

# CHI PHI FRATERNITY



**Accreditation Rubric  
Fall 2020  
Semester Submission**

## **Contents**

Purpose .....	4
Eight Pillars.....	5
Rewards Levels.....	6
Overall Grading.....	7
Score Calculation .....	8
Accreditation Levels .....	8
Recruitment.....	6
Recruitment Program .....	7
Membership Selection Criteria .....	11
Obligations of Membership.....	8
Risk Management .....	9
Risk Management Educational Program .....	14
Social Event Policy .....	15
Guest Lists.....	17
Crisis Management Plan .....	18
Financial Management.....	13
Budget.....	14
Account Statements .....	21
Invoices.....	22
Total Membership Education .....	15
Academic Program .....	16
New Member Education Program.....	25
Total Member Education Programs .....	27
Ritual.....	29
Ritual Equipment Inventory .....	29
Rituals Performed.....	29
Alumni Relations .....	30
Alumni Advisory Board .....	31
Alumni Roster .....	32
Alumni Newsletter.....	32
Alumni Event.....	34
Chapters Operations .....	17
Bylaws.....	18
Goals and Strategic Plan.....	19
Code of Conduct.....	21

Greek Advisor Letter.....	22
Organizational Networking.....	23
Roster .....	24
Community Service Event.....	43
Social Media .....	25
Campus Event .....	45
National Staff Verification.....	26
National Programming.....	27
Miscellaneous .....	28
Mid-Year and End-of-Year Reports.....	29
Deductions.....	30

## **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 Colonies 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 Leadership Consultants**

The objective for Leadership Consultants 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 and Colonies for awards. 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.

**Chi Phi Accreditation - Colonies**  
**Fall 2020**

Due to the COVID-19 pandemic creating a challenging environment for our Chapters and Colonies, the Chi Phi National Accreditation Committee wants to temporarily take the stress off of Colony leadership by adjusting the required submission for Fall 2020. Realizing that every university has unique plans to address the needs of COVID-19, the goal for the Fall 2020 submission will be to review current Colony operations and ensure that they are in accordance with National [Colony] Operations Standards. The Fall 2020 Accreditation submission will also allow both the Colony and the National Organization to assess whether or not the Colony is on track for their Petition to Charter.

**Submission Requirements**

**Colonies:**

Colonies will need to submit the following documents for review:

1. Recruitment Program	2. Obligations of Membership
3. Chapter Risk Management Template *	4. Budget
5. Academic Program	6. Bylaws
7. Goals and Strategic Plan	8. Code of Conduct
9. Roster	10. Social Media

\*This will replace having a separate Social Event Policy and Crisis Management Plan since they are all rolled into one in the new Chi Phi Risk Management Policy Template.

**Document Grading**

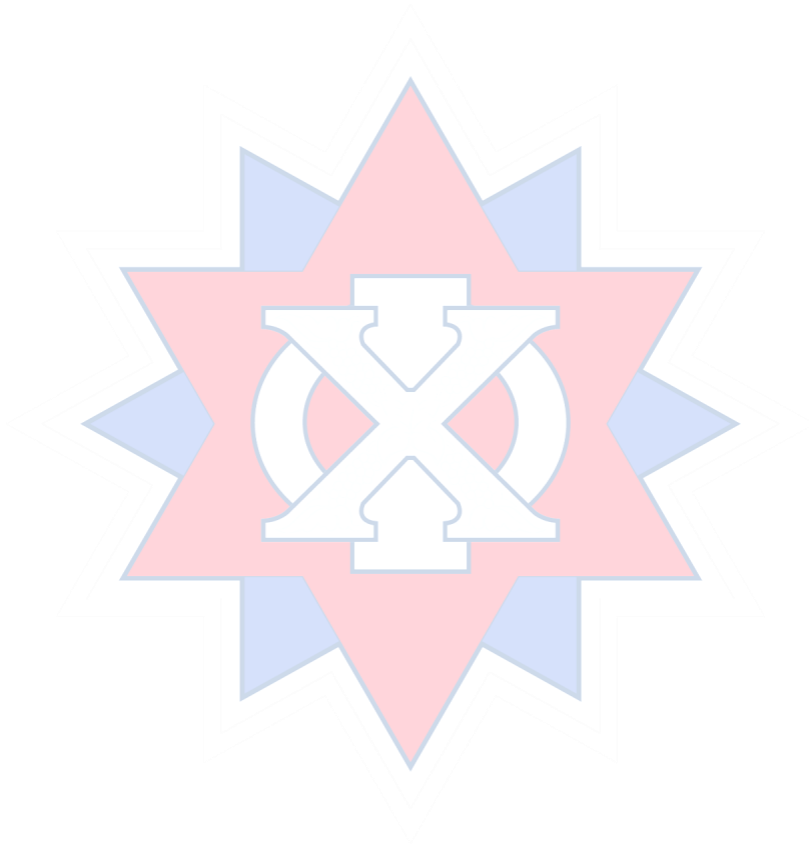
The Committee will use the Fall 2020 Semesterly Rubric to grade the documents individually. For Colonies to pass, they must earn at least half the total points possible on each document, and at least 70% of the documents must pass for the Colony to receive a passing grade overall.

