



Chapter President Handbook

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UConn



FRATERNITY & SORORITY LIFE

Mission

WE PROVIDE QUALITY SUPPORT SERVICES AND EDUCATIONAL EXPERIENCES THAT ENHANCE THE HOLISTIC DEVELOPMENT OF STUDENTS AS GLOBAL CITIZENS. FURTHERMORE, WE SET AN EXPECTATION OF EXCELLENCE THAT CHALLENGES OUR DIVERSE FRATERNITY AND SORORITY COMMUNITY TO EXEMPLIFY THE HIGHEST SCHOLASTIC, SOCIAL, AND ETHICAL STANDARDS.

Vision

UConn IS A COMMUNITY OF VALUES-DRIVEN INDIVIDUALS COMMITTED TO LIFELONG SOCIAL RESPONSIBILITY.

FAST FACTS

39

organizations in the community including 22 fraternities, 16 sororities, and 1 society.

12%

of the undergraduate population at UConn-Storrs are involved in social fraternities and sororities.

3

honor societies including Gamma Alpha Sigma, Order of Omega and Rho Lambda

4

councils including Panhellenic, IFC, IGC and NPHC

3.27

GPA is maintained by the fraternity and sorority community.

Updated January 2019

Office of Fraternity and Sorority Life Staff

Professional Staff



Jamel Catoe, *Director of Fraternity and Sorority Life*

jamel.catoe@uconn.edu

Intercultural Greek Council Advisor

Pronouns: He/Him/His

Affiliation: Theta Delta Sigma (Founding member)

Collegiate Leadership: President, Social Chair, New Member Educator, Webmaster, Recruitment Chair, Historian

Areas of Interest:

- Chapter Operations
- New Member Education
- Leader & Member Development
- Officer Transitions
- Constitution and Bylaws Development
- Fundraising & Sponsorships
- Marketing & Branding
- Alumni Engagement
- Recruitment & Retention Strategies
- Communication & Public Relations
- Ritual & Values Alignment
- Risk Prevention & Safety
- Inclusivity and Belonging
- #SmallChapterSolutions
- External Relations
- Brotherhood & Sisterhood Building

Why he loves Greek life: As the original college student organization, I believe in the value that fraternities and sororities that can be afford its members. When done right, fraternities and sororities should provide a space for students to grow through learning, strengthen their leadership skills, develop academically and personally, and develop lifelong bonds and memories. At this point in my life, I credit my personal and professional success to my undergraduate experience as a member of the fraternity and sorority community. In fact, I can't imagine where I would be today had it not been for my involvement. In my role as the Director of Fraternity and Sorority Life, I am committed to supporting students in creating powerful experiences for their chapter and community at UConn. It is my hope that each student that joins a fraternal organization at UConn, graduates and leaves the University better than when they entered due to their membership experience.



Keya Francis, Assistant Director of Fraternity and Sorority Life

lakeya.francis@uconn.edu

Secondary advisor for all councils

Pronouns: She/Her/Hers

Affiliation: Alpha Kappa Alpha Sorority, Inc.

Collegiate leadership: NPHC delegate, NPHC Vice-President, Chapter President, Membership Intake Coordinator, and Corresponding Secretary.

Areas of Interest:

- Sisterly/Brotherly Relations
- Conflict Management
- Active Service
- Equity within FSL/Social Justice.

Why she loves Greek life: I enjoy participating in Greek life for the bonds I have created. I have met amazing people who have done amazing things in their local communities as well on a national level. Working with Greek students has been both challenging and rewarding. Seeing students reach milestones within their organization and using those transferable skills throughout their life is dope. I enjoy the challenge as well and trust me, the challenge is daily but I thrive in those moments. Some are small and others are large but at the end of the day they are all learning opportunities and that's what is important to me. College is a learning space so if I can continue to educate, shape/change lives, then it is worth it.

Graduate Student Staff



Victoria Almodovar, Graduate Advisor

Victoria.almodovar@uconn.edu

Order of Omega Advisor

Pronouns: She/Her/Hers

Affiliation: Alpha Chi Omega

Collegiate Leadership: Chapter VP Panhellenic Delegate, Chapter Cultural Chair, Panhellenic Council VP Communications

Areas of Interest:

- Leadership Development
- Social Justice

Why she loves Greek life: Greek Life is that it is constantly pushing me to evolve and become a better version of myself. Our Greek community at UConn has played an enormous role in helping me become the person I am today. I have been able to do so many things within my chapter and the entire community that I never would have thought possible or would have been too scared to attempt before. Being surrounded by so many people who believe in and challenge me has been amazing.



Bridget Conaway, Graduate Assistant

Student5538@ad.uconn.edu

Interfraternity Council Advisor

Pronouns: She/her/hers

Affiliation: Sigma Sigma Sigma

Collegiate Leadership: Panhellenic Council - Treasurer, Expansion committee, Greek Week Chair. Tri Sigma - Panhellenic Delegate, Honor

Council Chairman, Alumni Relations Chair, Housing Chair

Areas of Interest:

- Chapter operations
- Recruitment & Retention

Why she loves Greek Life: I love Greek life because it has the capacity to encapsulate all of the best aspects of being involved on campus and create life-long friendships that stay with you long after graduation. As a first generation college student, it exposed me to opportunities that I never saw possible. Greek life gave me the space to grow as a woman and a leader. Overall, my Greek experience positively enhanced and changed my life and my hope is that we can create an environment where others are able to have that similar experience for years to come.



