Three Stars of Accreditation | Spring 2021
Rubric and Checklist

Purpose

The Accreditation program was created many years ago during a challenging time in our Fraternity. We needed 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 collecting submitted formation from our Chapters and Colonies throughout the year, we can adequately determine their health and evaluate their growth. This also allows the National Fraternity 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 now interwoven with Accreditation. This new program will allow for better integration of the two programs in a way that provides clarity to the disposition of awards, whereas the basis for awards comes from Accreditation with supplement documentation being requested after the initial screening.

Scoring

Chapters receive a score within each Pillar, as well as an average score. To be awarded One Star in a Pillar, the Chapter must complete ALL requirements in the One Star section for that Pillar. Chapters cannot achieve Two Star or Three Star status in a Pillar without first completing the One Star requirements. For a Chapter to be awarded Two Stars or Three Stars in a given Pillar, the Chapter must then also complete a designated number of additional "best practice" objectives. In each Pillar, there are more of these objectives than needed to attain Three Star status (with the exception of Risk Management for Spring 2021).

A Chapter's cumulative score is calculated using the average number of stars earned across each of the nine Pillars and the number of Pillars in which the Chapter receives Zero Stars.

Number of Zero Star Pillars	Average of All Scores	Final Chapter Designation
Zero	≥ 2.25	Three Star Chapter
One or less	≥ 1.50	Two Star Chapter
Two or less	≥ 0.75	One Star Chapter
More than two	< 0.75	Zero Star Chapter

Number of Zero Star Pillars and *Average of All Scores* are limiting factors for each other when the calculations for *Final Chapter Designation* are performed. This means that Chapters will receive the highest designation for which **both** corresponding achievements are met. Take, for example, the results from hypothetical Chapters A through C below.

	Chapter A	Chapter B	Chapter C
Number of Zero Star Pillars	Zero	Three	One
Average of All Scores	2.11	1.55	2.65
Final Chapter Designation	Two Star Chapter	Zero Star Chapter	Two Star Chapter

Ten Pillars

Recruitment and Growth

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. To ensure the long-standing existence and health of our Chapters, a Chapter must also maintain its membership. It is important for Chapters and Colonies to have a well-planned approach to recruitment. They should 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 in quantity and quality.

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. We hope to encourage Chapters to save and plan for future or emergency circumstances. Our goal is to ensure our Chapters remain solvent and stay out of debt.

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 been prevented with effective 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 and closures. It is also necessary that all Chapter membership be educated and aware of all Fraternity, university, and national policies.

New Member Education

As the first step in any member's journey in Chi Phi, New Member Education is a cornerstone of Fraternity membership. It is expected that each Chapter's New Member Program pays homage to the history and values upon which our organization was founded. It is also important that Chapters remain vigilant in protecting the physical and mental wellbeing of all New Members.

Total Membership Education

We expect that they have comprehensive plans for continuing to educate their existing members. Education of our members does not stop after New Member Education. These programs should focus on expanding our members' awareness and understanding of today's world and culture. We also encourage our members to take advantage of the education programming offered by the National Office. This is all part of our mission of Building Better Men.

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 Bylaws by which they operate as well as clear goals and a strategic plan. A Chapter should have a Code of Conduct and a standing Judicial or Standards Board to uphold our values. This Pillar ensures that our Chapters and Colonies have a clear focus and meaning behind their operations.

Scholarship

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.

Community Relations

It is important for our Chapters to be involved in their campus and local communities. We take great pride in our service and philanthropy to our communities as well the development of leaders inside and outside the classroom.

A note regarding this redacted Spring Only Accreditation submission:

Due to extensive closing of University facilities and cancelling of on-campus activities for Chapters across the nation, none of the requirements or criteria in this rubric relate exclusively to the Fall 2021 semester. Most of the criteria in this rubric will be repeated in future submissions, along with additional criteria typical in semesters unaffected by the pandemic.

It is important to note the removal of the Ritual Pillar for this submission. Ritual is the backbone of the Fraternity, however due to varying gathering restrictions for our Chapters, it would be unfair to require Ritual events be held by all Chapters in the Spring 2021 Semester. If your campus allows your Chapter to hold in-person Chapter events, we strongly encourage the performance of all Ritual Ceremonies in accordance with the Custom Book, CDC guidelines, and University requirements if possible.

Additionally, <u>unless otherwise noted</u>, requirements must be fulfilled during the Spring 2021 semester only.

Recruitment and Growth

★ Chapter completes all of the following:	★ ★ = 5 Checks ★ ★ ★ = 8 Checks

❏ Chapter adheres to the Fraternity's Risk Management policies regarding recruitment.
 	
❏ Chapter submits goals regarding recruitment by February 15th deadline.
 	
❏ Chapter size at the end of the term (including New Members in Spring - if applicable) within no less than 10% of the established goal.
 	