**Deadline for Fall 2020 Submission**

The deadline for the Fall 2020 Accreditation submission is Sunday, November 8, 2020, by 11:59 pm local time. Late submissions will be penalized.

**Accreditation Support**

There will be monthly Zoom roundtables that will be provided for Accreditation Chairs (or Chapter Representative) to attend. These roundtables will focus on the overall Accreditation process and then will be focused on each document, so you have the best submissions possible to get feedback from the graders.



# Recruitment

## Recruitment Program

*Description:* A written copy of your Chapter's Recruitment Program  
*Files to be Submitted:* Recruitment Program (Insert Semester) - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* PDF

Items to Be Included	Points Allotted	
	Chapter	
Contains a statement on the Chapter's policies regarding the use of alcohol, controlled substances/illegal drugs, and other inappropriate recruiting activities.	5	
Outlines the expectations of the Iota, the Recruitment Committee, and all other members in regard to recruitment.	5	
Incorporates strategies to recruit during periods outside the main "Rush" or recruitment period on campus.	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	
Lists the clear short-term and long-term goals of the Chapter in regard to recruitment for each semester.	5	
Outlines the structure and organization of the Chapter recruitment program by semester.	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 for each semester.	5	
Includes detailed event descriptions (including purposes) of all recruitment events by semester.	5	
<b>Total</b>	40	

## Obligations of Membership

*Description:* A written copy of your Chapter's obligations of membership for all members, including New Members  
*Files to be Submitted:* Obligations of Membership - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* PDF

Program Items to Be Included	Points Allotted	
	Chapter	
The obligations of membership include:		
Financial obligations to the Fraternity	1	
Time commitment expectations	1	
Academic expectations	1	
The obligations are in compliance with all National and Local Bylaws and Constitutions	1	
The obligations of membership are the same for New Members and Initiated Brothers	3	
The obligations of membership are in compliance with the following portions of the Chi Phi Fraternity's Personal Safety Policy:		
Hazing	1	
Alcohol and Drugs	1	
Non-Discrimination	1	
The obligations of membership correlate with the Values of Chi Phi	3	
The obligations of membership are given to the New Members in writing	3	
The obligations of membership are quantifiable and can be used to hold Brothers accountable	4	
<b>Total</b>	20	



