

FSL Operations Manual 2020

TEXAS STATE[®] FRATERNITY & SORORITY LIFE

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COUNCIL

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FRATERNITY AND SORORITY LIFE
PROGRAMMING BOARD

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This manual contains information and resources for the members and leaders of the Fraternity and Sorority Life (FSL) community at Texas State University. The links featured throughout this document are live and accessed best when the document is read using Adobe Acrobat. To install Adobe Acrobat using your NetID please visit:
<https://itac.txstate.edu/support/adobecreativecloud/install.html>.

This document was made to help students. If there is a process or resource not listed here that would be beneficial to add please email DOS-FSL@txstate.edu and let us know.

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Introduction

Dear Chapter Leader,

Congratulations on your leadership role! One of the many things that make fraternities and sororities unique is the vast amount of leadership opportunities they provide. Your actions throughout your term will set the foundation for your chapter for years to come, and this experience is something that will shape you and prepare you for the rest of your life, both personally and professionally.

Before we go any further, it is important that you understand the reason for the title of this document. We chose the term “*Operations Manual*” and not “President’s Manual” because a president is not the only officer who plays a role in keeping the chapter running. Every VP, officer, committee chair, advisor, and general member’s actions can determine the future of not just your chapter but the TXST FSL community as a whole. This manual is meant to be a resource to anyone who has questions, is looking for inspiration, needs some help, or wants to know of new ways to engage with the community.

In this manual you will find resources on:

- TXST FSL Community
- University Service
- Leadership
- Academics
- Paperwork Requirements
- New Member Education
- Event and Risk Management Information
- **So. Much. More.**

If there is a resource you use regularly or a topic you would like resources on that are not included in this manual, please email DOS-FSL@txstate.edu so we can include it in the yearly update.

We want you to know that the entire FSL staff are here to assist you. Though we only require regular 1:1 meetings with chapter presidents, we are happy to meet with any officer or member! We can provide training, education, resources, or just be a sounding board to discuss things with. We chose this profession because we believe in the power of fraternities and sororities and we believe in you.

Sincerely,

The Dean of Students Office – Fraternity and Sorority Life

Expectations

- **Check, read, and reply to emails regularly!** We do our best to limit the amount we send you but in the most efficient way for our staff and council leaders to communicate with you.
- **Attend meetings or send a replacement.** Depending on your role there will be different meetings you are required to attend. We understand that occasionally you may need to miss one, in those cases you need to send a replacement. The information shared and bonds built at these meetings are integral to keeping our community functioning.
- **Know and meet deadlines.** In addition to them being a requirement of any professional role you have in life, meeting deadlines and turning things in on time is a section of the Chapter Advancement and Awards Program. Missing deadlines could cost your chapter awards.
- **Know your stuff.** Be sure to read and understand not only your national organization's policies but the FSL and TXST policies as well. Ignorance is not an excuse for rule breaking.
- **Ask for help.** Nobody expects you to do it all. When you are confused or need some help getting something done, ASK! If it is the difference between something getting done right and fast, we will take right every time.
- **You're a leader, act like it.** This doesn't mean changing everything about yourself, but it does mean that you need to rise to the position. Challenge yourself to grow, learn, and be better. It will serve you in your role and after graduation.
- **Engage with other chapters and councils.** We are a community of over 30 organizations. While we have different letters, we all are fraternities and sororities and have similar values and practices. We are all experiencing the same struggles and can provide more help to each other than we know.

Contact Information

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University of Arizona
University of Cincinnati
University of Iowa
University of Kentucky
University of Rochester
VisionPoint Productions

History of Fraternity and Sorority Life

The American Fraternity, Betty Mullins Jones, Alpha Phi

Advising Fraternities and Sororities Manual – Association of Fraternity/Sorority Advisors

Fraternities are uniquely American. Although European schools have clubs and societies, nothing parallel to the American fraternity system exists elsewhere.

The first fraternity was begun at the College of William and Mary in Williamsburg, Virginia, on December 5, 1776, when a group of students formed a secret society which they called Phi Beta Kappa, after the first initials of their Greek motto: “Love of wisdom, the guide of life.” Phi Beta Kappa existed as a social group for the first 50 years of its life, and chapters were established at other schools, including Harvard, Yale and Dartmouth. It did not become the scholastic honor society we know today until after the anti-Masonic and anti-secret-society agitation of the 1820s.

But Phi Beta Kappa set the tone and instituted many of the characteristics which are considered “typical” of fraternities: a Greek-letter name, a Greek motto, an oath of secrecy, a badge, a ritual, a seal and a secret grip or handshake. (Undoubtedly the Greek motto and Greek name arose from the fact that all these students studied Greek as an academic requirement.)

Other groups that were founded shortly thereafter emulated the characteristics of Phi Beta Kappa in most respects, and fraternity chapters were established at many of our early colleges. Of the men’s fraternities in the NIC, 36 were founded in the 19th century. Education in the 18th and 19th centuries was rigid, structured and dogmatic. Fraternities filled a need in the lives of these young students by providing friendships and recreation. Although clubs, particularly literary societies, flourished at this time, most of them were too large and too specialized to provide variety and to foster close friendships.

When young women were finally admitted to what had previously been all-male colleges, they too wanted “something of their own.” Consequently, after the Civil War several women’s fraternities appeared within a few months of each other. I.C. Sorosis (coined from the Latin word “soror” meaning “sister”) was patterned after the men’s groups and was established at Monmouth College in Illinois on April 28, 1867. It later took the name Pi Beta Phi, after the initials of its secret motto. Kappa Kappa Gamma followed I.C. Sorosis at Monmouth in March 1870, but Kappa Alpha Theta was founded as the first Greek-lettered woman’s fraternity on January 27, 1870, at DePauw University in Greencastle, Indiana.

At about the same time, and without any prior knowledge of the existence of the others, Alpha Phi was founded at Syracuse University in New York in September 1872, and Delta Gamma was founded at Lewis School in Mississippi in December 1873. All of these groups were incorporated as “women’s fraternities,” because at that time the word “sorority” did not exist. This term was created for Gamma Phi Beta in 1874 because their advisor, a professor of Latin at Syracuse University, thought the term “fraternity” ill-advised for a group of young ladies.

By the turn of the century, ten women’s fraternities had established themselves as national groups, and in 1902 they organized what is now called the National Panhellenic Conference. Today the conference has 26 member groups.

In 1909, 26 men’s groups founded the National Interfraternity Conference, and it now has a membership of more than 56 fraternities. Not all of these fraternities are designated by Greek names, exceptions being Acacia, FarmHouse and Triangle.

In 1930, eight national Greek-letter sororities and fraternities united to form the National Pan-Hellenic Council. Five of these historically African-American groups were founded at Howard University: Alpha Kappa Alpha Sorority in 1908, Delta Sigma Theta Sorority in 1913, Zeta Phi Beta Sorority in 1913, Phi Beta Sigma Fraternity in 1914 and Omega Psi Phi Fraternity in 1911. The remaining sorority in the council, Sigma Gamma Rho, was founded in Indianapolis in 1922 and granted its first collegiate charter at Butler University in 1929. Kappa Alpha Psi Fraternity was founded at Indiana University in 1911, and the oldest NPHC fraternity, Alpha Phi Alpha, was founded at Cornell in 1906.

American fraternities were created as social organizations, and they retain this characteristic to the present day. Even the so-called “professional” societies, which select their members from a particular discipline, have a distinct social function.

But in the middle of the 19th century, a change occurred on the American campus that caused fraternities to acquire a secondary characteristic: the fraternity house. Because of many factors and circumstances (most of them economical), a number of schools were unable to maintain housing for their students. Consequently, campuses were ringed with boarding houses where students secured their own lodging and meals.

By this time many chapters had grown too large to meet in a student’s room and had started renting halls. And in 1854, at the University of Michigan, Chi Psi built a 20- by 14-foot log cabin in which to hold its meetings.

So, the students’ reaction to this double need – for meeting rooms and for living quarters – was to lease, and finally to build their own homes. Thus, evolved the fraternity house and the substitution of the word “house” for the word “chapter,” as in, “What house do you belong to?” This expression is common today even on campuses where there are no housed chapters.

The effects of going into the housing business has been many and varied. Owning and maintaining property required the cooperation of the alumni and alumnae, many of whom in the past had simply graduated and disappeared. Now they became involved with the management of the chapters, which indirectly benefited the colleges by keeping alumni and alumnae interested in the school. Likewise, private ownership of these houses relieved many schools of the financial burden of building dormitories. In fact, this willingness on the part of sororities and fraternities to assume responsibility for housing has gradually led to many arrangements on the part of the institutions, such as “leased land” agreements, whereby the school owns the land and the fraternity constructs the building.

But the change from being a group that “met” together to be a group that “lived” together was a real turning point in the fraternity movement. It altered the entire concept of fraternity – with all its advantages and disadvantages. It strengthened unity, discipline, activities and friendships. On some campuses the fraternities fostered the extracurricular activities, such as athletics, the newspaper, homecoming and school dances. Many colleges concerned themselves solely with the educational process and took no responsibility for the other facets of student life.

It is estimated at present that only 60 to 70 percent of our fraternities and sororities live in their own houses – either leased or owned. The rest have lodges or suites or rent meeting rooms. But the spirit of unity engendered by the “house” concept is evident even with unhoused chapters.

From the earliest days of the fraternity movement, rivalry among the groups to pledge members led to excesses in “rushing” practices, and finally to charges of exclusiveness and snobbery, resulting in several legal disputes regarding the right of fraternities to exist. Beginning in the late 1870s, several schools passed anti-fraternity rulings and some state legislatures prohibited fraternities in state institutions. Litigation, in various forms has persisted to the present time, although the charges have gradually shifted from “secret societies” to “discrimination.”

Beginning at the close of World War II, when fraternities experienced a decided rise in popularity, many educators expressed the opinion that restrictions in membership based on race, color or creed had no place on the campus. As private organizations, fraternities maintained their right to select their own members, but several federal commissions and acts of Congress threatened fraternal rights, and the campus upheavals of the 1960s led to a serious decline in fraternity membership. Although Title IX of the Education Amendments of 1972 prohibiting sex discrimination in the schools was amended in 1974 to exempt membership practices of social fraternities, many schools demanded that discrimination based on race, color or creed be discontinued if the fraternity were allowed to remain on the campus. Many groups founded along religious beliefs were adversely affected by these demands. Nevertheless, such restrictions have been eliminated, although membership selection is still the privilege of the individual chapters.

The “national” character of fraternities (and many of them are “international” with chapters in Canada) evolved gradually. Before the Civil War, as a rule chapters were independent and did as they pleased. In fact, it was common for a chapter at one school to establish a chapter at another school and not even bother to inform the rest of the fraternity. But gradually authority for the “government” of the groups was vested in convention – usually a type of reunion – and one chapter would be designated as the “Grand” or “Presiding” chapter, to be responsible for information. Sometime in the 1870s fraternities began to elect national officers, a practice imitated from their beginning by the sororities. After the turn of the century, one by one the groups established national offices.

Although sororities patterned themselves after fraternities, and their structure is parallel, there are tremendous differences between sororities and fraternities. And, yes, it begins with differences between the sexes.

Historically NIC/IFC fraternities, generally, have followed a “free enterprise” philosophy. The national organization tends to allow the chapters to run their own affairs as much as possible. The national offices are run by paid professionals who supervise a staff of paid professionals who oversee the chapters. There are, of course, volunteer advisors to the chapters and volunteer house corporation boards, but the men’s groups do not have a tradition of constant supervision which characterizes the typical sorority chapter.

Sororities are managed with a somewhat “maternal” philosophy. Each chapter has a board of alumnae advisors – all volunteers – that supervises the chapters and is directly responsible to the national organization. The national officers, also volunteers, supervise the various departments of the sorority.

There is not a “fault” on either side: it is merely the difference between the men’s philosophy and the women’s. When the National Panhellenic Conference was formed in 1902, the first thing they did was draw up agreements – practical statements of fair play – that no one would belong to more than one group, that a pledge was binding for a specified period, that no one would be pledged before she was enrolled in college, and so on. The NIC/IFC groups had no such agreements and felt no need for such strict observances.

Fraternities and sororities were created by students to fill a void in their lives – to foster friendships, to encourage sociability, advocate for social rights and to provide an outlet for free expression. Few students looked upon them then – or look upon them now – as agents for philanthropy, as instruments for self-improvement or as training in leadership. And yet that is what they have become through the friendships, the sociability and the free expression.

Because a student must attain a satisfactory academic average before initiation, attention to scholarship is emphasized. The chapter provides an excellent laboratory for leadership training because chapter affairs demand responsibility.

Fraternities and sororities are constantly being questioned, demanding an end to hazing and irresponsible social behavior. Some colleges and universities have threatened to eliminate the fraternity system. Some have already done so. And many national groups have expelled or put on probation chapters that have not observed proper standards.

But these young people are human beings, and the human animal has always sought companionship, preferably with those who are congenial. If the fraternity system were eliminated today, tomorrow something would rise to take its place. And it would rise without 200 years of tradition to mold it, without strong national organizations to supervise it and without the intense loyalties which have perpetuated fraternities.

The American college and university would be bereft of one of its most unique institutions – the fraternity – which has grown and developed by the side of American education.

Community Information

Vision and Mission

In order to better serve the members of the fraternity and sorority community and Texas State and foster positive relations with the communities around us the FSL staff have created the following Vision and Mission Statements:

Vision: “To provide the premier fraternity and sorority educational leadership experience”

Mission: “Fraternity & Sorority Life will achieve excellence by providing educational and transformational opportunities through innovative programming, accountability, and advocacy. Through a culture of inclusivity, we will engage students in relationships that enhance their organizations values and purpose.”

In addition to the statements above, the FSL staff and governing councils work together to promote success for our chapters in five primary areas: Academics, Membership Recruitment and Retention, Serving the Community, Philanthropic Endeavors, and Community Involvement. These five areas are linked to the foundation of a healthy fraternity/sorority community and as such have been chosen as the five areas of eligibility for the [Chapter Advancement and Awards Program](#) (CAAP) and Dean of Students Excellence Awards. More about these awards can be found in the CAAP section of this document.