❏ Minimum high school GPA requirement for first-semester freshmen of at least 2.50. *
 	
❏ Minimum college GPA requirement for potential new members of at least 2.50.
 	
❏ Chapter size of 30 **OR** Chapter size at or above the all-Fraternity average on campus (whichever is smaller). **
 	
❏ Presents a timeline of activities that occurred during the formal recruitment period.
 	
❏ Presents Obligations of Membership document to all Potential New Members before Pinning Ceremony to include:
 	
    ❏ Financial obligations
 	
    ❏ Time commitment
 	
    ❏ Academic expectations
	❏ Chapter's Recruitment Program outlines the expectations of the Iota, the Recruitment Committee, and all other members regarding recruitment.
	
	❏ Chapter's Recruitment Program outlines strategies to recruit during periods outside the main "Rush" or recruitment period on campus.
	
	❏ Chapter's 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.
	
	❏ Chapter's Recruitment Program includes a statement on Chapter policy regarding the use of alcohol, controlled substances, illegal drugs, and other inappropriate recruiting activities.
	
	❏ Iota holds an educational training session about expectations and roles during Formal Rush/Recruitment period.
	
	❏ Iota holds an educational training session about expectations and strategies of recruitment outside of the Formal Rush/Recruitment period.
	
	❏ Minimum high school GPA requirement for first-semester freshmen of at least 2.75. *
	
	❏ Minimum college GPA requirement for potential new members of at least 2.75.
	
	❏ Chapter size at the end of the term (including New Members in Spring - if applicable) exceeds established goal by at least 10%
	
	❏ Chapter adheres to University and IFC (if applicable) recruitment policies.

*   Chapters with deferred recruitment automatically receive these checks.

**   First time submitting Colonies are exempted.

Financial Management

★ Chapter completes all of the following:	★ ★ = 5 Checks ★ ★ ★ = 8 Checks

❑ Chapter has a current budget.
 	
  ❑ Income matches the cost of dues multiplied by the number of members.
 	
  ❑ Expenses correspond to all areas of Chapter operations.
 	
    ❑ National Dues and New Member/Initiation Fees
 	
    ❑ National Insurance
 	
    ❑ IFC Dues (if applicable)
 	
    ❑ National Fraternity Events
 	
❑ Chapter identifies its expected collection rate of no more than 90%. *
 	
❑ Budget is presented and passed by a vote of the Chapter by the end of the previous semester.
 	
❑ Chapter invoices members semesterly. Invoices include:
 	
  ❑ Invoice Date
 	
  ❑ Invoice Number
 	
  ❑ Area for itemized charges and total being billed
 	
  ❑ Payment due date
 	
  ❑ Payment instructions
 	
❑ Chapter has submitted the most recent applicable 990 tax form. **
 	
❑ Chapter is not under financial suspension with the National Office during the term.
 	
❑ If the Chapter is on a payment plan with the National Office approved by the Executive Director, the Chapter is current
	❑ Chapter utilizes OmegaFi or any third-party collection service.
	
	❑ Chapter has a 90% dues collection rate or better.
	
	❑ Chapter conducted a financial review (e.g. by an advisor).
	
	❑ Financial obligations are presented to and acknowledged by New Members.
	
	❑ Chapter has Obligations of Membership signed and assessed annually.
	
	❑ Chapter operates without a financial loss.
	
	❑ Chapter submits an up-to-date Dues Register.
	
	  ❑ Additional Check: All current undergraduate members are in good standing financially.
	
	❑ Chapter maintains a savings account containing at least 15% of the annual operating expenses of the Chapter.
	
	❑ Chapter allocates 5% of its budget to savings account(s) annually.

on all payment plans. *** ❏ Chapter funds are processed through Chapter bank account (or alternative school/3rd party biller).	

*   If above 90% is used, the Chapter must identify a service being used to ensure this is probable.

**   If Chapter's tax status has been revoked, provide verification that proper steps are being taken to regain tax exemption status. Chapter must provide a copy of the most recent applicable tax submission.

***   A list from the Executive Director will be submitted for verification and is not up for discussion.

Risk Management

★ Chapter completes all of the following:	★ ★ = 2 Checks ★ ★ ★ = 3 Checks
❑ Chapter adheres to the Fraternity's Risk Management Policies and Electronic Use Policy. ❑ Chapter is current with all University and Fraternity sanctions. ❑ Chapter reviews the Chi Phi Risk Management Policies once per year. ❑ Chapter reviews and submits Chapter Risk Management Policies and Procedures Template. ❑ Chapter reviews the Chi Phi Risk Management Policies with all New Members prior to Initiation. ❑ Chapter provides all New Members with a copy of the Chi Phi Risk Management Policies.	❑ Chapter New Member Education Program covers IFC Risk Management Policies. ❑ Chapter reviews Risk Management Policies and Procedures document with Chapter Advisor. ❑ Chapter reviews University risk management or conduct policies.