Will Harmonay, Graduate Assistant

Wth18001work@uconn.edu

Greek Community Affairs Board Advisor and Risk Management Advisor

Pronouns: He, Him, His

Affiliation: Sigma Phi Epsilon

Collegiate Leadership: IFC President and Greek Council President

Areas of Interest:

- Risk Management
- Event Planning
- Social Justice

Why he loves Greek Life: I have found connections through my organization that I would not have made otherwise. Many of the leadership skills I now have come from my experiences in Greek Life as an undergrad, and I am finding that those skills have allowed me to find a job that I am extremely passionate about.



Denée Jackson, Graduate Advisor

Denee.jackson@uconn.edu

National Pan-Hellenic Council Advisor

Pronouns: She, Her, Hers

Affiliation: Sigma Gamma Rho,

Collegiate Leadership: NPHC secretary (1 year), NPHC vice president (2 years), and Sigma Gamma Rho president (3 years)

Areas of Interest:

- Service
- Activism
- Social justice

Why she loves Greek Life: I like Greek Life because it provides students with holistic opportunities that they may not otherwise have. It can provide development in so many ways that no matter what a student needs, it's possible for their organization to provide it. I would not be where I am today if I had not joined my sorority in undergrad. It gave me a home and a place to collaborate with organizations that uplift our communities. I value the sisterhood and brotherhood that provides support and comfort to students that may be hard to find at UConn.



Alessa Strelecki, Graduate Assistant

student5536@ad.uconn.edu

Panhellenic Council Advisor

Pronouns: She, Her, Hers

Affiliation: Delta Gamma

Collegiate Leadership: Director of Philanthropy, Vice President: Foundation

Areas of Interest:

- Service
- Philanthropy
- Event Planning
- Leadership Development

Why she loves Greek Life: I spent my first year of college not in a sorority. I wanted time to get acclimated to college without being swamped with extracurricular activities. To be honest, I spent my first year lost. I did not know who I was, what I wanted to do, where I wanted to go. However, that all changed when I joined Delta Gamma. Being in a sorority challenged me to be the best version of myself, provided me friendships that I will always cherish, and given me the tools necessary to reach my goals. I'm forever thankful for Delta Gamma-Alpha Lambda.

Auxiliary Staff



Rinda Riccio, *Risk Management Coordinator*
Email: rinda@uconn.edu
Affiliation: Gamma Phi Beta



Alex Perry, *Husky Village Residence Hall Director*
Email: Chris.perry_jr@uconn.edu
Affiliation: Phi Beta Sigma Fraternity, Inc.

Community Ambassadors

Educational Initiatives

Syd Feeney, *Sigma Gamma Rho Sorority, Inc.*
 Juwan Rosa, *Latino America Unida, Lambda Alpha Upsilon Fraternity, Inc.*

Community Building

Jomarys Morales, *Lambda Theta Alpha Latin Sorority, Inc.*
 Janet Zheng, *Delta Phi Lambda Sorority, Inc.*

Administrative Operations

Dylan Barlow, *FIJI*
 Damini Chelladurai, *Phi Sigma Rho*

Marketing

Ali Drummond, *Kappa Alpha Theta*
 Isabella Petrini, *Alpha Phi*

Governing Councils

The organizations registered and recognized on our campus have the privilege of being part of their respective council. While each council has a unique mission, they are all focused on supporting their organizations and holding them to the highest standards in alignment with the four pillars of Greek Life: Service, Scholarship, Leadership, and Brotherhood/Sisterhood. Listed below is each council's mission and president.

Intercultural Greek Council (IGC)

Tariq Turner, *2019 Intercultural Greek Council President*, tariq.turner@uconn.edu

Mission. The IGC governs and serves the needs of all culturally-based fraternities and sororities represented and recognized at the University of Connecticut.

Goals. The IGC unites its member organizations and through mutual respect and equality will accomplish the following goals:

- A. Advocate the needs and interests of all member organizations to advance and support their independent and mutual goals.
- B. Provide a forum for communication and collaboration to encourage cooperation and harmony amongst member organizations.
- C. Enforce campus expectations and the mutually high standards of its member organizations to ensure viable and valuable contributions to the University.
- D. Introduce initiatives that foster citizenship, friendship, leadership, scholarship, and the further personal development of individual members and the University community.
- E. Promote cultural awareness and positively represent the underrepresented student community.

Interfraternity Council (IFC)

Petar Efremov, *2019 Interfraternity Council President*, petar.efremov@uconn.edu

Role and Purpose. The interfraternity shall be the cooperative organizational structure of all interested and recognized fraternity at the Storrs Connecticut Campus of the UConn.

The council shall be a democratic and representative organization and shall be the voice of the fraternity movement on the UConn at Storrs campus and shall have the tasks of assisting fraternities to recruit new members and provide all members worthwhile living and learning experiences for its chapter's members.

The council shall ensure that all fraternity men are operating within the guidelines UConn student code of conduct, office of fraternity and sorority life, and the interfraternity council constitution, bylaws and standing policies.