Our Community

<u>Interfraternity Council (IFC)</u> <ul style="list-style-type: none">• 10 Chapters• Chapter Size: 15-60• 8 Executive Council Officers• Values: Integrity, Service, Scholarship, Commitment, Friendship	<u>Multicultural Greek Council (MGC)</u> <ul style="list-style-type: none">• 5 Chapters (3 sororities, 2 fraternities)• Chapter Size: 10-50• 7 Executive Council Officers• Values: Service, Academics, Diversity, Loyalty, Empowerment
<u>National Pan-Hellenic Council (NPHC)</u> <ul style="list-style-type: none">• 7 Chapters (4 sororities, 3 fraternities)• Chapter Size: 5-50• 7 Executive Council Officers• Values: Scholarship, Fellowship, Community Service, Philanthropy, Leadership	<u>Panhellenic Council (PHC)</u> <ul style="list-style-type: none">• 8 Chapters• Chapter Size: 120-140• 9 Executive Council Officers• Values: Scholarship, Leadership, Service, Friendship, Integrity
<u>FSL Programming Board</u> <ul style="list-style-type: none">• Programs for entire community• 10 Directors• Values/Positions: Leadership Development, Bobcat Spirit, Community Service and Philanthropy, Media Relations, Creative Marketing, and Fundraising/Alumni Relations	

Council GPA Information					
<u>Council</u>	<u>Spring 2020</u>	<u>Fall 2019</u>	<u>Spring 2019</u>	<u>Fall 2018</u>	<u>Spring 2018</u>
Interfraternity Council (IFC)	3.02	2.47	2.70	2.63	2.82
Multicultural Greek Council (MGC)	3.23	2.61	2.80	2.78	2.91
National Pan-Hellenic Council (NPHC)	3.31	2.86	2.91	2.73	2.65
Panhellenic Council (PHC)	3.36	2.95	3.05	3.01	3.07
Texas State University GPA Information					
All Undergraduate Average	3.01	2.87	2.89	2.87	2.74
All Female Undergraduate Average	3.13	2.97	2.99	2.97	2.86
All Male Undergraduate Average	2.85	2.73	2.75	2.74	2.6
All FSL Average	3.25	2.78	2.93	2.90	3.00
All Sorority Average	3.36	2.94	3.03	3.01	3.07
All Fraternity Average	3.01	2.46	2.70	2.59	2.80

<u>Chapter</u>	<u>Council</u>	<u>Nicknames</u>	<u>Colors</u>	<u>Founded</u>	<u>Philanthropy</u>
Alpha Delta Pi	PHC	ADPi	Azure blue and white	May 15, 1851	Ronald McDonald House Charities
Alpha Epsilon Pi (Colony)	IFC	AEPi	Gold and blue	November 7, 1913	The Jaffa Institute, United Hatzalah
Alpha Gamma Delta	PHC	Alpha Gam	Red, Green, and Buff (yellow)	May 30, 1904	The Alpha Gamma Delta Foundation with a focus on fighting hunger.
Alpha Kappa Alpha	NPHC	AKA's	Apple green and salmon pink	January 15, 1908	American Heart Association
Alpha Phi Alpha	NPHC	Alpha's	Black and Old Gold	December 4, 1906	Go-To-High School, Go-To-College Project Alpha March for Babies
Alpha Sigma Phi	IFC	Alpha Sig	Cardinal Red & Stone Gray	December 6, 1845	RAINN Humane Society Aware Awake Alive Big Brothers Big Sisters of America Home for our Troops

<u>Chapter</u>	<u>Council</u>	<u>Nicknames</u>	<u>Colors</u>	<u>Founded</u>	<u>Philanthropy</u>
Alpha Xi Delta	PHC	AXiD or Alpha Xi	Double Blue (light blue & navy blue) and Gold	April 17, 1893	Autism Speaks
Chi Omega	PHC	Chi O	Cardinal and Straw	April 5, 1895	Make A Wish Foundation
Delta Gamma	PHC	DG, Dee Gee	Bronze, Pink, Blue	December 25, 1873	Service for Sight Joining Forces
Delta Sigma Phi	IFC	Delta Sig	Nile Green & Carnation White	December 10, 1899	American Red Cross
Delta Sigma Theta Sorority, Incorporated	NPHC	DST Deltas	Crimson and Cream	January 13, 1913	St. Jude's Hospital Delta Sigma Theta Sorority, Inc. Elementary School at The Cynthia M. A. Butler-McIntyre Campus in Charette, Haiti Mary Help of The Sick Mission Hospital
Delta Xi Nu Multicultural Sorority, Inc.	MGC	Xi-Honeys Honeys	Red and Silver	October 7, 1997	Awareness of Violence Against Women
Delta Zeta	PHC	DZ, DeeZee, Delta Z	Rose and green	October 24, 1902	Starkey Hearing Foundation
Gamma Phi Beta	PHC	Gamma Phi, G PHI	Brown and Mode, Pink	November 11, 1874	Building Strong Girls
Kappa Alpha Psi Fraternity, Inc.	NPHC	Kappas, Hayz Kounty Nupes	Crimson and Cream	January 5, 1911	Raise funds for St. Jude Children Hospital
Kappa Delta Chi	MGC	KDChi	Maroon and Light Pink	April 6, 1987	American Cancer Society
Omega Delta Phi	IFC	ODPhi	Scarlet and Silver	November 25, 1987	Young Knights Leadership Academy Boys and Girls Club CASA United Way
Phi Gamma Delta (Colony)	IFC	FIJI / Phi Gam	Royal Purple	May 1, 1848	United Service Organizations (USO)
Phi Iota Alpha	MGC	Phiotas, PhiA	Red, White, Navy Blue, and Gold	December 26, 1931	United Nations Children's Fund (UNICEF)
Phi Kappa Sigma (Colony)	IFC	Skulls	Black and Old Gold	October 19, 1850	Leukemia and Lymphoma Society

<u>Chapter</u>	<u>Council</u>	<u>Nicknames</u>	<u>Colors</u>	<u>Founded</u>	<u>Philanthropy</u>
Pi Kappa Phi	IFC	Pi Kapp	Gold, white, royal blue	December 10, 1994	The Ability Experience
Sigma Alpha Epsilon	IFC	SAE	Royal Purple and Old Gold	March 9, 1856	Children's Miracle Network
Sigma Chi	IFC	Sigs	Blue and Old Gold	June 28, 1855	Huntsman Cancer Foundation/ Huntsman Cancer Institute
Sigma Gamma Rho Sorority, Inc.	NPHC	SGRho	Royal Blue and Gold	November 12, 1922	Operation Big Book bag March of Dimes St. Jude's Swim 1922, Project Wee Savers, Project Reassurance, Sigma Youth Symposium
Sigma Lambda Beta	MGC	Betas	Royal Purple & Pure White	April 4, 1986	American Hearts Association
Sigma Lambda Gamma	MGC	Gammas	Shocking pink and Majestic purple	April 9, 1990	Breast Cancer Awareness
Sigma Nu	IFC	SigNu Snu	Black, White, and Gold	January 1, 1869	Helping Hand Initiative
Theta Chi	IFC		Military Red and White	April 10, 1856	USO
Zeta Phi Beta	NPHC	Zetas	Royal blue and pure white	January 16, 1920	Storks nest March of Dimes
Zeta Tau Alpha	PHC	ZTA Zeta	Turquoise blue and steel gray	October 15, 1898	Breast Cancer Education and Awareness

Resources

This manual is meant to serve as a resource to any chapter officer or member. In this section you will find information on resources from Fraternity and Sorority Life, Dean of Students Office, TXST, as well as leadership resources and some general resources.

If there is a resource you and your chapter members use regularly that is not listed here please email DOS-FSL@txtstate.edu so we can include it in the yearly update of this manual.

Fraternity and Sorority Life Resources

Officer Trainings – 101s

At the beginning of each semester the FSL staff provides officer trainings to help your chapter leaders be successful and confident in their roles. These trainings are optional but highly encouraged. Each session is offered multiple times so every officer has a chance to attend. Dates, times, and locations are sent out multiple times leading up to the sessions. If officers cannot attend any of the sessions because of class or work it is recommended to send their assistant or next in command or reach out to the FSL office to gain the information another way.

- **FSL 101** covers general office information, paperwork and other requirements, forms, resources, and other ways officers will engage with the office.
- **Academics 101** will help your chapter's academic/scholarship officers to learn best practices and review campus academic resources to help them be an asset to all members, not just those struggling academically.
- **Civic Engagement 101** is intended for any officer whose position requires them to plan service, philanthropy, or membership/leadership development programs in the chapter and give them all the tools and information they need to success submit Civic Engagement forms each month.

Mailboxes

In the FSL office (LBJSC 4-14.1) each chapter has a mailbox. In addition to the regular mail your chapter receives you will get information on campus events and resources, communication/receipts from the councils, and anything else specifically for your chapter. Please be sure to check this regularly!

FSL Website

The FSL office, all the councils, and the programming board each have their own websites.

- [Fraternity and Sorority Life](#)

On the FSL website you will be able to find a list of all recognized and unrecognized organizations, chapter report cards, community academic information, FAQs, information on how to join each council, links to all the council websites, DOS Excellence Awards, the Hazing Memorandum, and resources/forms, and more. We have included specific information about a few of the FSL resource pages below:

Community Service and Engagement

On the Community Service and Engagement page of the FSL website you will find a list of Continuous Service Opportunities and Upcoming Events. This page is continuously updated with events from around the community, many of which will count for Civic Engagement. We recommend this page be shared with chapter members on a weekly basis.

Request to Distribute

If you know of an event coming up that you think the rest of the community would benefit from knowing about you can fill out the Request to Distribute Form. If approved, the details of this event will be added to the Upcoming

Events section of the Community Service and Engagement page.

* Chapter service/philanthropy events can and SHOULD be submitted here! *

Event Impact Reporting

Once you have completed your event be sure to complete the Event Impact Reporting form. This form collects data on academic support workshops, community service/philanthropy events, alumni events, leadership programming, etc. If approved this information has the potential to be shared through FSL social media/marketing, Texas State's University Advancement, and local media outlets like The University Star!

Council Websites

- [Interfraternity Council \(IFC\)](#)
- [National Pan-Hellenic Council \(NPHC\)](#)
- [Multicultural Greek Council \(MGC\)](#)
- [Panhellenic Council \(PHC\)](#)

On each council website you will be able to find council meeting minutes, governing documents, community grade information and the information/process for any elections or applications taking place. Content for council websites is maintained by the individual councils and council advisors.

- [FSL Programming Board](#)

The FSL Programming Board Website has resources on leadership programming, service opportunities for the community, Greek week, and more.

Chapter Report Cards

The Chapter Report Cards are a part of the Chapter Advancement and Awards Program (CAAP) and hosted on the FSL website under "Our Community." Included is the template for report cards for 2019 onward. Information for report cards is determined by the results of a chapter's CAAP results and include academic and membership reports, civic engagement hours submitted between April 1 and March 31, award information submitted, and any organizational sanctions.

Organizational sanctions are updated at the end of each semester or as sanctions are placed/removed. Chapter Report Cards are published after each Spring semester. Chapters may update the photo on their report card by sending a horizontal jpeg to DOS-FSL@txstate.edu.

Chapter Report Card-Template



Chapter Information	
Nickname	
Chapter Designation	
Council	
Campus Charter Year	
University Recognition Level	

[NATIONAL WEBSITE](#)

2019 Membership and Academics		
Spring 2019		
New Members	Initiated Members	Overall Chapter
New Members GPA	Initiated Members GPA	Overall Chapter GPA
Fall 2019		
New Members	Initiated Members	Overall Chapter
New Members GPA	Initiated Members GPA	Overall Chapter GPA

2019-2020 Civic Engagement		
Community Service Hours	Leadership Education and Professional Development Program Hours	Philanthropy Dollars Donated
		\$

2019-2020 Awards and Recognition
<ul style="list-style-type: none"> Individual Awards <ul style="list-style-type: none"> Dean of Students Excellence Awards <ul style="list-style-type: none"> National Awards <ul style="list-style-type: none">

Organization Status
As Of: March 7, 2019
No charges/sanctions in place.

Recruitment Resources and General Information

When it comes to recruitment and intake it often feels like the only resource you have is your national organization. They are who typically provide the trainings and educational materials for you to help your membership grow. But they are not the only ones. The FSL office brings Phired Up to campus several times throughout the year to help students develop new and innovative ways to approach recruitment and intake, no matter the council. They have also provided several free resources on their website. We have included a few of our favorites here:

- [Social Excellence: The Art of Fraternity/Sorority Growth](#)
- [Recruiting Generation Z into Fraternity and Sorority Life](#)
- [Tabling for Fraternities and Sororities](#)
- [Chunking: How to Get Dozens of Referrals with Contact Info](#)
- [The 60 Best Ways to Grow a Fraternity/Sorority Names List](#)
- [COB is Non-Toxic](#)
- [Recruitment Committee Sample Meeting Agenda](#)
- [Relationships Matter in Culturally Based Fraternal Organizations, Too](#)
- [I Got 5 On It: Gaining Visibility on Campus](#)

One of the most common mistakes we see chapters make when they are trying to grow their organization is limiting their advertising to just social media. Check out the [Public Relations section](#) of this manual for information on posting flyers around campus, table tents in LBJ, and getting your events/organization on the digital screens in LBJ and in the residence halls. The students who are looking at these resources are looking to get involved, they are looking for you!

Creating an Academic Chapter Environment

The university has a variety of academic resources available for students, but they can be difficult to implement on a chapter scale, which is why we have created this manual to help you [Create an Academic Chapter Environment](#). This manual is a comprehensive listing of different scholarship programs fraternities and sororities can implement, with details about how to properly use the program. This resource can also be found on the FSL website under [Chapter Resources and Forms](#).

Advisor's Manual

The Fraternity and Sorority Life office has created an [Advisor's Manual](#) to help Advisors understand and succeed in their roles. It can be found on the FSL website under Chapter Resources and Forms. Though this resource is primarily meant for Advisors it can be helpful for students to review also to learn more about what advisors do and experience.

Dean of Students Resources

Fraternity and Sorority Life is a part of the Dean of Students Office, which has other services for students. Below you will find a list of other departments and offices that could be beneficial for you and your chapter members.

<u>Dept. (links to website)</u>	<u>Description/Services</u>	<u>Location</u>	<u>Email</u>
<u>Dean of Students Office</u>	Oversees departments that deliver co-curricular programming through leadership development, support services and experiential learning activities to facilitate student success.	LBJSC 5-9.1	<u>dosoffice@txstate.edu</u>
<u>Alcohol and Drug Compliance</u>	Supports student success by providing services that help students complete sanctions mandated through a judicial process, mainly the university's Student Conduct or a municipal court. ADCS also strives to provide learning and experiences that will better prepare students to avoid being in a similar situation - in violation of alcohol or drug policies and statutes.	LBJSC 5-9.1	<u>acds@txstate.edu</u>
<u>Attorney for Students</u>	The Office of the Attorney for Students counsels students on lease reviews, criminal law, family law, employment law, immigration law, consumer and civil matters, contract law, simple wills, and name and gender marker changes. The office can show students how to find outside agencies or private attorneys concerning legal issues for which we cannot assist.	LBJSC 5-1.5	<u>LegalHelp@txstate.edu</u>
<u>Leadership Institute</u>	The purpose of the Leadership Institute is to bring students together to learn leadership skills, engage in activities that foster ethical behavior, build an inclusive community, demonstrate social responsibility and inspire a commitment to excellence. (More information available in the leadership resources section of this document.)	LBJSC 5-8.1	<u>leadershipinstitute@txstate.edu</u>
<u>Ombudsperson</u>	This service personally assists students in achieving resolutions to university related challenges (i.e. university instructor/professor, employer challenges...etc.) in accordance with appropriate University Policies and Procedures Statements (UPPS).	LBJSC 5-9.1	<u>dosoffice@txstate.edu</u>

<u>Dept. (links to website)</u>	<u>Description/Services</u>	<u>Location</u>	<u>Email</u>
<u>Student Emergency Services</u>	As a component of the Dean of Students Office, Student Emergency Services collaborates with individuals and offices within the university and the San Marcos community to assist a student who is experiencing the consequences of an emergency.	LBJSC 5-9.1	<u>dosoffice@txstate.edu</u>
<u>Student Foundation</u>	A corps of leaders who assist the University President and other administration in building tradition, spirit, and respectability for Texas State.		<u>sfoundation@txstate.edu</u>
<u>Student Conduct and Community Services</u> (Formerly Student Justice)	Student Conduct reviews allegations made against students if the allegation involves behavior that may violate the Code of Student Conduct, may be deemed as having the potential to compromise the wellness or safety of any member of the university community or compromises the integrity of the university's learning environment. The staff are experienced at handling sensitive issues with respect towards students of all backgrounds and the Dean of Students Office is a Veteran-Friendly, LGBTQ-Safe Office and a safe office to report sexual assault or harassment.	LBJSC 5-9.1	<u>StudentConduct@txstate.edu</u>

University Resources

Below you will find information on a variety of departments at TXST. All of these departments have services and programs that would greatly benefit your members, and they are eager to connect with the FSL community.

Familiarize yourself with what is available to you on campus and reach out!