# Risk Management

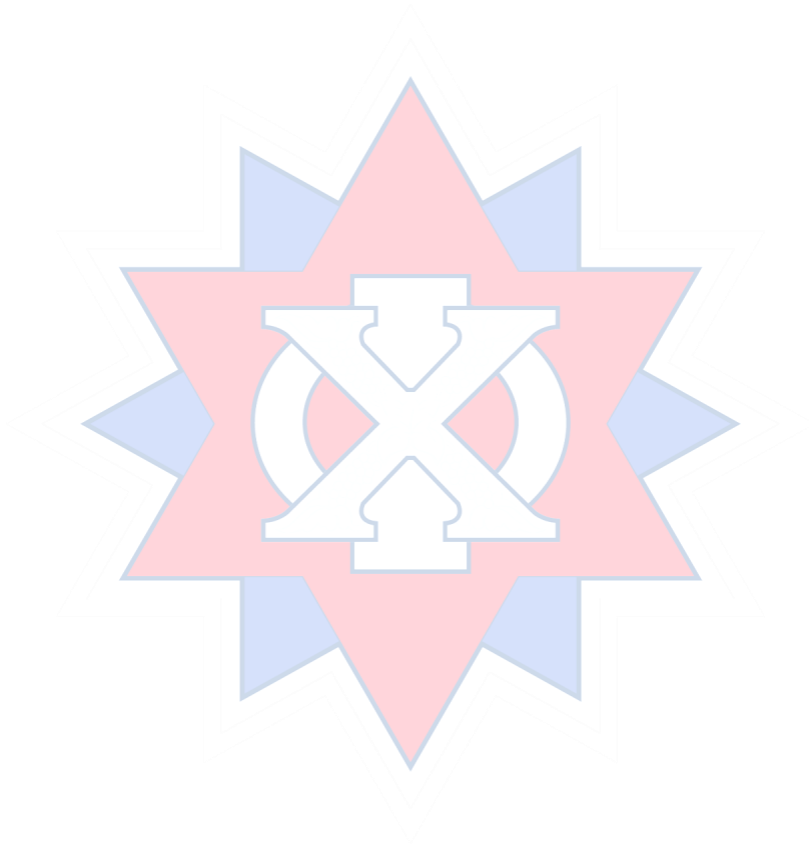
## Risk Management Template

*Description:* A written copy of your Chapter's guide to managing risk at social events  
*Files to be Submitted:* Risk Management Template - Chapter Name  
*Templates to be Used:* Risk Management Template on Chi Phi Connect  
*File Formats Accepted:* PDF

Program Items to Be Included	Points Allotted	
	Chapter	
<b>Sober Monitors</b>		
Identifies how many Brothers will serve this duty during the event	1	
Defines the roles of each duty station	1	
Outlines incentives/consequences for serving as a sober monitor	1	
Identifies specific roles of New Members/Brothers serving sober duty and expectations of all Brothers	1	
Includes length of time (shifts, entire event, rotate through positions, etc.)	1	
Identifies contact and protocol in case of an emergency	1	
<b>Serving of Alcohol</b>		
Explains in detail what BYOB looks like	2	
Explains in detail how "check-in" works (is it done at the event, prior, etc.)	2	
Explains in detail how alcohol is monitored (wristbands, tickets, etc.)	2	
Explains in detail where alcohol is stored during the event	2	
Explains in detail what happens to any remaining alcohol at the end of the night	2	
<b>Third-Party Vendor/Off-Campus Chapter Events</b>		
Explains in detail the process of planning and executing an off-campus event	2	
Explains in detail contract/food/alcohol expectations and requirements	2	
Explains in detail how guests are checked in and how alcohol is monitored	2	
Explains in detail how guests will be transported to and from the event	2	
Explains in detail how guests are notified of the event	2	
<b>Guest List</b>		
Explains how guests are added to the list	1	
Describes the limits to the number of guests and cut-off time for adding guests	1	
Explains how Brothers access the guest list	1	
Explains what information is collected on the guest list	1	
<b>Health and Safety of Guests and Brothers</b>		
Explains in detail how the Chapter ensures that the Chapter or event is not violating any fire codes	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	
Explains in detail points of contact during the event (i.e. Alpha, if Alpha isn't present then the Eta, etc.)	2	
Explains in detail when to contact the Alpha, when to call 911, etc.	2	
Explains in detail the steps the Chapter 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	
Provides a list of contacts to include the following:		
University Administrators	1	
Emergency Personnel (Ambulance, Police, Public Safety, etc.)	1	
Greek Advisor	1	
Faculty Advisor	1	
Alumni Advisory Board*	1	
National Office Staff	1	
Explains in detail the procedures and protocols for the following:		
Low level incidents		
Lists examples of what qualifies	1	
Includes notifying National Office within 72 hours	1	
Includes policy on talking to the media	1	
Lists key points of contact	1	
Explains in detail roles and responsibilities for officers and members	2	
Explains in detail immediate responses	2	
Explains in detail long-term responses	2	
Mid level incidents including examples of what qualifies		
Lists examples of what qualifies	1	
Includes notifying National Office within 72 hours	1	
Includes policy on talking to the media	1	
Lists key points of contact	1	
Explains in detail roles and responsibilities for officers and members	2	
Explains in detail immediate responses	2	
Explains in detail long-term responses	2	
High level incidents including examples of what qualifies		
Lists examples of what qualifies	1	
Includes notifying National Office within 72 hours	1	
Includes policy on talking to the media	1	
Lists key points of contact	1	
Explains in detail roles and responsibilities for officers and members	2	
Explains in detail immediate responses	2	
Explains in detail long-term responses	2	
Explains how members are educated on the plan	4	
<b>Total</b>	<b>74</b>	