The council shall serve a vital role in educating fraternity men in the council about issues confronting the community the council shall disapprove of and work to prevent all forms of racism, sexism, hazing, alcohol and substance abuse, and activities that are sexually explicit to women and/or men

IFC will exert its influence concerning complaints that are brought to its attention dealing with the nature interfraternal and/or chapter activities. IFC will carefully analyze interfraternal and/or chapter activities in light of human dignity considerations and endeavor to accomplish any changes needed to ensure the compatibility of the activities with fraternal values and the highest standards of human dignities.

National Pan-Hellenic Council (NPHC)

Keith Guerrant, *NPHC President (2018-2019)*, uconnnphc1@gmail.com

Mission Statement. The purpose of the Council is as stated, “Unanimity of thought and action as far as possible in the conduct of Greek-lettered collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations.” UConn NPHC shall be a coalition of the historically Black fraternities and sororities registered as student organizations at UConn-Storrs.

Goals. The UConn NPHC has established the following goals:

- A. Promote superior standards of scholarship, service, and leadership
- B. Create harmonious working relationships amongst member organizations
- C. Preserve the cultural heritage of the historically Black Greek-letter organization community
- D. Provide programs designed to enhance the life of the campus community
- E. Act upon matters of mutual concern to the member organizations
- F. Foster an understanding of the structure and method of operation among the member organizations
- G. Support efforts to coordinate and plan all-Greek programs and to foster ongoing communication between all governing councils in the UConn fraternity and sorority community.

Panhellenic Council (UCPC)

Ashley Young, *2019 Panhellenic President*, ucpanhellenicpres@gmail.com

Object. The object of the UConn Panhellenic Council shall be to develop and maintain women’s fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Effectively operate within the guidelines established by its purpose and by any goals established each semester by the UConn Panhellenic Council.
2. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
3. Promote superior scholarship and basic intellectual development.
4. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
5. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
6. Act in accordance with such rules established by the UConn Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

Greek Community Affairs Board (GCAB)

The Greek Community Affairs Board (GCAB) is back after a semester hiatus. The board is tasked with providing programming for the entire Greek Community. The board is comprised of members from the four governing councils in the UConn Fraternity and Sorority Community.

Events that GCAB will be planning for the next year may include:

- Greek Week
- National Hazing Prevention Week programming
- Alcohol Awareness week programming

Any questions or comments regarding GCAB can be directed to:

Tiffany Tran, *Executive Director*, tiffany.tran@uconn.edu

Policies

Social Greek organizations are responsible for following the policies of the Office of Fraternity and Sorority Life, Student Activities, and the institution. In this section, there is a summary of most of the policies that apply to your organization. Due to the ever changing nature of policy, this list is subject to change. It is your responsibility to remain informed.

Office of Fraternity and Sorority Life Policies

The office of Fraternity and Sorority Life has **four** policies specific to our community:

1. Risk Management
2. Scholastic Standard
3. Social Fraternity & Sorority Recognition Policy
4. New member presentation guidelines

Below a summary of each policy is provided. Full copies of the policy are available at <https://greeklife.uconn.edu/policies/>.

Fraternity and Sorority Risk Management Policy

The purpose of the University of Connecticut Fraternity and Sorority Risk Management Policy is to provide concise standards for chapters and councils at the campus level. This policy shall be supplementary to policies of the inter/national fraternity or sorority, the University, and all federal, state, and local laws. Chapters are expected to comply with all relevant policies. The Office of Fraternity and Sorority Life (OFSL) provides additional resources and support for understanding and adhering to this policy. Significant portions of this policy were adapted from the Fraternal Information and Programming Group (FIPG) Risk Management Policy (figp.org).

Sections include:

- Enforcement
- Alcohol and Drugs
- Fire, Health, and Safety
- Harassment and Human Dignity
- Hazing
- Insurance

Scholastic Standard

The Office of Fraternity and Sorority Life (OFSL) is committed to supporting fraternities and sororities that provide opportunities to enhance the academic success of UConn students, promote leadership and good citizenship, and contribute to an environment of well-being for students. Scholarship and academic success is a core value of all recognized fraternities and sororities.

The standards set forth in this policy are designed to foster a community in which these values are supported and attained. Specifically, this policy provides minimum standards to ensure that demonstrated performance matches the espoused values of each fraternity and sorority. The OFSL encourages each fraternity and sorority to provide support for all members, new member thru senior. In the case that the inter/national organization also mandates scholastic standards, the highest standard will apply.

Chapter or Associate GPA	1 st Semester	2 nd Semester	3 rd Semester
Above 2.5000	Good Standing		
Between 2.000-2.499	Warning	Probation	Suspension
Below 2.000	Probation	Suspension	

Who:	Group GPA	Individual GPA
Associate (New Member) Class/Line	2.5	2.0
Council and Board Officers		2.5 Cumulative 2.0 Semester
Individual Member		2.0 (Recommended)

Social Fraternity & Sorority Recognition Policy

The University of Connecticut-Storrs (UConn-Storrs) supports the existence of a fraternity and sorority community because of the leadership, service, social, academic, and sister/brotherhood opportunities that these organizations can provide. These experiences allow students to develop skills and values that will inherently impact the lives they lead upon graduation. We believe that when fraternity and sorority chapters function in accordance with their stated mission and the mission of the institution, the entire campus community benefits from the involvement, leadership and service of its members.