One resource you should know about that isn't a department is the [Student Handbook](#). The Student Handbook website has information on the Academic Honor Code, Code of Student Conduct, University Policies, telephone directories, resources, information about San Marcos, and so much more.

Dept. Title - Website		
Description of Resources		
Phone	Email	Location
Facebook	Twitter	Instagram

CAFE - www.ucollege.txstate.edu/strategic-initiatives/cafe		
CAFE (Career and Financial Education) offers career readiness workshops, financial education events, one-on-one financial coaching, personalized graduation preparation and academic coaching. Through their "Career Readiness Certification" Program students learn the soft skills and information needed to be successful after graduation. CAFE hosts events on topics like:		
<ul style="list-style-type: none"> • Study Skills • Note Taking • Graduate School Preparation • Personal Budgeting • Student Loan Repayment 		
512-245-5102	txstatecafe@txstate.edu	Commons Dining Hall, 2 nd Floor
Facebook	Twitter	Instagram

Campus Recreation - www.campusrecreation.txstate.edu		
Recreation and wellness services for entire TXST community. Campus Recreation provides:		
<ul style="list-style-type: none"> • Opportunities for a variety of activities that will contribute to an individual's physical fitness; • Access to quality, contemporary and modern facilities and programs; • A variety of programming including the major areas of informal/drop-in recreation, aquatics, intramural sports, sport clubs, outdoor recreation, and fitness; • Coordination of the scheduling of events, promotion of activities and maintenance of campus recreational facilities to maximize facility use to better serve the campus community; • Development of a medium through which students can develop leadership, management, program planning and communication skills; • Extracurricular opportunities through participation and leadership roles designed to enhance social, psychological and physiological development; • A resource center of outdoor program ideas, equipment, supplies and rental materials 		
Front Desk: 512-245-2940 Main Office: 512-245-2392	campusrecreation@txstate.edu	1011 Academy St.
Facebook	Twitter	Instagram

Career Services – www.careerservices.txstate.edu

Career Services empowers the Texas State student to develop their fullest potential and enhance their personal excellence and professional marketability by providing strategic career guidance and opportunities to connect with employers worldwide. They offer services in:

- Career exploration
- Resume reviews
- Job/internship search
- Interview Prep
- Professional Headshots
- [Student Organization Presentations](#)
- Employers connections
- More!

512-245-2645	careerservices@txstate.edu	LBJSC 5-7.1
Facebook	Twitter	Instagram

Counseling Center - www.counseling.txstate.edu

The Counseling Center offers services to help students deal with adjustment and personal/psychological concerns that may interfere with their ability to succeed academically.

Services include short-term individual and group counseling, workshops, a broad range of web based self-help resources, psychiatric referral, consultation, and referral to other professional services. All counseling services are confidential and free to currently enrolled students.

512-245-2208	counselingcenter@txstate.edu	LBJ 5-4.1
Facebook	Twitter	Instagram

Equity and Inclusion

Texas State University values a diversity of people and ideas, a spirit of inclusiveness, a global perspective and a sense of community as essential conditions for campus life. The Office of Equity and Inclusion ensures fair hiring practices, provides trainings on diversity topics, and works to keep our university safe from sexual misconduct and discrimination.

512-245-2539	TitleIX@txstate.edu equityinclusion@txstate.edu	JC Kellam
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PACE Academic Advising – www.pace.txstate.edu		
<p>The mission of PACE (Personalize Academic and Career Exploration) Academic Advising is to provide comprehensive and proactive academic advising and programs to first-year students at Texas State University. PACE academic advisors can help first-year students:</p> <ul style="list-style-type: none"> • Explore careers and majors • Plan future semester schedules • Learn about academic policies and opportunities • Connect with campus resources to ensure a successful start to their academic careers at Texas State University 		
512-245-7223	paceadvising@txstate.edu	UAC 122
Facebook	Twitter	Instagram

PALM Office- www.lbjsc.txstate.edu/services/PALM		
<p>The PALM (Planning, Assessment, Leadership, and Marketing) office provides a number of resources and services to student organizations:</p> <ul style="list-style-type: none"> • Workshops upon request covering a variety of topics including leadership inventories, organizational communication and teambuilding • Retreat consultation and planning • Leadership Library with resources for activities, teambuilding and conflict management • Leadership Activity supplies (everything from ‘human hungry hippos’ to puzzles to problem solving activities, hula hoops, blindfolds, etc.) • Marketing consultations for recruitment, event and outreach efforts 		
512-245-8295	lanita@txstate.edu	LBJSC 4-1.6a

Student Diversity and Inclusion – www.sdi.txstate.edu		
<p>The Office of Student Diversity and Inclusion (SDI) provides innovative co-curricular support to a diverse student body to enhance degree completion and foster the development of leaders for a global society. SDI is committed to providing cutting edge knowledge and skills to prepare students for leadership in a culturally diverse and global society. Some programs and services include:</p> <ul style="list-style-type: none"> • Equality University - a diversity and inclusion conference that brings individuals from all areas of campus life together to participate in a day of dialogue with national speakers, faculty and staff facilitators and collegiate colleagues. • Social Justice Film & Speaker Series – topics vary each semester but the event screens two films followed by a panel of topic and filmmakers. • Support & Empowerment – SDI offers services and resources for Cultural Empowerment, LGBTQIA+, Social Justice, Political, Religious, and Spiritual Affiliations, Students of Color, Undocumented & DACAmented, Veterans, Womxn of Color, and the Underrepresented Student Advisory Council (USAC) 		
512-245-2278	osdi@txstate.edu	LBJSC 5-2.1
Facebook	Twitter	

Retention Management and Planning – www.studentsuccess.txstate.edu		
Retention Management and Planning offers programs, resources, and services that are specifically aimed at helping students success in all aspects of their college experience. Their programs serve various populations in our Bobcat community. Programs include: <ul style="list-style-type: none"> • Brilliant Bobcats College Success Series • Bobcat Bond Mentoring Program • FACES Program (Foster Care Alumni) • Students Who Are Parents, Student Outreach Initiatives • Many more. 		
512-245-5500	studentsuccess@txstate.edu	400 N LBJ Drive (across from Chipotle)
Facebook	Twitter	Instagram

Student Health Center - www.healthcenter.txstate.edu		
Health Services offered at the Health Center include Primary Care, Urgent Care, Sexual & Reproductive Health, Mental Health, Sports Medicine, Pharmacy, Radiology and Laboratory. The Student Health Center also has a Health Promotion Services department that strives to help students succeed by promoting healthy lifestyles and creating a healthy campus environment at Texas State. Healthy Cats is a group of student leaders dedicated to promoting health education and wellness throughout the community and can give chapter presentations on topics like: <ul style="list-style-type: none"> • Alcohol Bystander Intervention Training • Managing Stress in College • Maintaining General Health in College • Destigmatizing Mental Health • Myths and Facts about Drug Use • Sexual Health and Contraception • And other topics by request 		
512-245-2161	HealthCenter@txstate.edu	298 Student Center Drive
Facebook	Twitter	

SLAC - www.txstate.edu/slac		
The Student Learning Assistance Center (SLAC) provides walk-in tutoring in business, math, science, writing, and other subjects, as well a qualified private tutor referral. SLAC services also include the Supplemental Instruction (SI) program, a non-traditional tutoring service offering weekly, peer-led study groups in a variety of subject areas. SLAC is home to the Online Writing Lab (OWL) that supplies online access to writing help. You can request a presentation for academic and study skill workshops for you entire chapter by visiting their website . (Presentations are easiest to accommodate when requested at least a week in advance.)		
512-245-2515	Emails Vary by Program	Alkek Library, Ste. 411
Facebook	Twitter	Instagram

Texas State Athletics – www.txstatebobcats.com		
<ul style="list-style-type: none"> • Students get in FREE to TXST Athletic games with a valid TXST ID • Student guest tickets available for football games for only \$10 • Group tickets are available at a discounted rate for socials and alumni reunion • Tailgating packages are available for reunions and social events • Opportunities to win cash prizes at TXST football and basketball games for organization with highest attendance. • Opportunities to host special events at TXST Athletic facilities 		
Ext. Ops.: 512-245-2114 Ticket Office: 512-245-2272	General: athletics@txstate.edu Tickets: gametickets@txstate.edu	Darren B. Casey Athletic Administration Complex
Facebook	Twitter	Instagram

University Leadership Resources

[CAFE Presentation \(by request\)](#) – Career and Financial Education

Help your new officer board adjust to the added responsibilities of a professional position by requesting a workshop from CAFE. Presentations are less than an hour and some possible topics include, Organizing Personal & Professional Life, Prioritizing Work & Workload, Professionalism in the Workplace, Managing Professional Meetings, and more. Presentations will not only help your members develop but will help the transition into leadership be easier.

[Capstone Program: Step Forward, Give Back](#) –Leadership Institute

Held in both Fall and Spring semesters, this program explores the complexities of leadership, focus on formation of self-identification and self-awareness as a leader, development of applied knowledge and skills, and real-world application of good leadership and followership. The capstone accepts 25 student leaders who have demonstrated effective leadership qualities/abilities and are interested in refining those skills in order to assume greater leadership roles, continue service to others, and promote positive social change at Texas State and beyond.

[GOAL Program – Challenge Course](#) – Campus Recreation

GOAL programming is based on *Experiential Education principles and philosophy* using initiatives and activities that are socially, mentally, physically, and environmentally challenging. Activities are designed to strengthen group cohesiveness, communication, trust, group processing, interpersonal relationships, individual members' self-awareness and confidence level. *This would be a great resource to do with an incoming executive board or new member class.*

[Leadershape Institute \(Retreat\)](#) – Leadership Institute

The LeaderShape® Institute™ is six days of dialogue and self-discovery that takes place in a supportive learning community and challenges participants to lead with integrity™ while working towards a vision grounded in their deepest values. Participants explore not only what they want to do, but who they want to be. Dynamic, challenging, and exciting, the week is intended to produce a breakthrough in the leadership capacity of participants—benefiting them individually, as well as their communities and the organizations they will go on to lead and serve in the future.

[Leadership Institute Annual Conference](#) – Leadership Institute

This year the Texas State Leadership Institute Annual Conference will be February 28-29, 2020. The primary purpose of the conference is to bring together students to learn leadership skills, engage students in values-based activities that foster personal leadership development, build a unified community, cultivate social responsibility, and inspire students to adopt a new way of life while expanding their leadership potential.

[Leadership on Demand](#) - Leadership Institute

Request a workshop on any topic and the Leadership Institute staff will come to you and train your members. Previous topics include “Leadership is a process not a position”, “Leadership and your core values”, “social excellence” and more. You can also request a custom workshop if you wish.

[Leadership Workshop Series](#) –Leadership Institute

Three workshops throughout the semester on varying topics on leadership with guest speakers from multiple different areas. Visit the website for information on specific topics and then determine which members and officers would benefit most from attending.

[Pathfinder: Emerging Leaders Program](#) Leadership Institute

The Pathfinder: Texas State Emerging Leaders Program is designed to help first and second year students explore leadership at Texas State University and beyond. Held in both Fall and Spring semesters, the program provides a community on campus for students who are interested in being leaders on campus, wish to learn leadership theory and would like to be paired with an upperclassmen mentor.

Misc. Leadership Resources

[Ice Breakers and Team Builders](#) – We all groan at the thought of having to do one more ice breaker, but they work. They force us to put down our phones, break down our walls, and start building relationships with those around us. The Office of Student Leadership Development at Lehigh University has put together an extensive list and descriptions of ice breakers and team builders that you can use in any setting.

[Leadership Bibliography](#) – Interested in doing some more reading about leadership? This bibliography from NASPA (National Association of Student Personnel Administrators) has articles on General Leadership Theory and Practice, Leadership in Student Organizations, Advising Student Organizations, Organizations Leadership, Leadership Assessment, and Activities/Team Building.

[Lost at Sea](#) is a great team building exercise to do with your officer board or even chapter in general. Participants complete the activity individually then as a group and compare answers. They learn the importance of discussion and speaking up when you know what's right.

Red, Yellow, Green - Using a “Red, Yellow, Green” system for members can help you recognize which members may be feeling alone. Once or twice a month sit with your executive board and go through your chapters rosters and label members Red, Yellow, or Green. Red= has not been attending anything, Yellow = attends but not always engages, Green = attends everything and engages with everyone. Identifying when members fall to a lower category and reaching out to them individually can help them reengage. It can also help you identify why they are isolating themselves and readjust your practices.

Roberts Rules of Order provides common rules of parliamentary procedures for meetings, elections, deliberations, and debates in order to place the whole membership on the same footing and speaking the same language. Here are some resources to help you and your officer board understand and properly use Roberts Rules.

[Quick Reference and Tools](#)

[Order Motions Chart](#)

[Frequently Asked Questions](#)

Conflict and Communication – As a chapter leader you will no doubt encounter conflict with your members, executive board, and even your advisor/headquarters. Use the resources below so you can approach these conflicts strategically and maturely to ensure a mutually beneficial outcome.

[Conflict Resolution Skills](#)

[Mindful Communication](#)

[Care-frontation](#)

Academic Resources

Since fraternities and sororities were founded at universities, and collegiate chapters consist solely of students, it is no surprise that each chapter has some reference to academics/scholarship in their values and officer board. This section is full of resources that will help Academic/Scholarship Officers be successful in their roles.

If you know of an academic resource that is not listed please email DOS-FSL@txstate.edu so we can add it during the yearly update.

Grade Reports

The first academic resource you should be aware of is your chapter grade report. This grade report is generated after each long semester (fall and spring) and is based on the final roster up of each semester. It includes the following information for all of your members:

- Major
- Semester Hours
- Semester GPA
- Over TXST GPA

These grade reports can help you give resources to members who may not be meeting the minimum academic requirements. It can also be used to form study groups or celebrate members whose grades are improving. Grade reports can only be picked up in the FSL office by the president, academic chair, or advisors.

Creating an Academic Chapter Environment

The university has a variety of academic resources available for students, but they can sometimes be difficult to implement on a chapter scale, which is why we have created this manual to help you [Create an Academic Chapter Environment](#). This manual is a comprehensive listing of different scholarship programs fraternities and sororities can implement, with details about how to properly use the program. This resource can also be found on the FSL website under [Chapter Resources and Forms](#).

Mid Semester Grade Checks

TXST does not require professors to submit midterm grades, which can often lead to students not knowing how they are performing in a class until it is too late. Consider having members fill out a [Mid Semester Grade Check Form](#). This form has members meet with their professors to discuss their current grade, their attendance, and anything else the professor deems necessary.

For online classes, or professors that do not have time to meet, we recommend members send the form via email. Them having the conversation and getting the information is the important part.

Online Learning

Online classes can make or break a student's GPA. They require a specific kind of attention and organization and are not the best option for all types of students. Before enrolling in online courses, students should take the [Online Learning Readiness Self-Assessment](#). This self-assessment will help you determine will help determine your likelihood for success in online learning.

Browse Instructors/Syllabi

The syllabus may be the single most important document you take from a class. It tells you the exact expectations a professor has, the university policies that apply to the class, assignment and test dates, grading structure, and more. These are all things that you and your members should be considered when they are enrolling in classes. Use [this university resource](#) to see past syllabi from specific professors or by class to find a professor whose teaching style lines up with your learning style.

College-Level Examination Program (CLEP)

Do you have members who are struggling in classes even though they know the material backwards and forwards or who took an AP class in high school but not the AP exam? If so then the College-Level Examination Program may be something for them to look at.