\* Hierarchy of board members should be provided in case the primary advisor is unavailable



# **Financial Management**

## Budget

*Description:* A written copy of your Chapter's budget and financial statements  
*Files to be Submitted:* Budget (Insert Semester) - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* Excel, PDF

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

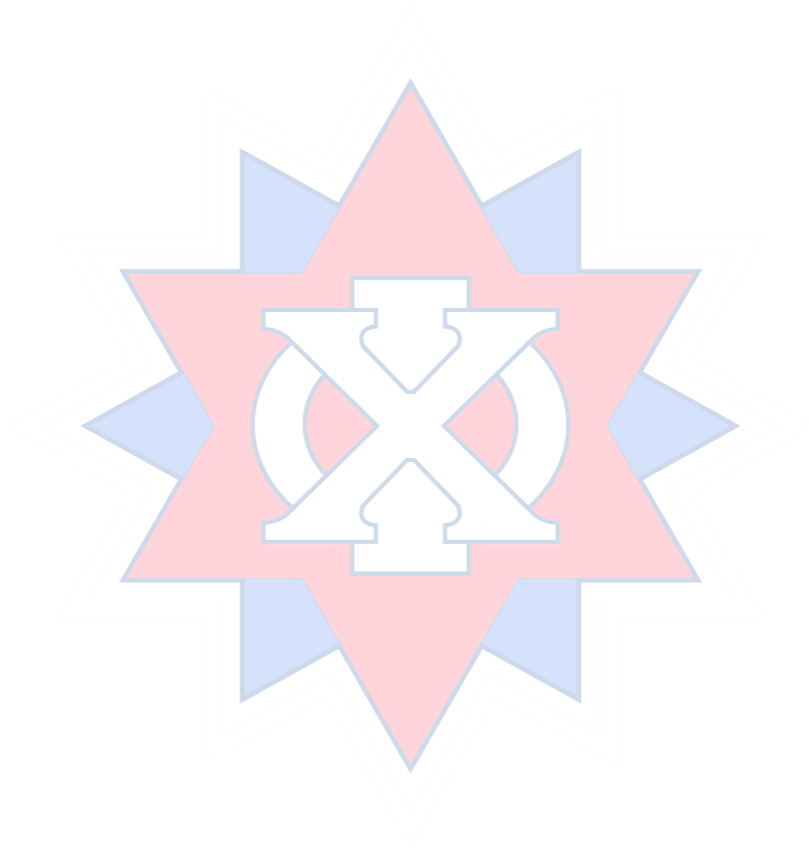
# **Total Membership** **Education**

## Academic Program

*Description:* A written copy of your Chapter's academic plan  
*Files to be Submitted:* Academic Program - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* PDF

Program Items to Be Included	Points Allotted	
	Chapter	
Identifies goals of the Academic Program	1	
Identifies academic requirements for all members, committee chairs, officers	1	
Identifies expectations of the Academic Chairman, the Academic Committee, and the Chapter to engage and utilize the Academic Program	1	
Identifies incentives for Brothers meeting or exceeding academic standards	1	
Identifies steps taken to support Brothers who do not meet academic standards of the Chapter	1	
Identifies consequences for Brothers who fall below the academic standards of the Chapter	1	
Identifies strategies to connect New Members and Brothers to academic resources on campus	1	
Identifies strategies to connect the Chapter to the Faculty Advisor	1	
Identifies strategies to make sure the Chapter submits for the Sparks Medal every academic year	1	
<b>Total</b>	<b>9</b>	