As part of the Division of Student Affairs, the Office of Fraternity and Sorority Life (OFSL) values the contributions of registered student organizations that support the mission of the institution. In an effort to ensure that we have thriving and sustainable student organizations, the OFSL is committed to providing programs, services, and co-curricular opportunities that enhance student learning, engage students in their academic and University experiences, and prepare students for the world of tomorrow. Additionally, the OFSL oversees the four Greek governing councils (Interfraternity Council, Intercultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council), and grants recognition to social fraternities and sororities (not professional or honorary).

Recognition is the formal process by which the OFSL determines whether a social fraternity or sorority may become a registered student organization through the Department of Student Activities (Student Activities) and avail itself of certain university privileges. University privileges may include the use of meeting and program space, on-campus solicitation and fundraising, and recruit students enrolled at UConn-Storrs for membership.

To become an OFSL recognized social fraternity or sorority at UConn-Storrs, an organization must meet the following minimum requirements:

- 1) Be an inter/national organization (incorporation, national officers, etc.)
Affiliation with a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.) is preferred. However, special interest fraternities and sororities, not holding membership in one of these organizations, may also be considered at the discretion of the OFSL.
- 2) Hold a liability insurance policy (\$1 million minimum with UConn listed as additional insured).
- 3) Demonstrate the ability to meet all *Expectations of Recognized Fraternities and Sororities* as required by OFSL and Student Activities including but not limited to:
 - a. Achieve the minimum requirements of the *Chapter Accreditation Program* and the *Scholastic Standard*
 - b. Have at least four (4) members enrolled at UConn-Storrs
 - c. Promote a spirit of positive partnership and willingness to uphold all university policies and procedures

Fraternity and Sorority New Member Presentation Guidelines

All organizations advised through the Office of Fraternity and Sorority Life at the University of Connecticut must adhere to the following requirements when presenting new members (hereafter “presentation(s)”) to the Storrs campus community. The university recognizes the historic and cultural traditions inherent in such presentations, and supports their adherence to university policy in ways that are safe, respectful, and educational. The university also recognizes national organizations’ policies and guidelines and expect all chapters to be in accordance with their national new member presentation policy.

1. A meeting with the OFSL governing council advisor must take place at least **two weeks prior** to the estimated date of the presentation for approval from the OFSL. Considering that an OFSL professional staff member must be present at all new member presentations, it is necessary to schedule these new member presentations with adequate notice.
2. Presentations must take place no more than **two weeks (14 calendar days)** after the newest members have been initiated into the organization. Holiday breaks will not be included in the two week timeline.
3. The organization’s graduate or alumni/ae advisor must confirm the chapter’s ability to host the new member presentation on the proposed date. This approval should be in the form of an email to the OFSL council advisor **one week prior** to the event.
4. Presentations are not to be scheduled to take place on the same date as a previously planned presentation of another chapter within the same council. Please check with your council advisor and OFSL Greek calendar for details.

5. Prior approval from the council advisor must be obtained for any items that are to be used as “markers” during the presentation (i.e. firelights, fire, ropes, canes, chalk).
6. Props to be used in the presentation must also be approved (i.e. shields, staffs, masks, etc.). In general, paddles, blindfolds, bricks, and other symbols of “pledging and hazing” are not allowed.
7. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, excessive vulgarity, profanity, and “dissing” of other organizations will not be tolerated.
8. All attire should be appropriate. No revealing attire is permitted.
9. No alcoholic beverages will be permitted by any person in the presentation or in attendance.
10. Physical or suggestive abuse is prohibited. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm or suggest harm to an individual.)
11. In the event of a fight or other altercation during the presentation, those fighting will be removed from the event immediately by the presenting organization, and the presentation will be stopped. In the event the presentation is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the council advisor.
12. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the presenters’ presentation, talking over the presenting organization, etc.
13. The duration of the presentation shall be no longer than 90 minutes and shall end before 10:00pm. The clock starts with the advertised time of the event. If the organization starts late, they must still end on time. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

Additional Policies

As registered student organizations at the University of Connecticut, fraternities and sororities are also subject to all university policies for registered student organizations. Additionally, individual members are subject to all university policies for individual students.

Links to all policies can be found here on the Office of Fraternity and Sorority Life Website: <https://greeklife.uconn.edu/policies/>

- Blueprints Manual
 - Rock Painting Policy
- Alcohol & Other Drugs Policy
- Canvassing Policy
- Football Student Tailgating Policy
- The Student Code

Fraternity and Sorority Chapter Accreditation Program

Spring 2019

Mission of the Office of Fraternity and Sorority Life

“We provide quality support services and educational experiences that enhance the holistic development of students as global citizens.

Furthermore, we set an expectation of excellence that challenges our diverse fraternity and sorority community to exemplify the highest scholastic, social, and ethical standards.”

Overview

The *Chapter Accreditation Program (CAP)* is the process by which the Office of Fraternity and Sorority Life (OFSL) ensures that an organization meets minimum expectations. Additionally, CAP provides a tool for fraternities and sororities to indicate their worth and value as an integral part of the University of Connecticut (UConn) community.

Organizations can demonstrate their value to the UConn community by providing educational and social enrichment opportunities that enhance the student experience. Each fraternity and sorority must strive to develop its members into values-driven contributors to a larger society. While many fraternities and sororities provide a quality membership experience, UConn has established a framework to encourage and challenge these organizations to continuously pursue excellence.