The CLEP is a group of standardized tests created and administered by the College Board. This rigorous program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material and earn college credit. Students can earn credit for what they already know by getting qualifying scores on any of the 33 examinations:

- Accounting 2361
- Biology 1320
- Chemistry 1342, 1141, 1342, 1142
- Economics 2314, 2315
- English 1310, 1320
- History 1310, 1320, 2310, 2320
- Management 3303
- Marketing 3343
- Math 1315, 2417, 2471
- Modern Languages (French, German, Spanish, and Spanish with Writing)
- Political Science 2310
- Psychology 1300, 3300
- Sociology 1310

If members are considering taking a CLEP or Departmental examination-for-credit, please visit their website and read the [CBE Policies](#) page.

The COMM Lab

Located in Alkek 304 (3rd floor, behind the Circulation Desk), the COMM Lab coaches work one-on-one with students to practice delivering presentations for classes, 3MT and academic conferences. The lab also offers personalized instruction to students experiencing communication apprehension or "stage fright". Each 30 minute appointment will include one-on-one instruction with a trained presentation coach. A digital copy of presentations delivered during coaching sessions will be available for later viewing, or to share with a professor for evaluation and feedback.

Math CATS

Math CATS is sponsored by the Department of Mathematics and provides drop-in tutoring in a personalized atmosphere. Their goal is to provide students with academic support in a comfortable learning environment. Students can receive individual help or join study groups. They also provide reference handouts for different math classes based on [courses](#) or [topics](#).

Math CATS is located in Derrick 238.

Collaborative Learning Center – STEM Tutoring

The College of Science and Engineering provides free walk-in tutoring covering basic and advanced courses in STEM: biochemistry, biology, chemistry, computer science, engineering, engineering technology, mathematics, and physics for students who have a major under the College of Science and Engineering. They have a STEM textbook library, TI83+ calculators to lend on site, and a team of excellent H-LSAMP tutors to help you ace your courses. In addition to in person services they also have [resources](#) and [handouts](#) on their website to help STEM students learn, study, and succeed!

The [Spring 2020](#) schedules will be posted the first week of February 2020.

[Student Learning Assistance Center \(SLAC\)](#)

Located in Ste. 411 on the 4th floor of Alkek, the Student Learning Assistance Center (SLAC) provides walk-in tutoring in business, math, science, writing, and other subjects, as well a qualified private tutor referral. SLAC services also include the Supplemental Instruction (SI) program, a non-traditional tutoring service offering weekly, peer-led study groups in a variety of subject areas. SLAC is home to the Online Writing Lab (OWL) that supplies online access to writing help.

You can request a presentation for academic and study skill workshops for you entire chapter by visiting [their website](#). (Presentations are easiest to accommodate when requested at least a week in advance.)

[Subject Librarians](#)

Subject librarians are a continuously underutilized service in the library. Subject librarians can help provide in-depth research assistance, engage with academic departments to develop new resources, collaborate with faculty and other groups, offer workshops in the subject areas, and so much more. For a complete directory of subject librarians visit their website.

Subject librarians are also responsible for developing resources for students. Some of the most useful resources are [Course Guides](#) and [Subject Guides](#). These guides are developed in partnership with academic departments and can serve as an additional resource for students.

[Career Services](#)

Think that Career Services is only for when you need help with your resume? Think again! Career Counselors can help you with those big pictures things, like when you have no idea what you want to do with your life but you've got to do something. Once you have that figured out working with a Career Advisor will help you figure out the specifics of how to get there. There are specific Career Advisors for each college, so you can be confident you are getting the correct information.

If you have members who are continuously struggling with their core major classes, it may be a good idea for them to talk to a Career Counselor to see if there is another program that is better suited for them. You can find a list of Career Advisors and Career Counselors on the [Career Services website](#).

[Retention Management and Planning](#)

Retention Management and Planning offers programs, resources, and services that are specifically aimed at helping students success in all aspects of their college experience. Their programs serve various populations in our Bobcat community. Programs include:

- [Brilliant Bobcats: College Success Workshop Series](#) is focused on teaching students various strategies and skills for college success. Check their website for dates of workshops throughout the semester or register for [Brilliant Bobcats Online](#). Topics covered in person and online:
 - Goal Setting and Motivation
 - Time Management
 - Study Skills
 - Financial Literacy
 - Self-Care and Wellness
- [Bobcat Bond Mentoring Program](#) - Research suggests that students that engage in mentoring do well academically improving persistence, retention, and degree completion. The purpose of Bobcat Bond is to enhance the transition experience for second-year, continuing, and transfer students to achieve academic, professional, and personal success.

- [Misc. Academic Support Resources](#) – Here you will find resources on (1) Majors, Classes, and Course Selection, (2) Academic Assistant Centers, (3), Technology, and (4) Miscellaneous.

Academic Resources by College

The FSL staff have been collaborating with the various college and departments on campus to get information on specific resources and services. That information will be included in the Summer 2020 update.

If you have questions about resources and services from specific colleges please contact DOS-FSL@txstate.edu and we will work with you to figure them out.

Mental Health Resources

In your role as chapter leader you have a variety of responsibilities and expectations. You have to submit paperwork, attend meetings, hold your members accountable and more. You are seen as someone who is there to help the chapter and its members be better. You and the rest of the chapter leaders will likely at one point or another discuss the status and overall behavior of some of your members, or members may come to you with concerns about themselves or others. As the emphasis on mental health increases, we want you to be aware of signs, symptoms, and available resources for students whose mental health may need attention. Assisting students with their mental health will allow them to perform better in their courses and could increase their chapter engagement.

This section was created in partnership with the TXST Counseling Center to help you recognize, listen, and refer students to get appropriate help. **You are not expected, nor should you, be treating any members for mental health conditions.**

If you are interested in sharing out information specific to mental health and campus resources with your chapter members feel free to download these [brochures and handouts](#) from the Counseling Center.

Consultation for Concerned Others

The Counseling Center staff provides information and other consultative services to persons who are having concerns about others' well-being and/or behavior.

If you would like to speak to a clinician directly, you may call 512-245-2208 and identify yourself as someone concerned about a student and your relation to that student such as parent, family member, staff, faculty or student. You will be connected to the on-call clinician or a message will be taken and you will receive a return call.

It may be helpful for you to know that the Counseling Center offers both **Emergency and Urgent consultation appointments** to students if a student has any concerns about their safety or have experienced a recent traumatic event. [Click here to read more.](#)

Therapy Assisted Online (TAO)

Did you know that as a Texas State student you have free access to Therapy Assisted Online (TAO)? TAO is an interactive, dynamic, easy-to-access online program that provides support for anxiety, depression, and other common concerns. In TAO self-help, you can watch short videos and complete skill-building exercises.

You can use TAO as it fits your schedule and needs:

- The exercises can be completed through a smartphone, tablet or computer
- TAO programs are accessible online 24/7

To sign up for Self Help please go to: <https://thepath.taoconnect.org> and create an account using your TXST email and a create a new password.

At-Risk Training

At Risk is an [online, self-paced training](#) that students can complete that will help you recognize the signs of distress and ways to offer support and resources.

Additionally, you can [submit a request](#) for a live in-person At-Risk training (or other mental health related presentations) for your organization using the Counseling Center website. If you have a Judicial/Standards team or a chapter wellness officer this would be a great tool for them.

Group Counseling

Working on issues within a group setting can be a highly supportive and productive way to address personal concerns. Students who share common concerns meet weekly as a group with one or more counselors to explore a specific topic and develop coping skills.

If you are interested in a group call **512-245-2208** to be added to the group list. A group leader will contact you to schedule a pre-group consultation. Please consider activating your voice mail if you would like a message to be left when you are unavailable.

Groups are free to currently enrolled Texas State University students. Confidentiality in group therapy is respected.

Anxiety

Feeling anxious from time to time is natural and can be a good motivator to make changes or action in areas of our lives. It can become problematic when it occurs repeatedly over an extended period of time or is not associated with a specific event. It is important to know the difference between everyday anxieties and an anxiety disorder.

Everyday Anxieties:

- Worrying about bills, breakups, or other life events
- Nerves/sweating before a test, presentation, or other big event
- Realistic fear of dangerous objects or situations
- Stress, sadness, or difficulty sleeping immediately after a traumatic event

Anxiety Disorder:

- Constant and unsubstantiated worry that interferes with daily life and relationships
- Avoiding social situations for fear of being judged or humiliated
- Irrational fear or avoidance of objects or situations that pose little to no threat
- Recurring nightmares, flashbacks, or emotional numbing related to traumatic events that occurred several months or years prior

How Can I Cope with Anxiety?

- Change the way you think about stress – Remember that it is a natural reaction. Learn to channel it into productivity.
- Learn relaxation techniques – There are several YouTube videos and apps that lead you through deep breathing, yoga, meditation, and other relaxation methods.
- Practice positive self-talk - Use positive self-reinforcement, such as “I trust myself to get through this,” “I can handle this one step at a time” or “I’ve made it through difficult things before.”
- Treat your body right – eat a balanced diet, get sleep, exercise regularly, avoid alcohol, tobacco, excessive caffeine and other drugs.
- Avoid over scheduling your day – leave time for yourself and give yourself permission to participate in activities that bring you joy!

Depression

Depression is a disturbance in mood characterized by feelings of sadness, loneliness, worthlessness, hopelessness, and guilt. The level at which people with depression experience and display these feelings will vary. Sometimes daily activities are difficult but the individual can still cope/engage, other times they may withdraw completely. The cause of depression can be personality, environmental, or biochemical. Chemical imbalances in the brain play a significant role in depression for some people. Large life events like death of a family member/friend, health problems, change in financial status, etc. can also lead to depression.

Symptoms of depression can manifest in several ways:

- Changes in Feelings and/or Perceptions
 - Persistent sad, anxious, or empty mood
 - Frequent crying spells or the other extreme, lack of appropriate emotional responsiveness
 - Exaggerated sense of guilt or self-blame
 - Inability to find pleasure in anything
- Changes in Behaviors and Attitudes
 - Irritability or complaints about matters previously taken in stride
 - Neglect of responsibilities and/or appearance
 - Withdrawal from activities and others
 - Impaired memory, inability concentrate, indecisiveness, confusion
- Physical Complaints
 - Weight Change - Decreased appetite or compulsive eating
 - Chronic fatigue/lack of energy
 - Sleep patterns – insomnia or excessive sleeping
 - Unexplained headaches, back aches, or similar pain

You should never take on the sole responsibility of treating someone with depression, however there are some ways that you can support and help them while they are experiencing depression.

- Do not feel you have to solve their problems, instead you can help them find ways of coping
- Do not try to cheer up the individual. This could give them the impression that their depression is not OK
- Do not claim that you feel the same way
- Try not to get angry with the person
- Encourage the person to reach out to the counseling center to get professional help with their depression

Sexual Misconduct/Title IX

Sexual misconduct (commonly referred to as sexual assault) is not a gendered issue, it impacts everyone. Sexual misconduct is defined as any sexual activity involving a person who does not or cannot give full consent. This may include rape, sexual abuse, unwanted sexual touching/advances, or using coercion or intimidation to force sexual contact.

Everyone reacts to trauma differently, and there is no right or wrong way to feel after experiencing sexual misconduct. Some typical reactions are:

- Anger/irritability
- Anxiety/fear/terror
- Confusion
- Depression/sadness
- Denial/disbelief
- Embarrassment/humiliation
- Helplessness/hopelessness
- Isolation/disconnection
- Numbness
- Shame/self-blame/guilt

If you or someone you know experienced sexual misconduct there are several ways to help them:

- Be sure they are aware of the many resources available to them
 - TXST Counseling Center – 512-245-2208
 - Student Health Center – 512-245-2161
 - Hays-Caldwell Women’s Center – 512-396-4357
 - TXST Title IX Coordinator – 512-245-2539
 - TitleIX@txstate.edu
 - [Sexual Misconduct Resources](#)
 - [Report Online](#)
 - University Police – 512-245-8336
 - RAINN (Rape, Abuse, and Incest National Network) – 1-800-656-4673
- Believe them. Assault is never the victims fault, avoid asking questions like “what were you wearing? Why did you drink so much?” etc.
- Let them share what they are comfortable with and listen.
- Encourage them to seek medical care and professional support.
- Empower them to make their own decisions, including when and how to seek help.
 - However, if you are concerned about the persons safety seek help immediately.
- Remember to take care of yourself. You should not be treating or the sole counsel for someone who experienced an assault. A trained professional will be able to help the person much great than you.

Ending sexual misconduct will require action from everyone. Below are some ways that you and your members can create a campus community that is intolerant of sexual misconduct.

- [Educate yourself](#) and your chapter members about Title IX and sexual misconduct.
- Challenge others’ comments or behaviors that blame victims and condone sexual misconduct
- Be willing to intervene and seek out help if you think someone is in a vulnerable situation
- Establish mutual consent before engaging in sexual activity.
 - Remember, not saying “no” does not imply “yes”.
- Recognize the link between alcohol/drug use and sexual misconduct. Substance use reduces the possibility of consent.
- Get involved with campus activities and organizations devoted to the prevention of sexual assault such as [Men Against Violence](#), [Healthycats](#), or Not on My Campus.

Part of ending sexual misconduct at Texas State is having a strong understanding of Title IX, the Sexual Misconduct Policy, and how to make reports.

What is Title IX?

Title IX protects all Texas State students, faculty, staff and visitors from discrimination on the basis of gender, sex, gender identity or expression, and sexual orientation.

“[Title IX](#)” refers to part of the federal Education Amendments Act of 1972 that prohibits sexual discrimination in federally funded educational programs or activities, which includes Texas State University. Sexual harassment, including sexual violence, is a form of sexual discrimination. Texas State is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. The university’s Title IX coordinator addresses concerns related to sexual discrimination on campus.

Purpose of the Sexual Misconduct Policy:

Sexual Misconduct, as defined in this Policy, is a form of sex discrimination and will not be tolerated. The Texas State University System and Texas State University will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Texas State will take prompt and appropriate action to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects. This Policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate Sanctions, and identifies available resources.

How to Report:

You can file a report for someone else, anonymously, or using a pseudonym. Reports may be received by our [online reporting system](#) as well as via phone, in person, or email (TitleIX@txstate.edu)

FSL Paperwork/Reports

As a chapter leader you are responsible for knowing the different paperwork and reporting requirements associated with your position. In this section you will find resources and information on the paperwork that our office requires. All paperwork can be found on the [Chapter Resources and Forms](#) page of the FSL website or on the TRACS page.

Accessing Adobe

Many of the FSL paperwork can be filled out digitally through Adobe Acrobat. All TXST students have access to Adobe products using their NetID. For directions on how to access and download follow [these directions](#).

Roster Updates/Induction Forms

Each chapter will maintain a current and accurate roster with the Dean of Students Office through Fraternity and Sorority Life. FSL staff will provide each chapter with a current roster at the beginning and end of each semester or by request. At least once an academic year, FSL staff will verify chapter rosters as compared to each chapter's national membership records. The procedures below provide guidelines on the process for updating chapter rosters.

1. Updates will be completed to chapter rosters at the beginning and end of each semester.
 - a. Beginning – to verify chapter membership and determine council dues
 - b. End – to verify what members need to be on the grade report
2. FSL staff will provide chapter presidents with a copy of the most current roster on file, including an instruction and explanation sheet.
3. Chapters will submit the revised roster with Addition and/or Deletion forms for all changes by the requested deadlines published on the instruction sheet.
 - a. New Members can only be added to rosters through the Grade Release and Greek Induction Form.
 - b. Transfer/Affiliate Members may be added using the Addition Form.
4. Addition or Deletion Forms must be signed by the Chapter President and Chapter Advisor.
 - a. If adding a transfer/affiliate member, they must sign also the Addition form.
5. Final updates should be turned in to the FSL office no later than 5:00 pm on the stated deadline.

Chapter and Community Grade Reports

FSL staff will provide chapters with an official chapter and Greek Community grade report each semester. The official chapter grade report will include the major, number of hours completed for the current semester, semester grade point average, and TXST grade point average for each member listed on the chapter's roster as it stands on the published semester deadline. (Incorrect rosters means an incorrect grade report.)