# Chapters Operations

## Bylaws

*Description:* A copy of your Chapter's bylaws  
*Files to be Submitted:* Bylaws - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* PDF

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

## Goals and Strategic Plan

*Description:* A written copy of your Chapter's short and long term goals as well as strategic plan, mission and vision statements, and SWOT analysis. You will submit three long term goals (for the year or longer) and three semester/short term goals for each semester.

*Files to be Submitted:* Goals and Strategic Plan Overview - Chapter Name  
Goals and Strategic Plan Fall Goals - Chapter Name  
Goals and Strategic Plan Spring Goals - Chapter Name

*Templates to be Used:* None

*File Formats Accepted:* PDF

Program Items to Be Included	Points Allotted	
	Chapter	
Chapter has a Mission Statement	4	
Chapter has a Vision Statement	4	
Chapter has a SWOT analysis during the year	5	
Long Term Goal 1		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	
Long Term Goal 2		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	
Long Term Goal 3		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	

Program Items to Be Included	Points Allotted	
	Chapter	
Semester/Short Term Goal 1		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	
Semester/Short Term Goal 2		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	
Semester/Short Term Goal 3		
SMART		
Specific	1	
Measurable	1	
Attainable	1	
Relevant	1	
Timely	1	
Includes steps being taken to accomplish the goal	5	
Goal is compliant with all Chi Phi Fraternity Risk Management Policies	2	
<b>Total</b>	<b>85</b>	

## Code of Conduct

*Description:* A written copy of your Chapter or Colony's Code of Conduct for all members  
*Files to be Submitted:* Code of Conduct – Chapter/Colony Name  
*Templates to be Used:* None  
*File Formats Accepted:* PDF

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

## Greek Advisor Letter

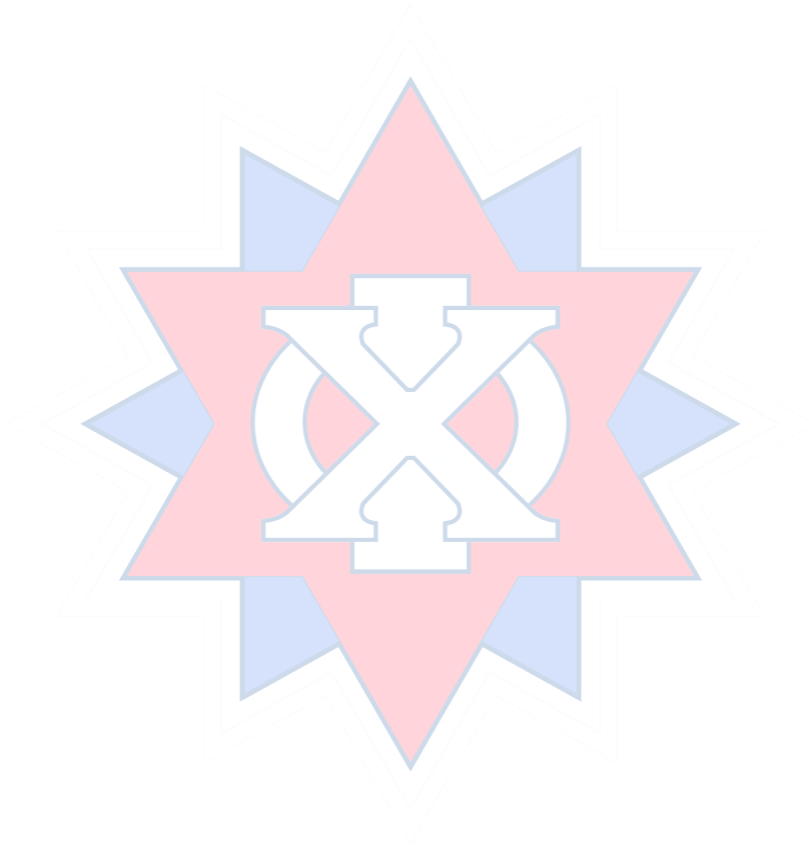
*Description:* A letter from your Chapter's Greek Advisor  
*Files to be Submitted:* Greek Advisor Letter - Chapter Name  
*Templates to be Used:* Template that is emailed to you  
*File Formats Accepted:* PDF