We have *Expectations of Excellence* for each of the following (*See Appendix A for more information*):

- Academic Achievement
- Chapter Operations
- Community Impact
- Diversity & Inclusion
- External Relations
- Leadership
- Member Development
- Recruitment & Retention
- Ritual & Values
- Wellness & Safety

These expectations reflect the values of the University, the UConn fraternity and sorority community, and most inter/national fraternities and sororities. Fraternities and sororities will be encouraged to develop in these areas throughout the semester. With the support of the OFSL, chapters will set goals, aligned with these expectations that push their chapter to new heights.

The OFSL Vision states: “UConn is a community of values-driven individuals committed to lifelong social responsibility.” Our *Expectations of Excellence* are designed to advance the community toward this vision. Our diverse chapters are on a spectrum of achievements and foci. Through this program, the OFSL intends to support chapters’ individual endeavors while maintaining one standard of excellence for the entire fraternity/sorority community.

Accreditation Components & Evaluation

Chapter accreditation is based on the organization's fulfillment of requirements established by OFSL. To ensure consistency and objectivity, all requirements have an assigned point value (ranging from 0-25 points). To be accredited, a Chapter must earn at least 70% of the total points applicable. Applicable points are **highlighted** and points will be determined as follows:

Participation: Throughout the semester there are various workshops, seminars, and events that individual officers and general members are required to attend. Each event is unique and point rates vary depending on the type of event.

	% of Meeting Attendance (Individual)			
	75%	50%	25%	<25%
Presidents' Forum	3	2	1	0
Greek Community Affairs Board	3	2	1	0
Council Meetings	3	2	1	0

	% of Chapter Participation (All Members)				
	90%	75%	50%	25%	<25%
Title IX or Related Themed Program*	4	3	2	1	0
Diversity & Inclusion Program	4	3	2	1	0
Wellness & Safety Program	4	3	2	1	0

	Attended?	
	Yes	No
Greek Leadership Institute	4	0
The Greek Collab	3	0
Snapshot Meeting (President)	4	0
Risk Reduction Workshop (President, Social Chair, Risk Manager)	3	0
New Member Education/Intake Workshop (New Member Educator)	3	0

Completion: OFSL has educational requirements (non-event) that members and new/associate members are expected to complete throughout the semester. The Chapter will earn points based on the percentage of new/associate members that fulfill the requirement.

	% of Participation			
	90%	75%	50%	<50%
Hazing Prevention Online Workshop**	3	2	1	0
Greek 101: New Member Orientation Online	3	2	1	0

* Acceptable related themes are sexual harassment, gender-based discrimination and/or sexual violence at educational institutions

**New/Associate members will need to fulfill this. New/Associate members should complete two modules: Hazing and Fraternity and Sorority Life modules.

Submission: To properly advise Chapters and to stay informed, each Chapter is asked to submit several documents. To earn points, the Chapter must submit the required document/information to OFSL by the advertised deadline. Though late submissions will not receive any points, the Chapter must still submit all documentation. Any Chapter that fails to submit requested documentation will be **FROZEN** with Student Activities until the document is submitted.

Documentation	Submitted by Deadline	Late Submission
Certificate of Insurance (if expired)	5	2
Chapter Compliance Report: <ul style="list-style-type: none"> • Chapter Officer Update • Notice of New Member Education/Intake • New Member Education/Intake Calendar (if applicable) • New Member Education/Intake Program • Risk Management Policy 	25	5
Roster Update #1 – Remove Grads & Remove/Change Associate Members	2	1
Roster Update #2 – Add Associate Members	2	1
Chapter Goals Action Plan (Template)	2	1
New Member Report (If applicable)	2	1
Roster Update #3 – Remove Non-Initiated	2	1
Collaborative Event Reflection	2	1
Diversity & Inclusion Program Proposal and Reflection	3	1
Wellness & Safety Program Proposal and Reflection	3	1
Title IX & Related Themes Proposal and Reflection	3	1
Service & Philanthropy Report (Template)	2	1
Semester Reflection	3	1

Bonus Points: To reward outstanding chapters and to assist Chapters that may have hit a few bumps along the road to accreditation, there are several opportunities to earn bonus points. These opportunities will not be included in the total points applicable but, will be added to the total points prior to calculating the percentage. A maximum of **5 bonus points** towards accreditation can be awarded per semester. Bonus point opportunities (*1 point each*) are as follows:

Opportunity	Criteria	Points
Member Development	Chapter sponsors an additional educational program for its members.	2
Philanthropy	Chapter raises an average of \$20 per member towards philanthropic efforts.	1
Scholarship	Chapter semester GPA is above the all-undergraduate/men's/women's GPA.	2
Service	Chapter averages 10 or more hours of community service per member.	1
L.E.A.D. Certificate Series	Chapter has 5% of members complete the certificate series by attending 4 out of 5 sessions.	3
Points of Pride Presentation	Provide a presentation that highlights the Chapter's semester accomplishments. <i>OFSL will determine the date and time of presentations to take place each semester. Only accredited groups are eligible to earn points for a Points of Pride presentation.</i>	1

Educational Programs

OFSL recognizes the importance of continued education for chapters and their members to prepare lifelong leaders and citizens; therefore, we expect that all members will participate in ongoing education. The University is committed to promoting a Safe and Inclusive environment and therefore, fraternity and sorority members must participate in education around the topics of Diversity and Inclusion, Wellness and Safety, and Title IX. To facilitate this, OFSL *may* sponsor opportunities for students to learn about these topics. However, it is likely that not all members of a Chapter will be able to participate in these events, therefore, **each Chapter is responsible for sponsoring or having members attend at least one (1) Diversity & Inclusion program, one (1) Wellness & Safety program, and one (1) Title IX or Related Theme program.**

Educational Program Guidelines

In order to fulfill accreditation requirements, chapters must have their event approved in advance by completing the [Educational Program Proposal](#) available in the Officer Portal section of the OFSL website. The OFSL/Council Advisor will review the proposal and notify the chapter of approval.