The Greek Community grade report will provide the overall average GPA for each chapter at TXST, their change in GPA from previous semester as well as the following University wide and Greek community wide averages:

- All Undergraduate Student GPA
- All Female Undergraduate Student GPA
- All Male Undergraduate Student GPA
- All Greek Member GPA
- All Sorority Member GPA
- All Fraternity Member GPA

Grade reports will be made available only to the following: Chapter President, Chapter Academic Chair, Chapter Advisor, Faculty/Staff Advisor, and the chapter's Inter/National office.

Officer Updates

All chapters are required to submit officer updates after elections of chapter officers or any time a chapter officer is replaced. A minimum overall GPA of 2.25 is required to hold a chapter position. Officers not meeting this requirement will need additional documentation with approval from their faculty/staff advisor. Individual chapters may have higher GPA requirements to hold a position within their own organizations that students must adhere to. FSL staff will provide chapters with appropriate resources for chapters to notify staff of changes in their officers. The following are the procedures for officer change notification.

Procedures for Chapter Officer Updates

1. After chapter officer elections, a chapter officer will complete the online officer update form located on the FSL TRACS page to notify FSL staff.
2. The chapter officer completing the form will need the name, TXST email, phone number, and position email (if applicable) for each chapter officer to complete the form.
 - a. When completing advisor/HQ sections use the preferred email and phone number of the advisor.
3. When only one or two chapter officers change, the individual officer update form can be completed.
4. Should a chapter officer fall below a 2.25 overall GPA during their term, a letter from their faculty staff advisor stating the officer is allowed to continue in their position will be required. The letter or email will be turned into the FSL office, who will process the information and provide copies of the approval letters to Student Involvement @LBJ Student Center.
5. When elections are completed for all or a majority of the chapter officers, a new Student Organization Annual Registration form is required in addition to the office update form. FSL staff will be able to provide the link for the most current registration. Registration is now completed electronically through Student Involvement and will be submitted to that office for approval. Once submitted, the registration will be submitted electronically to the organization's designated Faculty Staff Advisor for verification and the chapter president will receive a confirmation email from Student Involvement.

New Member Education Approval Forms

Each chapter must submit their new member education plan and approval form to the Fraternity and Sorority Life office **before** beginning any new member activities. Each council has their own specific New Member Education Approval Form. They can be found on the [Chapter Resources and Forms](#) page of the FSL website or on the Chapter Resources → Governing Documents page of the council website.

Event Registration

All fraternities and sororities overseen by FSL are required to register organizational events with the FSL office. FSL staff will provide chapters with the necessary documents and resources required to register events. Events **without** alcohol must be registered with the FSL office **NO LATER** than 5 business days* prior to the event. Events **with** alcohol must be registered with the FSL office **NO LATER** than 10 business days* prior to the event. All recruitment events must be non-alcohol and designated as recruitment related when registering the event. Registration forms will be reviewed by the Assistant Dean of Students who will notify chapters if events have been approved.

***A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.**

Procedures for Registering Chapter Events

1. Chapters will register all events with the FSL office. Forms for event registration are located on the FSL website, on the [Chapter Resources and Forms](#) page.
2. Chapter activities will be considered events if they meet one or more of the conditions listed under *SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies, section 02 Definitions* or if they meet the conditions outlined in *SA/PPS No. 07.08 Fraternity and Sorority Life Policies, section 06.05 (d)*.
3. Chapters should review SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies, which can be found on the FSL [Chapter Resources and Forms](#) page. Chapters should also review your inter/national organizations' risk management policies when planning events to ensure appropriate risk management procedures are followed.
4. Events without alcohol must be registered with the FSL office **at least 5 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to FSL staff **at least 1 business day** prior to the event.
 - a. A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.
5. Events with alcohol must be registered with the FSL office **at least 10 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to FSL staff **at least 1 business day** prior to the event.
 - a. A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.
6. Chapters that do not meet these published deadlines may not receive acknowledgement for the registered event.
7. Events designated as recruitment events, must not have alcohol present during the event and do not require guest lists submission.
8. Events designated as community service, philanthropy, or leadership education/professional development programming should be registered. Guest lists are not required for these events; however, a list of participants will be required when chapters document the Civic Engagement Hours. See FSL Policy on Reporting Civic Engagement Events and Programs.

Civic Engagement

The fraternity and sorority community practices civic engagement by participating in community service, philanthropic donations, and leadership education/professional development. Chapters are required to submit participation information on these three areas for the Chapter Advancement and Awards Program (CAAP) each month. The results are published each year on the Chapter Report Cards on the FSL website.

Civic engagement is defined as “working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community.”

Forms are due on the 8th of every month and must be submitted through the FSL TRACS website.

You will find information on types of civic engagement, things to consider, ideas for events, and more in-depth instructions on submitting civic engagement Civic Engagement forms in the [Civic Engagement section](#) of this document.

TXST Paperwork

SOC – Student Organization Registration

Student organizations must update their registration with Student Involvement every May and after elections are completed. Fill out the Annual Student Registration form online, electronically sign the hazing and diversity agreements (officers and advisors) and submit most recent updated Constitution. More information can be found on the [SOC website](#).

*Organizations cannot reserve rooms for the following semester until registration has been completed.

Quad/Mall Requests

Tabling on the quad is a great way to reach out and engage with the community for recruitment, philanthropy, and just in general. Before you are aware of the [policies and procedures](#) required by Student Involvement when using campus space. There are forms you must fill out for:

- [Information and Recruitment Events](#)
- [Solicitation](#)
- [Special Events](#)
- [Food Indemnification](#)
- More

Be sure to check the [Student Involvement website](#) to be sure you are using the most recent version of the forms.

Sewell Park

Sewell Park is one of the most inviting and relaxing spaces on campus so it is no surprise that many organizations hold events there. However, since it is a protected land, it is important that you follow proper procedure and work with the Sewell Park staff to ensure the success of your event and safety of the environment. Use the information in this section to help with that.

If you have additional questions you can contact Sewell Park directly by calling (512)245-2004.

Before holding any events at Sewell Park, you must reserve it. You can reserve the space for game nights, social mixers, and more. Use [this form](#) to make a request for a student organization or private event. If you are looking to host a philanthropy or an event that is open to the public you will need to use [this form](#).

- If your event will have sound you need to submit an [Amplified Sound Request](#) with the LBJSC at least 10 business day prior to your event in order to receive approval.
- If your event will have food served to the public then you must submit a [Temporary Food Establishment \(TFE\) Permit Application](#) to EHSRM (ehs@txstate.edu) at least 10 business days before the event for review and approval.

Use [this map](#) to determine which area you will want to reserve. You can reserve the pavilion, volleyball court, SP West, or the basketball court.

It is important know what is and is not acceptable at Sewell Park. We have outlined a few below but be sure to visit their website to see the [full list of policies](#).

- In line with university policy, alcohol and tobacco are prohibited from Sewell Park. **Outdoor Center Staff are permitted to inspect coolers on property.**
- Animals are not permitted.
- Use of grills is prohibited unless an event is requested and approved.

LBJSC Room Requests + Conference Services

LBJSC Room 2-12.1 - 512-245-2264 - LBJSCReservations@txstate.edu

Website: <https://www.lbjsc.txstate.edu/services/Conference-Services>

FAQ: <https://www.lbjsc.txstate.edu/services/Conference-Services/FAQ>

1. Room Requests must be completed through the new system: <https://txstate.emscloudservice.com>
2. Registration must be completed with Student Involvement before organizations are able to request rooms.
3. The 3-4 officers designated on your registration will be the only authorized representatives who can submit reservation requests on behalf of your organization. (These are typically your president, vice president, and treasurer.)
4. Student organizations may request up to 2 hours of recurring meeting time in LBJSC.
5. Reservations for “one-off” events are not included in the 2 hour weekly maximum.
6. All reservation requests will be reviewed by both Conference Services and Student Involvement. You will receive an email indicating the status of the event and if additional action is needed to confirm your request.
7. Any requests that LBJSC cannot accommodate will be immediately re-routed to the Registrar’s Office for use of academic space.
 - a. The Registrar’s Office cannot accommodate requests prior to the 12th class day of each semester.

Please contact LBJSC Conference Services at lbjscreservations@txstate.edu or 512-245-2264 for more information regarding the reservation request process. www.lbjsc.txstate.edu/services/conference.html

The LBJSC Conference Services staff has put together the following information to help fraternity and sorority students as they utilize the space.

- Conference Services is the first point of contact for student organization reservations on campus. All student organization reservation requests must go through Conference Services first. If LBJ cannot accommodate your event, your request will be routed to the Registrar.
- Reservation Requests: Access the [Conference Services website](#) home page and select the “Reservation Requests” tab. After completing the IT Security Authentication process, select the gold button “Student Org./TXST Department Reservation Request Link” to begin the reservation process.
- Student Involvement reviews all student organization reservation requests and routes them to Conference Services for confirmation. You may be contacted by either Student Involvement or Conference Services for further details about your event.
- Student organization recurring meetings cannot exceed a total of 2 hours per week.
- Conference Services staff will not alter the room layout (table/chairs) for recurring meetings. If an organization rearranges the furniture for their meeting, the furniture must be returned to the original layout before the end of the meeting to avoid a \$25 reset fee.
- For one-time events, Conference Services will alter the furniture in a meeting room for a \$50 meeting room rearrangement fee, if time and scheduling permits. This service must be requested and approved by Conference Services at least 3 days prior to your event.
- If you plan on having food at your event, please contact Conference Services for the proper food and beverage forms. The policy regarding food and beverages is being reviewed, so please continue to check the website for policy updates and current forms.
- If you wish to reserve A/V equipment such as a laptop (\$30) or projector (\$15), please include that information when creating your reservation.
- LBJ prohibits the use of candles, glitter, confetti, rice, birdseed, hay, red soda/punch, or fog machines inside the building. No items may be attached to any wall or ceiling without approval from Conference Services.

- Conference Services reserves the right to reassign rooms as necessary to maximize meeting space for all guests.
- Any fees incurred on a reservation will be invoiced after the event. Student organizations have two weeks from the day they are invoiced to pay their balance to avoid a hold being placed on their account with Conference Services.
- To avoid a no show or cancellation fee of \$25, please email Conference Services or login to the EMS website at least 24 hours prior to your event to cancel your reservation.
- To inquire about scheduling an event in George's, please contact georges@txstate.edu.
- Only Student Affairs chartered organizations can reserve space in the HUB. Chartered orgs should email Conference Services with date requests and details of the event. No solicitation allowed in the HUB.

Fraternity and Sorority Review Board (FSRB)

The Fraternity and Sorority Review Board (FSRB) strives to support the missions of the Dean of Students Office – Fraternity and Sorority Life and Texas State University by:

- Disseminating, interpreting, and adjudicating allegations of misconduct/policy violations by Fraternity & Sorority organizations.
- Providing learning experiences for students who participate in the conduct process.
- Fostering ethical development and personal accountability of student organizations.
- Helping to create a safe and secure campus environment.

What Is It?

1. The Fraternity and Sorority Review Board (FSRB) is a committee comprised of two members of the FSRB and one chair from the council of the accused chapter (Judicial Affairs position).
2. The team's primary purpose is to investigate allegations of organizational misconduct for major violations or allegations assigned to it through DOS – Fraternity and Sorority Life.
 - a. Members will be selected by their respective chapters.
 - b. The Dean of Students reserves the right to remove any member for just cause.
 - c. Judicial training for all members will be coordinated through the DOS – Fraternity and Sorority Life Office.
 - d. If a vacancy occurs on the FSRB and/or there is a conflict of interest, the advisor can replace member(s) as needed.
3. The FSRB is responsible for representing the community and university as they develop appropriate responses for student organizations that engage in behavior that is inconsistent with the university mission, values, and goals. As members of FSRB, they will determine when student organizations are responsible or not responsible for allegations of organizational misconduct, as well as recommend appropriate sanctions.

Who Serves on FSRB

FSRB is comprised of the Judicial officers from each of the four councils and representatives from each chapter (selected by the chapter president). An FSL staff member serves as an advisor.

How to Report/Complaint

1. Any individual or organization may file a report/complaint with FSRB by filling out a “Fraternity and Sorority Review Board Complaint Form”, which can be found on the [Chapter Resources and Forms](#) page of the FSL website.
2. On the Complaint Form you will fill out your name, organization filing complaint, phone number and email address.
3. Then you will fill out the “Complaint Against”
4. Once you fill out the “Complaint Against” you will then provide the date, time and location of the incident. (Please explain the incident as specifically as possible, either in the space provided, or on an attached, typed piece of paper).
 - a. You may attach, photos or screen shots/computer images related to the incident. Then include any policies or regulations that were violated, if you are aware of those policies.
5. Once you fill out the steps above you will send the physical copy of the form to the Director of Student Involvement – Associate Director of the LBJ Student Center, on the fourth floor of the LBJ Student Center room 4-2.1, or the Dean of Students – Fraternity and Sorority Life Office, also on the fourth floor of the LBJSC room 4-14.1.
6. You can also submit the form electronically to the Fraternity and Sorority Life Office email: dos-fsl@txstate.edu.

7. Once received it will be reviewed by the FSRB Chairs and depending on content one of the following will occur:
 - a. The complaint will be referred to DOS – Student Conduct
 - b. FSRB Mediation Process will begin
 - c. Complaint dismissed
8. For more information on the Mediation Process and workflow please see the chart below and reference the [FSRB Rules of Operations manual](#).

FSRB Forms

These forms are available on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “Resources”.

FRATERNITY/SORORITY REVIEW BOARD (FSRB) COMPLAINT FORM
TEXAS STATE UNIVERSITY

The FSRB only handles complaints of violations against a registered fraternity or sorority. If the information provided indicates that the issue should be handled as an individual case, it will be referred to the Dean of Students Office - Student Justice staff.

Your Name: _____
Organization Filing Complaint (if applicable): _____
Phone Number: _____ **E-Mail Address:** _____

Any student, faculty, administrator, community resident or fraternity/sorority may initiate a complaint. Please provide all requested contact information.

Organization Complaint Against: _____
If more than one chapter is involved, list them all on this form.

