	2
Detailed description of the event	2	2
Description of the impact on the campus	2	2
Member Attendance (using attendance sheet)		
At least 50% of the membership participated	2	2
At least 75% of the membership participated*	1	1
At least 90% of the membership participated^	1	1
Alumni Advisor signs for verification	1	1
Total	14	14

* Includes points for 50% for a total of 3 points

^ Includes points for 50% and 75% for a total of 4 points

National Staff Verification

All documents in this section will be graded by members of the National Office Staff and will NOT require documents to be submitted by the Chapters.

National Programming

Verification of attendance at National Programs: Alphas Academy, Regional Leadership Alliances, and College of Excellence

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter officers attended all Officer Webinars	8	8
Chapter president attended Alpha's Academy	4	4
Chapter sent at least one (1) member to COE	2	2
Chapter sent at least two (2) members to COE+	2	2
Chapter sent all of its required delegates to the last Congress (Fall only)	4	4
At least 50% of the executive council attended RLA (Spring only)	1	1
At least 75% of the executive council attended RLA (Spring only)*	1	1
At least 10% of the chapter membership attended RLA (Spring only)	1	1
At least 15% of the chapter membership attended RLA (Spring only)^	1	1
Total	20	20

* Includes point for 50% for a total of 2 points

^ Includes point for 10% for a total of 2 points

+ Includes points for one (1) member for a total of 4 points

Miscellaneous

Random items to be verified by the National Staff

Items to Be Included	Points Allotted	
	Chapter	Colony
Chapter filed its 990N	1	0
GreekLifeEDU has been completed by all members	2	2
New Member Report was submitted on time	1	1
Initiation Report was submitted on time	1	1
Chapter initiated at least 80% of its new member class	2	2
Chapter has no maintenance or risk management balance due to the national fraternity	1	1
Chapter has a functioning alumni advisory board	2	2
Total	10	9

Mid-Year and End-of-Year Reports

The requirements of these reports will now be verified through Accreditation

Items to Be Included	Points Allotted	
	Chapter	Colony
All officers have been updated in Vault	1	1
All officer contact information is correct	1	1
Rosters have been updated to indicate graduating seniors	1	1
Status of all members on your roster is accurate	1	1
Name and contact info for the Faculty Advisor is correct	1	1
Name and contact info for the Chapter Advisor is correct	1	1
Name, title, and contact info for the Greek Advisor is correct	1	1
Chapter Eternal has been updated	1	1
Total	8	8