SPRING 2017 ACCREDITATION

The Spring 2017 Accreditation submission process is changing to a format that is designed to be more user friendly. This 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 SUBMISSION FORM
1) Download the Chapter Submission Form from www.chiphi.org/accreditation
2) Answer the questions in the form providing names, email address, and contact numbers as it requests.
3) When you have completed the form save it with the following file name: **CHAPTER NAME**.xls
   a. For example: PHI LAMBDA THETA.xlsx

SUPPORTING DOCUMENTS
1) The Documentation Checklist provides 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 the Documentation Checklist. Examples are listed below.
   a. Recruitment Program-ALPHA-ALPHA
   b. Social Event Policy-EPSILON
   c. Budget-ALPHA-PI
   d. *Note: failure to title documents correctly will receive a five point deduction from the overall score*
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 Monday, April 17, 2017.**
   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 Submission Form 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 **MONDAY, MAY 1, 2017 BY 11:59PM.**
   a. *Note: submissions received on May 2nd (even at 12:00 a.m.) will be marked late and receive a five point deduction from the overall score.*
4) If you have any questions or problems contact either your Field Executive or Erin Caldwell.