Please provide the following information about the incident:
Date: _____ **Time:** _____
Location: _____

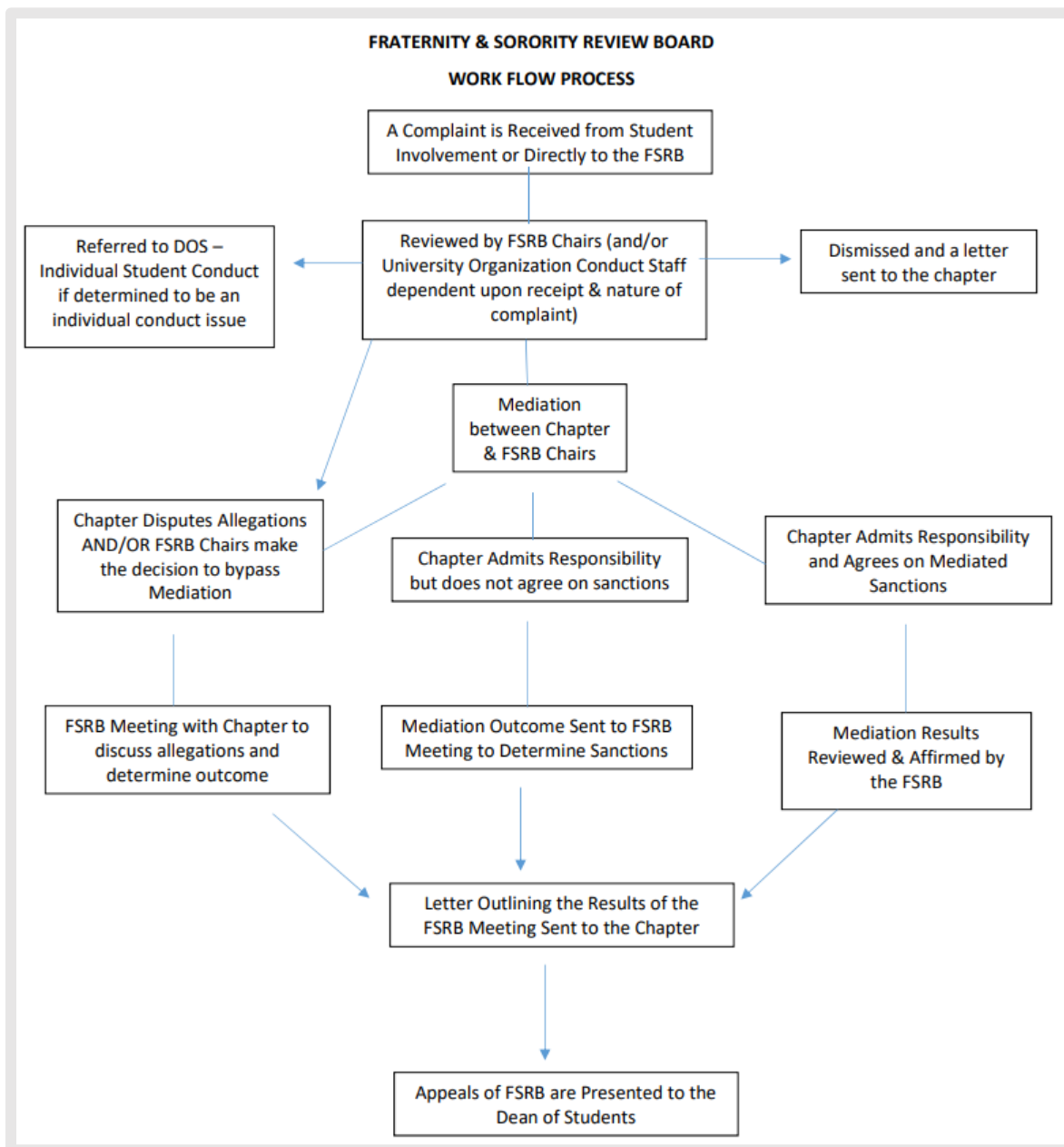
Description of Incident: Please explain the incident as specifically as possible, either on the space provided below, or on an attached, typed piece of paper. You may also include photos or screen shots/computer images related to the incident. Please reference any policies or regulations that were violated if you are aware of them.

Complainant's Affirmation: I affirm that the information provided in this complaint are true to the best of my knowledge, and unless noted otherwise in the description, come from first-hand knowledge of the incident.

SIGNATURE: _____ **DATE:** _____

This complaint must be submitted to either the Director of Student Involvement - Associate Director of the LBJ Student Center, on the fourth floor of the LBJ Student Center #4-2.1, or the Dean of Students – Fraternity and Sorority Life office, also on the fourth floor of the LBJ Student Center #4-14.1. It can also be submitted electronically by e-mail to dos-fsl@txstate.edu. The report should be submitted within three days of the incident, any delay in providing this information may impact the investigation and subsequent processing of the complaint.

The complaint will be reviewed by the Advisors, and Chairs, of the Fraternity/Sorority Review Board to determine the next step in the process. You can review the possible steps by reading the Fraternity/Sorority Review Board Rules of Operations on the Chapter Resources and Forms page of the Fraternity and Sorority Life website at <https://fsl.dos.txstate.edu/resources-forms.html>.



Chapter Advancement and Awards Program (CAAP)

It is the strong belief of TXST FSL that the chapters you should be competing against for awards are other chapters within your organization. That is why when creating the CAAP standards, we looked at a multitude of headquarters awards programs and set our requirements based on those. Meaning if you are submitting the information to win awards here, you should be set up to submit the information to win awards within your organization.

CAAP data is collected via Civic Engagement Verification forms, grade reports, recruitment numbers, and chapter/community involvement. This data is used to determine who receives Dean of Students Excellence Awards. These awards encompass the five pillars of excellence that are measured through the Dean of Students –Fraternity & Sorority Life Office. The purpose of the Dean of Students Excellence Award is to promote outstanding performance and a high level of achievement among all sorority and fraternity chapters with standards and incentives.

Excellence Award Eligibility:

1. Chapter must be in good standing with the University and their respective Council.
2. Chapter must be in good standing with the (inter)national organization.
3. Chapters are required to submit service hours and philanthropy dollars raised on the first day of each month for the month prior work during the academic year. Chapter members' leadership involvement data will be collected on a semester basis at a minimum for point collection. Academic & Recruitment data is monitored through chapter rosters within the Fraternity & Sorority Life Office.
4. ***Chapter President must schedule a meeting with assigned Fraternity & Sorority Life Staff member to review category areas, necessary data reviewed, and the maximum level of points awarded. All documentation for 2019 will be due no later than 5:00PM on April 8, 2020.***

The maximum number of points able to be earned is 1,000 points broken up into five areas. To be continued to be recognized by the university the following academic year chapters must meet the minimum scores:

A minimum total score of **480 points for chapters with less than 100 members**

A minimum total score of **530 points for chapters with 100 or more members**

The five areas of this award are as follows:

- **Academic Excellence** (200 Points) based upon the average of spring and fall semesters for the overall chapter and the new member classes. Averages are the combination of spring and fall semester chapter grade reports. 140 Total Points to gain recognition for excellence.
- **Excellence in Membership Recruitment & Retention** (200 Points) based upon the average of spring and fall semesters for the recruitment and retention of new members. Averages are the new members reported on chapter rosters from accepting a bid to initiation that semester. 200 Total Points to gain recognition for excellence.
- **Excellence in Serving the Community** (200 Points) based upon the average of spring and fall semesters for the number of hours served by the percentage of chapter members. Comprehensive list of hours served must be supplied monthly through the Fraternity & Sorority Life TRACS site. 150 Total Points to gain recognition for excellence.
- **Excellence in Philanthropic Endeavor** (200 Points) based upon the average of spring and fall semesters for the donation level provided by the chapter. Donation receipts/deposits to charitable organizations is required through the Fraternity & Sorority Life TRACS site monthly. 150 Total Points to gain recognition for excellence.
- **Community Involvement Excellence** (200 Points) based upon the performance of the chapter and its leadership for the past year, the chapter will be measured upon its community involvement. The chapter must meet all twelve outlined bullet points in order to achieve the highest 200 Total Points to gain recognition for excellence.

Dean of Students Excellence Award Points Check-List

This category checklist will be used to demonstrate the assessment levels and record the points earned toward achieving a Dean of Students Excellence Award or recognition in any single category as well as active status for the following academic year. *The total maximum number of points is 1,000 points broken up into the five areas.*

Awards Category & Descriptions	Points Awarded Comments
<ul style="list-style-type: none"> • Overall Chapter GPA Category (100) <ul style="list-style-type: none"> ○ Chapter average is 3.50 or greater ○ Chapter average is 3.00 – 3.49 ○ Chapter average is 2.70 – 2.99 ○ <i>Chapter average is 2.50 – 2.69</i> ○ Chapter average is 2.25 – 2.49 ○ Chapter average is 2.01 – 2.24 ○ Chapter average is 2.00 or less 	Possible Points AVG. SPR & FL 2019 Semesters 100 points 80 points 60 points 40 points (benchmark level) 20 points 10 points 0 points <div style="border: 1px solid black; width: 50px; height: 50px; margin-left: 10px;"></div>
<ul style="list-style-type: none"> • New Member GPA Category (100) <ul style="list-style-type: none"> ○ Chapter average is 3.50 or greater ○ Chapter average is 3.00 – 3.49 ○ Chapter average is 2.70 – 2.99 ○ <i>Chapter average is 2.50 – 2.69</i> ○ Chapter average is 2.25 – 2.49 ○ Chapter average is 2.01 – 2.24 ○ Chapter average is 2.00 or less 	Possible Points AVG. SPR & FL 2019 Semesters 100 points 80 points 60 points 40 points (benchmark level) 20 points 10 points 0 points <div style="border: 1px solid black; width: 50px; height: 50px; margin-left: 10px;"></div>
<ul style="list-style-type: none"> • Recruitment & Retention (200) <ul style="list-style-type: none"> ○ New Member Retention 100% ○ New Member Retention 95% ○ New Member Retention 90% ○ New Member Retention 85% ○ <i>New Member Retention 80%</i> ○ New Member Retention 75% ○ New Member Retention 70% or less 	Possible Points AVG. SPR & FL 2019 Semesters 200 points 175 points 150 points 125 points 100 points (benchmark level) 50 points 25 points <div style="border: 1px solid black; width: 50px; height: 50px; margin-left: 10px;"></div>
<ul style="list-style-type: none"> • Serving the Community (200) <ul style="list-style-type: none"> ○ 25 hours per member annually ○ 20 hours per member annually ○ 15 hours per member annually ○ <i>10 hours per member annually</i> ○ 5 hours per member annually 	Possible Points April 1, 2019 – April 1, 2020 200 points 175 points 150 points 125 points (benchmark level) 100 points <u>Percentage formula: Spring/Fall (annual) Total</u> <u>Service Hours divided by Chapter Total</u> <u>Membership = Average Hours Per Member</u> <div style="border: 1px solid black; width: 50px; height: 50px; margin-left: 10px;"></div>

<ul style="list-style-type: none"> • Philanthropic Donations (200) <ul style="list-style-type: none"> ○ Annual Chapter Donation \$6,000 or greater for chapters 100 members or greater ○ Annual Chapter Donation \$3,000 or greater for chapters 99 members or less ○ Annual Chapter Donation \$5,000 - \$5,999 for chapters 100 members or greater ○ Annual Chapter Donation \$2,000 - \$2,999 for chapters 99 members or less ○ Annual Chapter Donation \$4,000 - \$4,999 for chapters 100 members or greater ○ Annual Chapter Donation \$1,000 - \$1,999 for chapters 99 members or less ○ Annual Chapter Donation \$3,000 - \$3,999 for chapters 100 members or greater ○ Annual Chapter Donation \$500 - \$999 for chapters 99 members or less ○ <i>Annual Chapter Donation \$2,000 - \$2,999 for chapters 100 members or greater</i> ○ <i>Annual Chapter Donation \$250-\$499 for chapters 99 members or less</i> ○ Annual Chapter Donation \$1,999 or less for chapters 100 members or greater ○ Annual Chapter Donation \$249 or less for chapters 99 members or less 	<p>Possible Points April 1, 2019 – April 1, 2020</p> <p>200 points</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>175 points</p> <p>150 points</p> <p>125 points</p> <p>100 points chapters 100 members or greater 50 points chapters 99 members or less (benchmark level)</p> <p>50 points chapters 100 members or greater 25 points chapters 99 members or less</p>
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<p>○ Community Involvement (200) <i>(these requirements are ranked from bottom to top – the chapter must have completed all 12 bullet points in this order to receive all 200 pts)</i></p> <p>12 Chapter has informed the Dean of Students – Fraternity & Sorority Life Office of all awards and recognition received from their inter/national organization along with other highlights and achievements to be included on the chapter's on-line public report card</p> <p>11 70% of chapter members belong to an <u>organization outside of the chapter</u></p> <p>10 Chapter has not been found in violation of university or national fraternity/sorority policies over the past year <i>(Any sanctions placed upon a fraternity/sorority will be displayed on the chapter's on-line report card)</i></p> <p>9 Chapter has submitted documentation supporting leadership development and other member development trainings/workshops provided to chapter members over the past year including attendance to university leadership programs such as those provided through the <u>DOS-Leadership Institute</u></p> <p>8 Chapter Officers and/or other chapter member representatives attended all leadership retreats and other leadership training programs hosted by the Dean of Students – Fraternity & Sorority Life Office</p> <p>7 A minimum of 75% of chapter members attended Phired Up Recruitment/Intake <u>Training each year</u></p> <p>6 Chapter has met the minimum requirements of its respective Governing Council (i.e. – dues payments submitted on time, attendance to business meetings and other required events, etc.)</p> <p>5 Chapter President and other chapter officers submitted chapter roster updates and turned in other forms required by the Dean of Students – Fraternity & Sorority</p>	<p>Possible Points April 1, 2019 – April 1, 2020</p> <p>200 points</p> <p>175 points</p> <p>150 points</p> <p>125 points (benchmark level)</p>
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Life Office by the designated <u>deadlines</u>	
4 Chapter President meet with an FSL staff member at minimum of a monthly basis	100 points
3 Chapter has a minimum of one Chapter/Graduate Advisor and one Faculty/Staff Advisor who has participated in advisor training and an advisor has represented the fraternity/sorority in at least two advisor roundtable meetings each <u>semester</u>	
2 Chapter has submitted a completed New Member Education plan with the appropriate forms each semester before beginning a new member education or membership intake program	50 points
1 A minimum of 75% of chapter members attended a Risk Management Training that is approved by the Dean of Students – Fraternity & Sorority Life Office	

Total Points: _____

Dean of Students Excellence Recognition Levels:

- Excellence Award Recognition at 700 Points
- Honorable Mention Recognition at 600 Points
- Individual Category Recognition based upon 200 Points achieved in that respective category.
- Most Improved Chapters Recognition - This award is to recognize the Fraternity & Sorority chapters that have shown excellent improvements from the previous academic year.

Fraternity/Sorority Annual Reinstatement:

- A minimum total score of 480 points for chapters with less than 100 members & a minimum total score of 530 points for chapters with 100 members or above is required for continued active participation in the Greek community for the following academic year.

CAAP – Fraternity & Sorority Chapter Annual University Recognition Scoring

(This information will be posted on the chapter's public on-line report card)

- Chapters >100 members – Minimum score is 530
 - >550 = Exceeding
 - 530-550 = **Meeting Minimum Score**
 - 529-500 = Promise
 - 499-450 = Probation
 - <450 = University Review
- Chapters <100 members – Minimum score is 480
 - >500 = Exceeding
 - 480-500 = **Meeting Minimum Score**
 - 479-450 = Promise
 - 449-400 = Probation
 - <400 = University Review

Chapters of **"Promise"** must create and present a plan to improve their standing in the categories in which they did not meet the benchmark to their Governing Council President, Governing Council Advisor, and FSL Assistant Dean of Students. Chapters of Promise must demonstrate their progress through the chapter presidents' meetings with their FSL staff member.

Chapters in the **"Probation"** range must present the previously mentioned plan and the chapter's executive board and advisors must meet with the Governing Council Advisor at the beginning and middle of the subsequent semester to give updates on the plan to demonstrate improvement. Chapters cannot be on Probation for more than two consecutive years. If a chapter exceeds two consecutive years, they will go under immediate "University Review".

University Review: If a fraternity or sorority chapter scores below 400/450 respectively or does not meet the requirements for improving their score in the timeframe outlined above while on probation, they will undergo a university review by an "Accreditation Panel". The Accreditation Panel will be comprised of student leaders and university staff. During the university review, the chapter must present to the panel why they should maintain university recognition and how they are contributing to their community outside of their current scorings to remain recognized for the following academic term.

Chapters who are under "University Review" must complete the previously mentioned plan for improvement and attend the meetings outlined for chapters on probation. In addition, the chapter's academic officer, service and philanthropy officers, recruitment officer and membership development officer must meet with their corresponding Governing Council Executive position at least once a month to develop and follow a chapter improvement plan for their specific officer roles. The National Headquarters of that fraternity or sorority will also be informed of the chapter's University Review status and will be asked to help the chapter with the chapter improvement plan in a partnership with the FSL staff and the Governing Council. Chapters may not remain on a "University Review" status for more than 1 year before losing university recognition without demonstrating improvement to meet at least a "Probation" points status in the subsequent annual review.