The minimum requirements for a program are:

- **Presenters(s)** who must be a non-undergraduate member of the organization. Alumni(e)/Graduate advisors and consultants are strong possibilities for speakers, as are UConn campus professionals, community organizations, and faculty.
- Program should be at least **45 minutes in length**.
- Intended learning outcomes for the presentation and why the specific presentation is beneficial to the chapter.
- Must be submitted at least **five business-days before the intended presentation date**.

After receiving approval and completing the educational program, Chapters are responsible for submitting a reflection of the event through the [Educational Event Program Reflection](#) which can be found in the Officer Portal on the OFSL Website. **The reflection is due five business days after the event** is held and should address the following:

- What was the purpose of the event?
- What were the takeaways?
- How does this apply to your values?
- Would you recommend this speaker to someone else?
- Attendance Sheet

Additional Educational Programs

In addition to Diversity & Inclusion, Title IX and Wellness & Safety programs, Chapters are encouraged to plan and sponsor educational programs for the members and the greater University community. Though a Chapter can earn only one additional point towards accreditation, other programs submitted by the chapter can be used to influence and support the awards process. All programs should be aligned with the *Expectations of Excellence* and/or the values of the inter/national organization.

Collaborative Event(s)

Each Chapter must organize and complete at least one event each semester that is in collaboration with another organization outside ***and*** an organization within their council for a total of two collaborative events. This could be a singular event with multiple hosts or multiple events with just one other organization. To receive credit for the event, each organization must complete the Collaborative Event Reflection(s).

Snapshot Meeting

The Chapter President must schedule a Snapshot Meeting with their respective council advisor(s) by the last Friday of the first full month of each semester (September or February). The purpose of this meeting is to discuss the Chapter's performance, progress and opportunities for further development. Though not required, it is highly encouraged for other chapter leaders to participate in this meeting. Prior to the meeting, the Chapter should assess their needs and identify three relevant and attainable goals, aligned with the Expectations of Excellence, to achieve by the last day of classes. The council advisor(s) will assist the chapter leaders in finalizing their goals and preparing the Chapter Goals Action Plan for submission by the deadline. Snapshot meetings will typically be scheduled for approximately 60 minutes.

Submissions

All submissions will be made online via Google Drive. Each chapter president will receive an invitation to manage their chapter's folder at the start of the semester. This folder is where you should submit all documentation aside from attendance sheets and any necessary forms. Action Plans will also need to be submitted via Google Drive and chapter presidents should also bring a hard copy or upload copy to the Google Drive prior to the Snapshot Meeting for review with your Council Advisor.

Chapter presidents will be able to add additional members as collaborators to share documentation and responsibilities.

Chapter Goals Action Plan

To support the growth and development of each chapter through advising, each chapter must identify three goals, aligned with any of the 10 expectations of excellence, which the chapter would like to achieve by the end of the semester. These goals will be discussed during the Snapshot meeting, finalized on an Action Plan template, and submitted via Google Drive by the deadline.

Service & Philanthropy Report

Every chapter is required to document and submit a compilation of their community involvement. The Service & Philanthropy Report will include details regarding the number of service hours completed by each member as well as the total amount of philanthropy dollars raised and donated towards a charity.

Semester Reflection

At the end of the semester, the chapter will submit a Semester Reflection (2-3 typed pages) that provides a summary of the chapter's progress towards achieving each of the goals identified in the Action Plan. The reflection should answer the following questions:

- Did the chapter follow the steps outlined in the Action Plan?
- Did the chapter achieve the overall goal(s)?
- What were the strengths of the chapter in that particular category?
- What has the chapter done to benefit individual members?
- How have individual members given back to a greater society?
- Where is there opportunity for improvement?

Be sure to include materials (flyers, photos, agendas, presentations, etc.) that support your reflection.

Roster Updates

Each Chapter must maintain and update their roster using UConntact (<https://uconntact.uconn.edu>). In addition to the Roster Verification Update Requirement from the Student Organization Support & Involvement (SOSI) office, the Chapter is also required to make specific updates to the roster in accordance with 3 specific deadlines throughout each academic semester.