New Member Education

★ Chapter completes all of the following:	★ ★ = 4 Checks ★ ★ ★ = 6 Checks

❏ New Member Process is no longer than two weeks in length from Pinning Ceremony to Initiation.
 	
❏ Chapter adheres to the Fraternity's Risk Management Policies and Electronic Use Policy during the New Member Education process.
 	
❏ Chapter conducts Pledging Ceremony as the first New Member Education activity during each New Member class.
 	
❏ Chapter conducts Initiation Ceremony as the last New Member Education activity during each New Member class.*
 	
❏ Grand Lecture is performed at least once within the semester and after each New Member Education class (in accordance with the Custom Book). **
 	
❏ Chapter provides each New Member with a Program syllabus that includes:
 	
    ❏ Schedule of all events, times, dates, and locations of all classes, Initiation, and other activities.
 	
    ❏ An outline of topics covered in each class.
 	
❏ New Member Education Program covers the following topics:
 	
    ❏ Chi Phi Expectations (outlining time, financial, and academic requirements for NME)
 	
    ❏ Risk Management
 	
    ❏ Chapter Operations/Officer Positions
 	
    ❏ Ritual (including all New Member
	❏ Pledging Report submitted within five days of the Pledging Ceremony.
	
	❏ Chi Phi Connect registration is completed by all New Members.
	
	❏ GreekLifeEDU is completed by all New Members within fourteen days of Pledging Ceremony.
	
	❏ Chapter completes Initiation Report prior to Initiation.
	
	❏ Chapter debriefs New Members following Pledging Ceremony.
	
	❏ Chapter initiates 80% of each New Member Class.
	
	    ❏ Additional Check: Chapter initiates 90% of each New Member Class.

ceremonies)
 	
    ❏ Local and National History
 	
❏ Chapter pays all Pinning and Initiation Fees.
 	
❏ Chapter initiates 60% of each New Member class.
 	
❏ Chapter has a Big/Little Brother Program (or equivalent). ***
 	
    ❏ Program explains who oversees the process.
 	
    ❏ Program explains how pairs are chosen.
 	
    ❏ Program details the ceremony/reveal.
 	
    ❏ Program details the event after the ceremony/reveal.
 	
    ❏ Program explains how Brothers are made aware of acceptable behavior.	

*   Initiation can be conducted one of two ways depending on your university policies. The first way is in-person, in accordance with the Custom Book. The second way is by means of a Virtual Grand Council Ceremony, scheduled through the National Office.

**   Chapters that are unable to meet in person through the entirety of the semester are awarded this check and are exempt from this requirement.

***   If the Chapter does not have a Big/Little Brother Program, the Chapter must indicate this in the Chapter Verification Letter and will be exempt from these requirements.

Total Membership Education (TME)

★ Chapter completes all of the following:	★ ★ = 3 Checks ★ ★ ★ = 5 Checks
❑ Chapter has three or more TME sessions. ❑ Chapter has a 50% attendance or more for each TME session. ❑ Chapter participates in a substance abuse/harm reduction **OR** personal wellness session. *	❑ Chapter provides a TME session on a Social Justice or Diversity related topic pertaining to race, religion, sex/gender, sexual identity (LGBT+), economic status, or disability/mental health issues. ** ❑ Chapter has an average of 75% attendance at TME sessions. ❑ Additional Check: Chapter has an average of 90% attendance at TME sessions. ❑ Chapter hosts a Total Membership Retreat. *** ❑ University Sorority and Fraternity Life Advisor (or equivalent) presents one TME session. ❑ Chapter Advisor or Alumnus presents one TME session.

*   Personal wellness programs include emotional, environmental, financial, occupational, spiritual, social, physical, and intellectual topics. The wellness wheel can be found at:
http://www.clarion.edu/student-life/health-fitness-and-wellness/office-of-health-promotions/wellness-wheel.html

**   The example list is not exhaustive.

***   Retreat requirements are at least 50% Chapter Attendance and at least 4 hours in length. There are example retreat schedules on the Accreditation website, or you can contact the National Office for assistance.

Alumni Relations

★ Chapter completes all of the following:	★ ★ = 5 Checks ★ ★ ★ = 7 Checks

❑ Chapter produces and distributes one Alumni Newsletter to include:
 	
    ❑ A section for Alumni Updates.
 	
    ❑ A calendar of upcoming events encouraging Alumni Participation.
 	
❑ Chapter maintains a roster of Alumni members from the Fall 2020 Semester and back. Roster must include:
 	
    ❑ Names
 	
    ❑ Phone numbers
 	
    ❑ Email addresses
 	
❑ Chapter has a Chapter Advisory Board consisting of at least one person.
 	
