FALL 2016 ACCREDITATION

The Fall 2016 Accreditation submission process is changing to a format that is designed to be more user friendly. This new process will allow Chapters to work on accreditation at their own pace as well as still receive a detailed score sheet with grader feedback.

However, in order to ensure this process goes smoothly, **please read through and follow the directions below carefully**. If you have any questions, please reach out to Erin Caldwell at Caldwell@chiphi.org.

CHAPTER SURVEY
1) Download the Chapter Survey from www.chiphi.org/accreditation
2) Answer the questions in the survey providing names, email address, and contact numbers as it requests.
3) When you have completed the survey save it with the following file name: **CHAPTER NAME**.xls
   a. For example: PHI LAMBDA THETA.xlsx

SUPPORTING DOCUMENTS
1) Listed below is a table of all supporting documentation that is required for accreditation.
2) Review the list carefully and refer back to the Accreditation Rubric for specific details on what should be included in each document.
3) In order for your submissions to be sorted and, therefore, graded correctly ensure that you are saving the document with the correct file name. This should follow the table provided in Appendix 1. Examples are listed below.
   a. Recruitment Program-ALPHA-ALPHA
   b. Social Event Policy-EPSILON
   c. Budget-ALPHA-PI
4) **All documents are to be either in PDF format or an Excel Spreadsheet. Word documents will not be accepted.**
5) If you have any questions regarding supporting documentation or would like someone from the National Office Staff to review your documents prior to submitting, feel free to reach out to your Field Executive by **no later than Wednesday, November 30th.**
   a. Justin Munson: munson@chiphi.org
   b. Christian Madrid: madrid@chiphi.org
   c. Dan Coutcher   coutcher@chiphi.org

SUBMISSION PROCESS
1) Once you have completed the Chapter Survey and have all Supporting Documentation that you plan on submitting for accreditation, save it to a zip folder.
   a. If you are unsure of how to do this review the following link: How to Create a Zip Folder
   b. The Zip Folder should be saved as your **CHAPTER NAME**.
2) You will then email accreditation@chiphi.org your zip folder.
3) Submission deadline is **Friday, December 9, 2016 BY 11:59PM.**
4) If you have any questions or problems contact either your Field Executive or Erin Caldwell.

Appendix 1: Supporting Document Table

Document Name	File Name	File Formats Allowed
Recruitment Program	Recruitment Program - Chapter Name	PDF
Membership Selection Criteria	Membership Selection Criteria - Chapter Name	PDF
Obligations of Membership	Obligations of Membership - Chapter Name	PDF
Risk Management Educational Program	Risk Management Educational Program - Chapter Name	PDF
Risk Management Educational Program Attendance Sheet	Risk Management Educational Program Attendance Sheet - Chapter Name	PDF, Scan Image
Social Event Policy	Social Event Policy - Chapter Name	PDF
Guest List Template	Guest List Template - Chapter Name	PDF, Excel
Guest List 1	Guest List 1 - Chapter Name	PDF, Scan Image
Guest List 2	Guest List 2 - Chapter Name	PDF, Scan Image
Guest List 3	Guest List 3 - Chapter Name	PDF, Scan Image
Crisis Management Plan	Crisis Management Plan - Chapter Name	PDF
Budget	Budget - Chapter Name	PDF, Excel
Account Statement Register	Account Statement Register - Chapter Name	PDF, Excel
Account Statement 1	Account Statement 1 - Chapter Name	PDF, Scan Image
Account Statement 2	Account Statement 2 - Chapter Name	PDF, Scan Image
Account Statement 3	Account Statement 3 - Chapter Name	PDF, Scan Image
Account Statement 4	Account Statement 4 - Chapter Name	PDF, Scan Image
Account Statement 5	Account Statement 5 - Chapter Name	PDF, Scan Image
Invoices	Invoices - Chapter Name	PDF
Academic Program	Academic Program - Chapter Name	PDF
New Member Education Program	New Member Education Program - Chapter Name	PDF
Educational Programs	Educational Programs - Chapter Name	PDF
Educational Program 1 Attendance Sheet	Educational Program 1 Attendance Sheet - Chapter Name	PDF, Scan Image
Educational Program 2 Attendance Sheet	Educational Program 2 Attendance Sheet - Chapter Name	PDF, Scan Image
Educational Program 3 Attendance Sheet	Educational Program 3 Attendance Sheet - Chapter Name	PDF, Scan Image
Ritual Equipment Inventory	Ritual Equipment Inventory - Chapter Name	PDF, Scan Image
Rituals Performed	Rituals Performed - Chapter Name	PDF, Scan Image
Alumni Advisory Board Member 1	Alumni Advisory Board Member 1 - Chapter Name	PDF, Scan Image
Alumni Advisory Board Member 2	Alumni Advisory Board Member 2 - Chapter Name	PDF, Scan Image
Alumni Advisory Board Member 3	Alumni Advisory Board Member 3 - Chapter Name	PDF, Scan Image
Alumni Roster	Alumni Roster - Chapter Name	PDF, Excel
Alumni Newsletter	Alumni Newsletter - Chapter Name	PDF, Scan Image
Alumni Event	Alumni Event - Chapter Name	PDF
Alumni Event Attendance Sheet	Alumni Event Attendance Sheet - Chapter Name	PDF, Scan Image
By-laws	By-laws - Chapter Name	PDF
Goals and Strategic Plan	Goals and Strategic Plan - Chapter Name	PDF, Excel
Code of Conduct	Code of Conduct - Chapter Name	PDF
Social Media	Social Media - Chapter Name	PDF
Greek Advisor Letter	Greek Advisor Letter - Chapter Name	PDF
Roster	Roster - Chapter Name	PDF, Excel
Community Service Event	Community Service Event - Chapter Name	PDF
Community Service Event Attendance Sheet	Community Service Event Attendance Sheet - Chapter Name	PDF, Scan Image
Campus Event	Campus Event - Chapter Name	PDF
Campus Event Attendance Sheet	Campus Event Attendance Sheet - Chapter Name	PDF, Scan Image
National Programming	N/A	N/A
Miscellaneous	N/A	N/A
Mid-Year and End-of-Year Reports	N/A	N/A