To access the Chapter roster, log into UConntact utilizing your NetID and password. Utilize the menu to locate your organization. Once on your organization site, click on the “Roster” tab and then on “Manage Roster.” Specific guidelines regarding the roster updates can be found on the Managing Rosters page under the Officer Portal on the OFSL website: <https://greeklife.uconn.edu/officer-portal/rosters/>

Semester Schedule

Unless specified, the following is required by the deadline each semester:

Submission	Deadline
Roster Update #1	1st Friday of semester <i>January 25, 2019</i>
Certificate of Insurance (national)	
Chapter Compliance Report: <ul style="list-style-type: none"> • <i>New Member Education/Intake Calendar (if applicable)</i> • <i>Chapter Officer Update</i> • <i>Notice of Intake & New Member Education</i> • <i>New Member Education/Intake Program (national)</i> • <i>Risk and Crisis Management Policy (national)</i> 	
Snapshot Meeting with OFSL advisor	
Chapter Goals Action Plan	1st Friday of second full month
Roster Update #2	<i>March 1, 2019</i>
Title IX & Related Theme Program Reflection	Within 5 business days of event
Diversity & Inclusion Program Reflection	
Wellness & Safety Program Reflection	
Collaborative Event Reflections	Last Day of Classes <i>May 3, 2019</i>
Roster Update #3	
Service & Philanthropy Report	
Semester Reflection	

Attendance in the following meetings/trainings will also be required:

Event	Date
Presidents' Forum	1 st Friday of each month (typically)
New Member Education/Intake Workshop	See OFSL Website for updated schedule
Risk Reduction Workshop	
Council Meetings	
Greek Community Affairs Board Meetings	
Greek Leadership Institute	January 20, 2019
Arête Awards	March 29, 2019

If the Chapter is conducting intake or new member education, the following will also be required:

Component	Deadline
Roster Update #2	Within 3 days (72 hours) of start of program
Greek 101 (all new members)	Within 5 business days of start of program
Hazing Prevention Online Workshop (all new members)	Within 10 business days of start of program
New Member Presentation Agreement & Meeting (if applicable)	At least 10 business days prior to event

Appendix A

Expectations of Excellence

The Office of Fraternity and Sorority Life has identified and defined the following expectations:

Academic Achievement

We support the academic vision and mission of the university and fully engage in the relationship between academic and co-curricular activities. We enforce scholastic standards and policies to support our members in their academic success. We also make efforts to ensure that new members understand and are in compliance with the chapter's academic standards. We value academic achievement so that our members can contribute to their profession.

Chapter Operations

We effectively and productively run all chapter meetings, programs, and events. We maintain productive relationships with our on-campus advisor, OFSL advisor, and alumni advisor that help chapter operations to run more smoothly. We have policies in place to ensure a thorough transition of officers, and maintain an updated constitution and/or bylaws. We create a budget and calendar that is aligned with our values. We improve chapter operations to provide a positive experience for our members.

Community Impact

We support and provide opportunities for our members to be global citizens who excel in addressing the challenges of the local, national, and international communities through philanthropic and service initiatives. We encourage our members' involvement in Husky Haulers, Community Outreach, HuskyTHON, and other university-sponsored programs. From the UConn Academic Vision: "Through outreach and partnerships, we promote sustainable development and a happy, healthy, and inclusive society. This engagement is local and global, based on intercultural understanding and recognition of the transnational nature of the challenges and opportunities we face."

Diversity & Inclusion

Our chapter shows a strong commitment to diversity and inclusion throughout all chapter operations. We create a space where our members can feel comfortable expressing their own identity while exploring others. We encourage a culture of civility and respect. We show the importance of diversity to our members through offering and requiring attendance at diverse programs, including the appreciation for global cultures and customs. We value diversity and inclusiveness so that our members are culturally competent and have a better understanding of the various dimensions of diversity. From the UConn Academic Vision: "We embrace diversity not as a keyword for token inclusion of the underrepresented, but as a commitment to fostering a welcoming environment in which all individuals can achieve their fullest potential and in which open and respectful communication is facilitated."

External Relations

Our chapter actively seeks partnerships with other Greek and non-Greek organizations or offices. We support the fraternity/sorority community, including organizations in all four councils. We are participants in all events

and initiatives hosted by the Greek Community Affairs Board. We create meaningful relationships with our members' parents, our chapter alumni, and our graduate chapters. We host events that honor these relationships and show our appreciation. We create effective marketing items for our organization and the activities that we sponsor and we use campus resources and media to promote our activities. We strive to build a strong network of external constituents that could provide our members with beneficial opportunities for development and support.

Leadership

We lend our organization as a method of growth in many leadership capacities. We encourage members to attend trainings and conferences to support their leadership development by promoting a multitude opportunities including but not limited to: LeaderShape, Undergraduate Interfraternity Institute (UIFI), Greek Emerging Leaders Conference. We expect involvement in our respective council and membership in co-curricular activities outside of the fraternity/sorority. We develop our members' leadership skills so that our members are viewed and recognized as campus and community leaders.

Member Development

We are committed to the growth and development of our members by ensuring that our programming efforts reflect individual needs throughout their entire membership in the chapter. Our new member education program prepares individuals for active membership in the chapter and in the fraternity/sorority community. We provide opportunities for our members to be positively contributing members of society.

Recruitment & Retention

We recruit with the intentions of building a sustainable chapter of members who share similar principles and reflect the values of our fraternity/sorority. We are conscious of our chapter size and our intake frequency in order to meet the requirements set by our inter/national organization, our local council, and the university. We also take measures to keep our members actively engaged in activities that encourage loyalty to the fraternity/sorority and to UConn.

Ritual & Values

We actively practice the values of our fraternity/sorority and exemplify the shared values of the UConn fraternity and sorority community. We are committed to learning our Ritual, living it in our daily lives, teaching it properly to others, and expecting it of ourselves and each other. We stay connected to our Ritual by performing aspects of it throughout the semester. Our policies, programs, and initiatives support the highest level of ethical standards amongst our members.