❑ Chapter leadership meets (physically or virtually) with Chapter Advisor at least monthly.
	❑ Chapter hosts one Alumni Event.
	
	    ❑ Additional Check: Chapter hosts two or more Alumni Events.
	
	❑ Alumni Newsletters are sent to the National Office via chiphi@chiphi.org.
	
	❑ Alumni Newsletter contains at least three articles.
	
	    ❑ Additional Check: Alumni Newsletter contains at least 5 articles.
	
	❑ Alumni roster includes mailing addresses.
	
	❑ Chapter has two or more people that serve as Advisors.
	
	❑ Chapter leadership meets (physically or virtually) with Chapter Advisor at least twice a month.
	
	❑ Chapter has a university faculty or staff member that serves as an Advisor.

Chapter Operations

★ Chapter completes all of the following:	★ ★ = 7 Checks ★ ★ ★ = 10 Checks

❏ Chapter has Bylaws that:
 	
    ❏ Indicate any updates from the past year.
 	
    ❏ Do not conflict with Risk Management Policies.
 	
❏ Chapter Bylaws have been reviewed in the last year.
 	
❏ Chapter has a Code of Conduct outlining expected behavior of all Members that reflects Chi Phi Values.
 	
❏ Chapter submits three yearly goals and three Spring semesterly goals to the National Office by February 15th.
 	
    ❏ All goals are quantifiable.
 	
    ❏ All goals comply with Chi Phi Risk Management Policies.
 	
    ❏ At least one of the yearly Chapter goals must be related to Recruitment.
 	
    ❏ Chapter goals cover at least two other pillars (other than Recruitment).
 	
❏ Chapter submits the Greek Life Advisor Template Letter.
 	
❏ Chapter Alpha (or designated officer) attends Alphas Academy.
 	
❏ Chapter Theta (or designated officer) attends Thetas Academy.
	Code of Conduct outlines the following items areas in detail (one check per point):
	
	    ❏ New Member Education
	
	    ❏ Recruitment
	
	    ❏ Classroom
	
	    ❏ Social Events
	
	    ❏ Philanthropy and Community Service
	
	    ❏ InterFraternal Relations
	
	    ❏ National Programs
	
	    ❏ Social Media
	
	❏ Chapter Bylaws have a specific policy that governs the expectations of social media.
	
	❏ Chapter reflects on all semesterly goals and includes why the Chapter did or did not meet the goals.
	
	❏ Chapter has an internal Judicial Governing Board.
	
	    ❏ Additional Check: Judicial Governing Board has an outlined process.
	
	❏ If Chapter has a Judicial Governing Board, it has an active roster.

Scholarship

★ Chapter completes all of the following:	★ ★ = 5 Checks ★ ★ ★ = 8 Checks

❏ Previous term or cumulative Chapter GPA is a 2.70 or above the all-men's average on campus (whichever is lower). *
 	
❏ Chapter Bylaws outlines GPA requirements for:
 	
    ❏ Pledging
 	
    ❏ Initiation
 	
    ❏ Member in good standing
 	
    ❏ Voting in Chapter Meeting
	❏ Previous term Chapter GPA is greater than the all-Fraternity average on campus.
	
	❏ Previous term Chapter GPA is greater than the all-Greek average on campus.
	
	❏ Previous term Chapter GPA is greater than the all-men's average on campus.
	
	❏ Previous term academic rank among IFC Fraternities on campus in the top quartile **OR** ranked first.
	
	❏ Chapter utilizes an Academic Program.
	
	    ❏ Additional Check: Program utilizes campus resources to help members improve their academic performance, rather than only relying on additional study hours.
	
	    ❏ Additional Check: Program identifies 'steps to take' to support Brothers who are not meeting academic requirements.
	
	    ❏ Additional Check: Program utilizes an incentive/reward-based system to improve members' academic standing.
	
	❏ Chapter has a functioning Scholarship/Academic Committee.
	
	❏ Chapter introduces academic and campus resources in the New Member Process.

*   Based on a collegiate 4.0 scale, rounded to the nearest hundredth if necessary.

Community Relations

★ Chapter completes all of the following	★ ★ = 3 Checks ★ ★ ★ = 4 Checks
❏ Chapter has at least 75% of members involved in at least one organization outside of Chi Phi. ❏ Chapter averages at least five hours of community service per Brother. ❏ Chapter provides links to all social media pages (i.e., Facebook, Instagram, Website, Twitter). ❏ Chapter social media pages adhere to Chi Phi Electronic Use Policy and Risk Management Policies.	❏ Chapter has 100% of members involved in at least one organization outside of Chi Phi. ❏ Chapter averages at least ten hours of community service per Brother. ❏ Additional Check: Chapter averages at least fifteen hours of community service per Brother. ❏ Each member of the Chapter completes at least five hours of community service. ❏ Chapter has up-to-date information on social media pages.