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

\* 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

*Description:* A contact list of the members of your Chapter  
*Files to be Submitted:* Roster - Chapter Name  
*Templates to be Used:* Combined Roster  
*File Formats Accepted:* Excel

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

\* 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



## Social Media

*Description:* Links to all of your Chapter's social media accounts.  
*Files to be Submitted:* Social Media - Chapter Name  
*Templates to be Used:* None  
*File Formats Accepted:* Excel, PDF

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

# **National Staff Verification**

## National Programming

*Description:* Verification of your Chapter's attendance at National programming  
*Files to be Submitted:* None  
*Templates to be Used:* None  
*File Formats Accepted:* N/A

Items to Be Included	Points Allotted	
	Chapter	
<b>Fall Only</b>		
Officer/Chair Webinars (50% attended = 1 pt, 75% attended = 2 pt)		
Alpha	2	
Beta	2	
Gamma	2	
Delta	2	
Epsilon	2	
Zeta	2	
Eta	2	
Theta	2	
Iota	2	
Accreditation Chair	2	
<b>Regional Ritual Retreat</b>		
Chapter sent at least one (1) member to RRR	--	
Chapter sent at least two (2) members to RRR+	--	
<b>Congress</b>		
Chapter sent one (1) delegate to the last Congress	--	
Chapter sent two (2) or more delegates to the last Congress+	--	
<b>Spring Only</b>		
<b>Alphas and Thetas Academy</b>		
Chapter Alpha attended Alphas Academy	--	
Chapter Theta attended Thetas Academy	--	
<b>Regional Leadership Alliance</b>		
At least 50% of the executive council attended RLA	--	
At least 75% of the executive council attended RLA*	--	
At least 10% of the Chapter membership attended RLA	--	
At least 15% of the Chapter membership attended RLA^	--	
<b>Total</b>	<b>20</b>	

\* 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/delegate for a total of 4 points

## Miscellaneous

*Description:* A verification of various information on your Chapter or Colony  
*Files to be Submitted:* None  
*Templates to be Used:* None  
*File Formats Accepted:* N/A

Items to Be Included	Points Allotted	
	Chapter	
Chapter filed its 990N	1	
GreekLifeEDU has been completed by all members	2	
New Member Report was submitted on time	1	
Initiation Report was submitted on time	1	
Chapter initiated at least 80% of its New Member class	2	
Chapter has no maintenance or risk management balance due to the National fraternity	1	
Chapter has a functioning Alumni Advisory Board	2	
<b>Total</b>	<b>10</b>	

## Mid-Year and End-of-Year Reports

*Description:* A verification of your Chapter or Colony's Mid-Year and End-of-Year Reports

*Files to be Submitted:* Mid-Year Report – Chapter/Colony Name  
End-of-Year Report – Chapter/Colony Name

*Templates to be Used:* None

*File Formats Accepted:* PDF

Items to Be Included	Requirements	
	Spring	Fall
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
<b>Total</b>	<b>8</b>	<b>8</b>

## Deductions

*Description:* Penalties for not following directions prescribed as well as risk management and hazing violations. This section will be graded by the National Office.

*Files to be Submitted:* None

*Templates to be Used:* None

*File Formats Accepted:* N/A

Items to Be Included	Points Allotted	
	Chapter	Colony
Documentation submitted late	-5 max	-5 max
Files not properly named	-5 max	-5 max
Risk Management Violation (Lose all points awarded for Social Event Policy)	-15 max	-15 max
Hazing Violation (Lose all points awarded for New Member Education Program for Semester of violation)	-10 max	-10 max