Wellness & Safety

In order to protect our members, our chapter, our organization, and guests, we educate our members on safe and responsible behavior. We host programs for our members to be able to reasonably identify personal health and safety risks and take appropriate action. These programs address physical, mental, and emotional health as well as other risk factors such as hazing, sexual assault, alcohol, and other drugs. We follow risk management policies as set forth by UConn and our inter/national organization. We are participants in National Hazing Prevention Week.

Frequently Asked Questions

What is the Chapter Accreditation Program?

The Chapter Accreditation Program (CAP) is the process of reviewing chapters for attainment of minimum expectations as well as chapter-focused outcomes. The purpose is to ensure chapters remain relevant and held accountable to University, Council, and inter/national organization expectations. All organizations recognized by the Office of Fraternity and Sorority Life are required to participate in the program and maintain accreditation.

What is the timeline for accreditation?

Accreditation is evaluated each semester and is a process that includes multiple dates and deadline. Typically, the first deadline will be the first Friday of each semester and the final deadline will be the last day of classes for the semester. Students can review a list of all dates and deadlines on the OFSL website.

What is required to maintain accreditation?

There are several components of the Chapter Accreditation Program. To maintain accreditation, each organization must complete educational trainings, fully engage in the fraternity and sorority community by attending a variety of events and meetings, and submit required documentation on time. Groups that fail to maintain accreditation more than once in any three consecutive semesters will lose University recognition and privileges.

What happens if my chapter is Non-accredited?

A non-accredited status may not immediately impact University privileges or the chapter's ability to operate. A chapter that receives a status of non-accredited has an opportunity to appeal the decision. A non-accredited, or underperforming, chapter must demonstrate improvement in the semester(s) following non-accreditation and successfully achieve accreditation (accredited status).

What is the difference between accreditation and recognition?

Accreditation is the process by which the Office of Fraternity and Sorority Life (OFSL) evaluates if an organization is meeting minimum expectations. Maintaining accreditation is required to remain recognized by OFSL. Recognition is the formal process by which the OFSL determines whether a fraternity or sorority is affiliated with the University and eligible to become a registered student organization through the Department of Student Activities. Only recognized organizations may avail itself of certain University privileges. In addition to maintaining accreditation, each organization must also fulfill any requirements set by the Department of Student Activities to have continued recognition.

How will my chapter be evaluated?

CAP is a non-subjective process and each chapter will be evaluated by OFSL staff on the following:

- On-time document submissions
- % of Chapter completing educational programs and/or attending required events
- Chapter leadership participating in required trainings and meetings

S.M.A.R.T. Goals

Specific: Goals should be simplistically written and clearly define what you are going to do. Specific is the *What, Why, and How* of the S.M.A.R.T. model

Measurable: Goals should be measurable so that you have *tangible evidence* that you have accomplished the goal.

Achievable: Goals should be achievable; they should stretch you slightly so you feel *challenged*, but defined well enough so that you can achieve them. You must possess the *appropriate knowledge, skills, and abilities* needed to achieve the goal.

Results: Goals should measure outcomes, not activities.

Time Bound: Goals should be *linked to a timeframe* that creates a practical sense of urgency

Goal Idea: Create an environment where members are positive and proud about our sisterhood.

What to consider when writing a goal:

Specific:

- Who?
- What?
- Why?
- How?

Measurable:

- How will you know this has been accomplished?
 - Ex. Attendance at events? A survey you have everyone fill out?

Achievable:

- Do you have everything you need to be able to achieve the event?
 - If you need programming- can you do that?
 - If you need presentations- do you have resources for that?

Results:

- What does this look like?
 - What outcomes are you measuring?

Time Bound:

- By the end of the semester? By spring break? Specific date?

Example:

By the end of the semester ABC (who) will have 100% of its membership participate in (how) "Positive XYZ", a chapter created program (what), that has learning outcomes focused on general XYZ Knowledge, Understanding Ritual, and Supporting Sisterhood.

Achievable: Yes, attendance is easily measured.

Chapter CAP Progress Log

Stay updated on your status throughout Spring 2019 CAP. Be sure to keep track of dates of submissions for your own records. Attendance will be taken at the workshops and meetings.

Requirement	Submitted	Completed	Attended	Points
Has 90% or more of your chapter members participated in these programs?				
Diversity & Inclusion Program				
Title IX Related Theme Program				
Wellness & Safety Program				
Greek 101: New Member Orientation				
Hazing Prevention Online Workshop - Both Modules: Hazing and Fraternity and Sorority Life (New/Associate Members)				
Have you submitted this information to OFSL?				
Diversity & Inclusion Program Reflection				
Wellness & Safety Program Reflection				
Title IX Related Theme Program Reflection				
Roster Update #1				
Roster Update #2				
Roster Update # 3				
Service & Philanthropy Report				
Semester Reflection				
Chapter Action Plan				
Certificate of Insurance (if & when expired)				
Did your chapter have representation at these meetings 75% of the time?				
GCAB Meetings				
Council Meeting				
Presidents' Forums				
Risk Reduction Workshop				
New Member Education/Intake Workshop				
Did your chapter have representation at these events?				
Greek Leadership Institute				
The Greek Collab				
Snapshot Meeting (President)				

Total Points Applicable: _____ **Total Points:** _____ **Bonus Points:** _____