Civic Engagement

Our office likes the New York Times definition of Civic Engagement which is “working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community”.

For our Civic Engagement tracking purposes, we have broken it up in to 3 areas, Philanthropy, Community Service, and Educational Programming/Leadership Development. Chapters are required to submit participation information on these three areas for the Chapter Awards and Assessment Program (CAAP) each month. The results are used to determine DOS- Excellence Awards and are published each year on the Chapter Report Cards on the FSL website.

The Civic Engagement section of the Operations Manual was developed by the DOS-FSL staff, adapted from *Ball State University's* workbook, as an additional resource for TXST's FSL community. It is our hope that this section will compliment your inter/national headquarters' requirements and standards as well as introduce your chapter to the resources and support services available at Texas State University. The ultimate goals of this section is to:

- Understand what civic engagement is
- Clarify common misconceptions
- Identify resources that are available
- Explain paperwork and other requirements

You are expected to be familiar with the information contained in this section. It is beneficial for the incoming offers to read, as they will have the opportunity to reflect on the foundation of their programs as well as create or modify a program that is reflective of the chapter's values for the upcoming year.

Definitions

Philanthropy: Fraternities and sororities use the term “philanthropy” to describe events or programs where they are raising awareness, money, and/or goods to be donated to an organization that benefits others with no financial or material award to the chapter.

- If you participate in another chapter's philanthropy event do NOT report money donated or paid to participate. The hosting chapter will report this as money raised.

Community Service: Community service is the act of volunteering to benefit a community or its institutions with the knowledge that you will not be paid for your assistance. It is always a hands-on activity where you have some sort of interaction with the people you are helping.

- Participating in your own chapter's philanthropy event does NOT count as community service
- Participating in another chapter's philanthropy event DOES count as community service

Educational Programming and Leadership Development: These programs are meant to help you and your members become more well-rounded and engaged global citizens. These can be done through large scale regional or national professional conferences or local one-time events. These programs can cover topics like time management, conflict resolution, interview readiness, resume workshops, etc.

- Educational programs about topics like anti-hazing, alcohol education, and leadership development provided or required by national office's DOES count for civic engagement and should be reported.

Common Misconceptions

Civic Engagement activities completed by new/associate members before they are initiated into the chapter do not count and should not be submitted.

Once a member has been added to your chapter's roster any activities they participate in will count for Civic Engagement. Community Service hours for CAAP are scored by the average hours per member – that member number is calculated from rosters. You will definitely want new/associate members to be submitting all their Civic Engagement hours!

All philanthropy events must be large events that include elaborate competitions and points system.

Large scale philanthropy events based in competition can be a great way to engage a large audience, but if your chapter does not have the membership to support it or the event is planned poorly, you set yourself up for many challenges and possibly lose out on engagement from the community. It is also easy for environments to become unsafe in the heat of competition. Be sure that you have the support, planning, and personnel if you plan to host a large event.

The money raised from participation fees or donated during the actual event can first cover the cost of the event, then the remainder will be a philanthropy donation.

Any funds used to put on an event should come from your chapters yearly operating budget. Individuals participating in the event expect the money to be donated to the cause advertised. Using that money to pay for things such as t-shirts or supplies for the chapter holding the event is unethical and does not adhere to the values of the Greek community. Also, many national organizations have explicit rules against the use of donated money to cover event costs. Please be sure that you are aware of and follow the rules of your organization, and that you are adhering to your values when holding an event that people believe is helping a cause.

**Receiving donations or sponsorships from business to pay for event costs is acceptable as long as the business has been notified from the beginning of what their donation will be covering.*

We should plan community services events that also count as brotherhood/sisterhood events to avoid over-programming our members.

Community service projects can indeed be a meaningful bonding experience, but you should not expect to have most or all of your chapter members at each community service activity. Agencies can often handle the assistance of a smaller group of volunteers more effectively than a large group. Community service should be done for the sake of impacting a community, not as an excuse to spend time with brothers and sisters.

My chapter needs to have a “signature” philanthropy event that we do each year.

While there can be value in repetition, it can also result in the failure of an event. If an event is no longer relevant, appropriate, or one that is in line with your organizations values and standards it is time to re-think that event. If your chapter runs into issues every year with getting a specific location, think about a new location or new theme so that you can focus energy on other plans.

Each officer will have a different view on the event and new ideas to incorporate. It is your job to make the event successful and if that means changing things, go ahead and change them! Use your officer board, chapter members, and advisory board to bounce ideas off of and collaborate with.

Donations of less than \$1,000 are not “true” philanthropy dollars.

Any donation to a non-profit or an organization that benefits the lives of and supports those in need is a philanthropic act. Donating clothes, food, home goods, and other items also count as philanthropy. See the “Non-Monetary Philanthropy Conversion Chart” for details on how to determine amounts.

Having members pay \$5 per study/academic hour is a good way to make extra money for our philanthropy.

Academics and scholarship are still a value of your organization and this community. Study hours must be completed and should not be able to be “bought”. Members who have extra study hours need extra support and should be

focusing on school. This also creates an unfair advantage for members who have more financial support. An alternative to this idea would be allowing chapters to pay \$5 and they can wear jeans to a formal chapter meeting.

Leadership education hours only count for things not associated with my position.

Attending a leadership conference put on by your headquarters or the FSL office still count as leadership education. For conferences attendees can site 8 hours for full days and 4 hours for half days when submitting Civic Engagement Verification Forms. Events put on by the FSL office or councils do not need to be submitted, just be sure to sign in when you get there!

Leadership education or professional development must be planned out and an “official event”.

While we love some solid event planning you don’t need to organize an entire conference to help your members develop! Hosting a speaker at a chapter meeting to teach about how to use your time in a fraternity/sorority to get a job counts; the presentations that consultants give when they visit your campus definitely help your members develop.

We can only submit what is completed as a chapter.

Some chapters have over 50 people, which can be hard to plan events for, especially because everybody has different interests and skill levels. If your members are attending events on campus or in the community on their own, have them submit them! It will encourage members to make time for their development, which will help them to be more successful citizens after graduation.

Events on topics like finances, career readiness, etc. do not count as educational programming/ leadership development.

These topics are great things to encourage your members to attend, they will definitely benefit from the subject matter. Any program that helps your members to learn something new that will help them be more engaged and successful global citizens after graduation is worth attending/reporting. If you have questions about if a topic counts email DOS-FSL@txstate.edu.

Things to Consider

There is a lot more than logistics to think about when planning a philanthropy or community service event. Take some time with your officer team to review and reflect on these questions.

Philanthropy:

- Look at your chapter report card – is it an accurate representation of your chapter/members?
 - Would an outside party be able to identify your chapters values by the data provided?
- What requirements have been put into place by your national organization?
 - Do you understand the purpose for those requirements?
 - Do your general members know those requirements?
- What are the benefits of small vs. large philanthropy events?
 - What makes most sense for your chapter?
- What message are you sending to others when we hold philanthropy events but do not allow non-affiliated members to participate?
- Do your members know about the cause you are raising money for?
 - If so, are they able to educate others about it?
 - If not, how are you working to ensure they know and are able to educate others?
- Thinking about your last philanthropy event...
 - Did you get to see the impact of philanthropy dollars raised?
 - Did you get to find out how the money you raised is being put to use?

Community Service:

- Look at your chapter report card – is it an accurate representation of your chapter/members?
 - Does it show service completed through only chapter events or are individual service hours in there also?
- How much service do fraternity and sorority members actually complete?
- Do you know the difference between community service and philanthropy?
 - Do your members?
- With community service, what requirements have been put into place by your national organization?
 - Are you meeting those requirements?
 - What connections to your values do you see through those requirements?
- Thinking about your last community service event...
 - Did you get to see the impact of the service you participated in?
 - What did you/your members learn from the service experience?

Educational Programming/Leadership Development:

- Look at your chapter report card – is it an accurate representation of your chapter/members actions and developmental experience?
- Does your national organization have requirements around educational/developmental programming?
- Do your members know that fraternities and sororities were originally founded to provide the education and development to their members that they felt universities at the time were not providing?
- Does your chapter talk about growth and development regularly?
- Do members attend events on campus and in the community that offer them a chance to think about new ideas and learn new skills?
- How often do you engage alumni to help members develop?

Event Ideas**Philanthropy:**

- Host an event, tournament, walk, food sale, etc. and charge admission or a fee and donate the money
- Have a penny war/penny drive and donate the money
- Pay \$5 and wear jeans to chapter then donate the money
- Adopt a classroom and purchase their school supplies
- Hold a clothing drive for gently used or new clothing and donate to Goodwill or similar charity
- Hold a food drive and donate to the Hays County Food Bank or similar charity
- Adopt a needy family during the holiday season (cost of items)
- Purchase and send care package items to Armed Forces (cost of items)
- Use the “Non-Monetary Philanthropy Conversion Chart” below to help you figure and report donation amounts

Community Service:

- Visit a nursing home and spend time with the residents or help with an activity
- Help with setup/organization of charitable walks/5Ks
- Volunteer at a soup kitchen/food pantry
- Volunteer at an animal shelter
- Tutor children/read to children at a library or school (unpaid)
- Participate in the Adopt-a-highway/Keep San Marcos Beautiful program

Educational Programming/Leadership Development:

- Apply for the Leadership Institutes programs like Pathfinder (freshmen and sophomores) or Capstone (juniors and seniors)
- Request a workshop from the Leadership Institute, PALM office, Career Services, etc.
- Attend programs hosted by University departments like guest speakers, conferences/symposiums, leadership workshops, etc.
- See if your organization offers additional leadership training programs that members can apply for
- Organize an alumni panel/networking event for juniors and seniors
- If you have a consultant visiting, ask them to do an additional presentation about leadership and professional development

Non-Monetary Philanthropy Conversion Chart

Donating money or time are not the only ways to make a difference in the community. Donating items like the ones listed below are sometimes easier ways to make an impact. Our office views material donations as a form of philanthropy and has developed this Non-Monetary Philanthropy Conversion chart to help you determine how much money your items are valued at for Civic Engagement forms. If something is not listed on this chart you can either email DOS-FSL@txstate.edu for clarification, or include very specific details about the item and leave the amount blank for us to determine after submission.

<i>Description of Items</i>	<i>Donation Amount</i>
<i>Clothing/Shoes</i>	
• One Bag (approx. 15-21 articles)	\$20.00
• One Box (approx. 10-14 articles)	\$10.00
• One Item (based on description)	\$1.00 -5.00
• Formal Dress/Attire	\$5.00
• Accessories	\$1.00
<i>Food</i>	
• All Food Items (canned goods, pasta, soda, dog food, etc.)	\$.50
<i>Toiletries</i>	
• All Toiletry Items (toothbrush, toothpaste, razor, shampoo, etc.)	\$1.00
<i>School Supplies</i>	
• Package of Writing Utensils (pens, pencils, crayons, markers, etc.)	\$1.00
• Notebooks	\$.50
• Misc. School Items (based on description)	\$1.00 - \$5.00
<i>Baby Supplies</i>	
• Diaper bag or Backpack	\$10.00
• Baby wipes and diapers	\$5.00-7.00
• Baby clothes (based on description)	\$2.00-5.00
• Toys and Books (based on description)	\$2.00-10.00
<i>Misc. Items</i>	
• The value of seasonal or other misc. items (such as pumpkins) is up to the discretion of our office.	

Civic Engagement Resources

Texas State and its surrounding communities have a variety of resources that can help you and your members meet your community service requirements. We have listed a few below. If you know of additional resources please email them to DOS-FSL@txstate.edu so we can include them in the next update.

FSL Website

The FSL website has a page specifically designated to [Community Service and Engagement](#) opportunities. This page has information on continuous service opportunities that are available to members year-round, as well as a calendar of upcoming events. This page can be accessed any time by anyone and should be shared with your members regularly.

If your chapter has a service or philanthropy event coming up that you would like featured on the Community Service and Engagement page you can fill out the [Request to Distribute](#) form and it will be submitted for approval. (Chapter fundraisers and profit shares/percentage nights will not be highlighted.)

Leadership Institute

The Leadership Institute is committed to providing service opportunities to students. Throughout the academic year the Leadership Institute will provide service opportunities within the department through programs. The Institute will also offer general service opportunities that work directly with our campus partners or San Marcos community.

Other opportunities for service and volunteerism will be posted throughout the semester. Please complete the [Service Interest Form](#) or contact them at leadershipinstitute@txstate.edu.

Student Volunteer Connection (SVC)

[Student Volunteer Connection \(SVC\)](#) is a chartered student organization geared toward connecting students with volunteer opportunities throughout the San Marcos area. SVC is a great resource for Bobcats to get involved and make a positive impact without our community. SVC offers multiple volunteer opportunities each month that focus on a chosen social issue. They work with a variety of community partners including School Fuel, Hays-Caldwell Women's Center, and Southside Community Center.

Office: LBJ 4-11.9

Email: SVCOffice@txstate.edu

Phone: 512-245-3219 (ask for SVC)

Parks and Recreation - City of San Marcos

Get involved and join the City of San Marcos team by volunteering your time and talent to support City programs, projects, and events. Examples of the volunteer duties include assisting at the San Marcos Public Library, assisting with San Marcos Public Library and Discovery Center clean up, assisting the San Marcos Fire Department, and getting involved with the Junior Fire Academy. Click [here](#) to learn more about how to get involved with these programs.

For additional opportunities volunteering with special events and senior programs, please contact Jennifer Mach at JMach@sanmarcostx.gov or 512-393-8413.

For additional opportunities volunteering with youth events and programs, please contact Catherine Marler at CMarler@sanmarcostx.gov or 512-393-8249.

San Marcos School Fuel

School Fuel's mission is to provide the "fuel" for a better learning environment by removing the pangs of hunger among the students in the classrooms. Examples of volunteer activities include HEB delivery, prepping meals, and packing meals. Click [here](#) to learn how to be a volunteer for School Fuel San Marcos.

Reporting and Submitting Civic Engagement

Turning in the FSL Civic Engagement Verification form is important for recognition through the DOS Excellence Awards, which are based on data collected from April 1 – March 31. It also allows the councils and our office to communicate the positive impact that fraternity and sorority students are having in the community. This information is sent to partners and stakeholders like the University President, Vice President of Student Affairs, national headquarters staff, potential new members, parents and families, and posted on our website.

Forms are due on the 8th of every month on the TRACS website. Details and specifications are included below.

FSL Civic Verification Form Submission

- Forms are **due the 8th of each month** and must include all of the hours completed by members for the previous month. Forms must be submitted in folder on TRACS.
 - If the event types fall under multiple positions, it is recommended that those individual officers be responsible for the completion of forms and one officer be responsible for the final submission of all the forms.
 - If you do not have access to the TRACS site your president needs to email DOS-FSL@txstate.edu and request it for you.

• <u>2020-2021 Due Dates</u>	• <u>Dates of Activities</u>
• Tuesday, Sept. 8 th	• April 1 – Aug 31, 2020 (Summer)
• Thursday, Oct. 8 th	• September 2020
• Sunday, Nov. 8 th	• October 2020
• Tuesday, Dec. 8 th	• November 2020
• Monday, Feb 8 th	• December 1-, 2020 – January 31, 2021 (Winter)
• Tuesday, March 8 th	• February 2021
• Friday, April 8 th	• March 2021
• Sunday, May 8 th	• April 2021

- The FSL office has designed two civic engagement verification forms. One for members who complete civic engagement activities on their own and another for events that the chapter coordinates or multiple members participate in.
 - If your national headquarters has a form that you are required to use when submitting data, you may bring it into the FSL office for approval.
 - Once approved you may use that form when submitting data to our office.
- Forms are found on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “Resources → Civic Engagement Forms”.
 - **Forms must be opened and completed with Adobe Acrobat. Do not fill them out in preview or in the web browser – it will not save the information.**
 - **All TXST students have free access to Adobe Acrobat with their NetID. If you do not have this set up follow [these directions](#) from the ITAC website.**
- All forms must be completely filled out and submitted together following the directions below.
- Forms for chapter events must have verified and signed by both the chapter president and the chapter advisor – forms for individual members do not.

Filling Out Civic Engagement Verification Forms

Examples of the forms can be found on the next page.

1. Confirm you are using Adobe Acrobat
2. Select Chapter and Type of Civic Engagement from drop down menus
3. Provide a detailed description of the event and what members did
 - a. “Members made dog toys out of old t-shirts for dogs in animal shelters and delivered them to San Marcos Animal Shelter.” “Members read and acted out children’s books during the Story Hour at the San Marcos Library.”
 - b. “Chapter held a clothing drive and was able to donate 4 bags and 3 boxes of clothes to Hayes County Women’s Shelter.” “Through sponsorships, entry fees, and donations, we raised money for Cancer Research Institute.”
 - c. “Members attended regional leadership conference where they learned about what it means to be a professional leader in today’s world and how to manage being a chapter officer and successful student.” “Members attended the Leadership Institute’s Annual Conference and learned about how to be a better peer leader.” “Employees of Career Services came and taught members how to avoid some of the most common mistakes on resumes and cover letters.”
 - d. “We did service” “We made a donation” “We learned about leadership” are not acceptable descriptions and any hours/donation amounts on that form will not be counted.
4. Provide the location, date, and start/finish times of the event.
5. Give contact information of person or agency that event/donation was organized through
6. **CHAPTER EVENT FORM ONLY**
 - a. Provide total number of participants in service/leadership activity, total hours for event (2 hour event X 10 people = 20 hours), or total amount donated
 - b. Send to Chapter President and Advisor for verification signatures
7. Save the forms as “Chapter Name- (Member Name) – Month – Year”
 - a. Alpha Beta April 2020
 - b. Alpha Beta Jane Doe April 2020

Submitting All Forms

1. Ensure that all forms are completely filled out and signed if they need to be.
2. Confirm forms are saved as “Chapter Name- (Member Name) – Month – Year”
 - a. Alpha Beta April 2020
 - b. Alpha Beta Jane Doe April 2020
3. Create a zip file that includes all forms for that month
 - a. How to Create a zip file:
 - b. Select all the forms for that month
 - c. Right click and select “**Send to**”
 - d. Click “**Compressed** (zipped) folder”
 - e. Name file with chapter name, month, year (Alpha Beta April 2020)
4. Submit the zip file in the appropriate assignment on the FSL TRACS page
5. **If you are encountering problems, please email DOS-FSL@txstate.edu or call 512-245-5646 immediately so we can help. Forms submitted after the due date will not be accepted unless otherwise arranged.**

These forms are available on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “Resources → Civic Engagement Forms”.



Fraternity and Sorority Life
Civic Engagement Verification - Individual Member

This form is for members who have completed multiple events on their own in a month.
If they participated in chapter events please include their information on the "Civic Engagement Verification - Chapter Event".

Member Name: _____	NetID: _____	
Fraternity or Sorority	Type of Civic Engagement	
Select _____	Select _____	
Description of Event/Activity		
Date: _____ Total Hours: _____	<div style="border: 1px solid black; height: 100px;"></div>	
<u>Service/Agency Contact</u>		
Name: _____		
Agency: _____		
Phone: _____		
Email: _____		
Description of Event/Activity		
Date: _____ Total Hours: _____	<div style="border: 1px solid black; height: 100px;"></div>	
<u>Service/Agency Contact</u>		
Name: _____		
Agency: _____		
Phone: _____		
Email: _____		
Description of Event/Activity		
Date: _____ Total Hours: _____	<div style="border: 1px solid black; height: 100px;"></div>	
<u>Service/Agency Contact</u>		
Name: _____		
Agency: _____		
Phone: _____		
Email: _____		

This form is due the 8th of every month.
If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



Fraternity and Sorority Life
Civic Engagement Verification - Chapter Event

This form is for Civic Engagement events hosted by a chapter or philanthropic donations made by a chapter.
If members completed Civic Engagement Hours independently please have them fill out the "Civic Engagement Verification - Individual Member".

Fraternity or Sorority Select	Type of Civic Engagement Select
Description of Event or Activity <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	
Event Information Location: _____ Date: _____ Start: _____ Finish: _____	Primary Contact for Service Agency Agency: _____ Name: _____ E-mail: _____ Phone #: _____
<u>Community Service/Education Leadership</u> Total Participants: _____ Total Hours: _____	<u>Philanthropy</u> Total Donated: _____

Verification Signatures

To be completed by a Chapter Advisor and Chapter President
I hereby certify that this information is complete and accurate:

_____ Advisor Signature	_____ Advisor Printed Name	_____ Date
_____ President Signature	_____ President Printed Name	_____ Date

This form is due the 8th of every month.
If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



Chapter Participants information

	First	Last	Net ID	Hours
Examples	Jane	Doe	j_d411	2
	Entry Fees	Chapter Philanthropy		\$200
	Name of Business	Philanthropy Sponsorship		\$150
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
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13				
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15				
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30				
31				

This form is due the 8th of every month.
 If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.

(This form has 2 additional pages so chapters can submit up to 100 names.)

Civic Engagement and CAAP

The Chapter Awards and Assessment Program is what is used to determine which awards chapters receive through the Dean of Students Excellence Awards program every Spring. In this section we have outline the scoring methods for Excellence and Serving the Community and Excellence in Philanthropic Endeavor. The only way to receive recognition in these areas is through the data submitted via Civic Engagement.

For full explanation of the CAAP standards please see the [CAAP Section](#) of this manual.

Excellence in Serving the Community (200 Points) based upon the average of spring and fall semesters for the number of hours served by the percentage of chapter members.

<ul style="list-style-type: none"> • Serving the Community (200) <ul style="list-style-type: none"> ○ 25 hours per member annually ○ 20 hours per member annually ○ 15 hours per member annually ○ 10 hours per member annually ○ 5 hours per member annually 	<p>Possible Points April 1, 2019 – April 1, 2020 200 points</p> <p>175 points</p> <p>150 points</p> <p>125 points (benchmark level)</p> <p>100 points</p> <p>Percentage formula: <i>Spring/Fall (annual) Total Service Hours divided by Chapter Total Membership = Average Hours Per Member</i></p>
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Excellence in Philanthropic Endeavor (200 Points) based upon the average of spring and fall semesters for the donation level provided by the chapter.

<ul style="list-style-type: none"> • Philanthropic Donations (200) <ul style="list-style-type: none"> ○ Annual Chapter Donation \$6,000 or greater for chapters 100 members or greater ○ Annual Chapter Donation \$3,000 or greater for chapters 99 members or less ○ Annual Chapter Donation \$5,000 - \$5,999 for chapters 100 members or greater ○ Annual Chapter Donation \$2,000 - \$2,999 for chapters 99 members or less ○ Annual Chapter Donation \$4,000 - \$4,999 for chapters 100 members or greater ○ Annual Chapter Donation \$1,000 - \$1,999 for chapters 99 members or less ○ Annual Chapter Donation \$3,000 - \$3,999 for chapters 100 members or greater ○ Annual Chapter Donation \$500 - \$999 for chapters 99 members or less ○ Annual Chapter Donation \$2,000 - \$2,999 for chapters 100 members or greater ○ Annual Chapter Donation \$250-\$499 for chapters 99 members or less ○ Annual Chapter Donation \$1,999 or less for chapters 100 members or greater ○ Annual Chapter Donation \$249 or less for chapters 99 members or less 	<p>Possible Points April 1, 2019 – April 1, 2020 200 points</p> <p>175 points</p> <p>150 points</p> <p>125 points</p> <p>100 points chapters 100 members or greater 50 points chapters 99 members or less (benchmark level)</p> <p>50 points chapters 100 members or greater 25 points chapters 99 members or less</p>
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New Member Education

The new member period is one of the shortest, but most important, portions of membership. It is here that members learn the history and traditions of the organization, how the chapter operates and the roles of members, they meet lifelong friends, and create a foundation that can make or break their time in their organization and at Texas State.

It is important to remember that the current new member class holds the future leaders of the chapter. Be sure you are educating and treating them in a manner that will set both them and the chapter up for success.

Before beginning new member events make sure that your new members meet the requirements below and you have completed all necessary paperwork. Forms can be found on the FSL website on [Chapter Resources and Forms](#).

If you have questions about the New Member Education process do not hesitate to reach out to your council officers or advisor or any of the FSL staff.

New Member Requirements

- Be a current student at Texas State University
- Have attended a Potential New Member Orientation (hosted by council)
 - Dates, times, and locations listed on council websites
- Meet the minimum GPA listed in the councils Constitution and Bylaws
- New members filled our Grade Release and Greek Induction Form

Forms/Paperwork

- **Grade Release/Greek Induction Form** – this form must be filled out and signed in order for potential new member grades to be shared with chapters and new members to be added to rosters
 - This form is only available through the FSL office
 - Each council has a different process for signing and collecting – check with your council President and Advisor for specifics
- **New Member Education Approval Form** – each chapter must provide the office with details about the recruitment/intake process and new member education process before the first new member meeting of each semester
 - This form can be found on the [FSL website](#) and each council website
 - Questions about this form should be sent to the council President and Advisor
- **Event Registration** – any event that is not a regular new member meeting should be registered with the FSL office using the appropriate event form found on the FSL website

Ideas for Events

In addition to new member and chapter meetings, you should be planning events to help your new members bond as a group as well as build relationships with other members of your chapter (while being conscious of over programming). Below are a few ideas of low cost events that you can do, feel free to get creative and do what works best for your chapter!

- Day at the river/Sewell Park
- Go to a TXST sports game as a chapter (students get in free with ID)
- Plan a new member mixer with another chapter
- Take an exercise class at the rec or organize a private one
- Hike one of the trails around San Marcos
- Take a day trip to Austin, Gruene, New Braunfels, or San Antonio
- Organize a leadership, team building, or educational program through a campus department

Resources for New Member Educators

[GOAL Program and Challenge Course](#) – hosted by Campus Recreation this **Group Oriented Achievement and Learning Program** is a great way to build bonds within a new member class and start developing leadership skills.

[Leadership on Demand](#) – hosted by the Leadership Institute, these by requests workshops are perfect for helping members to develop the skills necessary to be success leaders in your chapter and the community.

[Healthy Cats Presentations](#) – hosted by the Health Promotion Services department of the Student Health Center these presentations are designed specifically for college students and talk about college health issues. Some topics offered are: Alcohol Bystander Intervention Training, Managing Stress in College, Recognizing Red Flags in Relationships, etc.

[PACE: Personalized Academic and Career Exploration](#) – this university department is meant for first year and second year students to help them create the strong habits and foundation they will need to be successful students at TXST.

[SLAC \(Student Learning Assistance Center\)](#) – SLAC offers workshops on topics like the Top 10 College Success Strategies, College Note Taking, Time Management/Reducing Procrastination, and more. These hour long workshops are great to get new members thinking about how their educational behaviors and habits need to adjust to ensure their success in college!

[Career Closet](#) – many meetings require our members to wear business casual or professional attire, and that may be a challenge for new members the first few weeks. Career Services' Career Closet is a great resource for them to be able to rent professional attire when they need it.

Generation Z

This incoming class of new members are part of “Generation Z”, and while you may be a part of it also there are some specific things to know that could help you plan your new member education more strategically.

- **High Financial Awareness/Grew Up in an Economy Crisis** – Gen Z is very aware of where their money goes and wants to make sure they are making the right choices with it. They have seen parents and family members work hard to ensure a paycheck
- **Value face-to-face communication** – Though this generation is often called “iGen” or the “iPhone Generation” they crave in-person communication, especially when seeking extracurriculars. Explaining things on Facebook or via email one time will not cut it with this group.
- **Anti-Establishment Mentality** - Members grew up in a world of political discourse and have a strong distaste for “the establishment” or “the man”. They believe that grassroots efforts and peers working together will make change more effective.
- **They don’t want to lose their identity** – When these students join fraternities or sororities, they are looking to have the experience round them out as a person, not become their sole identity. Which is great because that is part of why our organizations were founded. 😊
- **Is it worth it?** – Gen Z isn’t just careful with their money, they are careful and selective about how they spend their time, who they invest in emotionally, and everything they do. If their needs are not being met, they have no qualms about leaving and getting them met elsewhere.

What is Gen Z looking for in College?

- A Memorable Experience
- Professional/Career Development
- New Friends

What worries Gen Z about college? And what you can do to help.

- **Affording College/Extracurriculars** – Give in depth budget breakdowns about dues and what they go towards, highlight sisters who pay their dues themselves and how they do it, share information about scholarships from all sorts of areas
- **Failing Classes** – share academic resources and share them often! This could be highlighting a different campus or chapter resource at every new member or all chapter meeting, working in partnership with your academic chair to host NM specific academic programming, pair new members with an initiated member studying the same topic, etc. Help them to see that all members are there to be successful students and they can do it together.
- **Time Management** – When talking about schedules or upcoming requirements also talk about time management strategies and practices. Host a scheduling/time management workshop at the beginning of every semester, have members who are notoriously good time managers come to a meeting and share tips, and most importantly listen when a member says they are overwhelmed or have too much on their plate. Instead of shoving them off and demanding they make a choice of whether or not to be there, talk with them about what is going on and find a mutually beneficial solution.
- **Feeling Alone** – When asked what our organizations offer members one of our first responses is always the sisterhood or brotherhood, but that isn't always the case. It can be hard to meet new people, even when they are our sisters or brothers. Identifying who is an introvert and who is feeling alone can also be difficult. Below are several solutions to help members not feel so alone.
 - Using a “Red, Yellow, Green” system for members can help you recognize which members may be feeling alone. Once or twice a month sit with your new member board and go through each new member and label them Red, Yellow, or Green. Red= has not been attending anything, Yellow = attends but not always engages, Green = attends everything and engages with everyone. Identifying when members fall to a lower category and reaching out to them individually can help them reengage. It can also help you identify why they are isolating themselves and readjust your practices.
 - Ensure everyone has someone to sit with at chapter. Use a pairing process for any chapter that members do not have assigned seats, so nobody feels alone or scared to sit with someone.
 - Hold regular mixers within your own chapter to help members meet and get to know one another on a deeper level.
 - Radical vulnerability – have members who are comfortable share their stories of struggle and overcoming those struggles with the chapter. This will help members see that their feelings are valid, and it is possible to get through them.

Helping with Homesickness

For several of your new members this may be their first time away from home/family, and they could start to feel homesick. If you aren't someone who experienced homesickness it can be hard to know how to help. Here are some helpful suggestions from the Counseling Center to combat homesickness.

- Don't blame yourself – homesickness is natural response to leaving somewhere you feel comfortable. Acknowledging that you feel homesick and it's okay is the first step towards feeling better.
- Remember you are not alone – several other students on campus are experiencing the same thing as you, even though they may not talk about it.
- Reach out – talk with an older friend, sibling, or student who has gone away from home. Connect with friends at other universities and see what it's like for them.
- Stay in touch – keep in touch with people from home but don't exclude yourself from making connections here.
- Explore – get to know your hall mates, attend chapter events, explore the Texas State campus and surrounding San Marcos community. Getting to know your new town will help it feel more like home.

- Decorate – show your style and make your space feel like your own. Put up photos of home, family, friends and mix in things from your chapter and TXST events.
- Get physical – consider getting more exercise by going to the Student Recreation Center. It is a great place to meet new friends, plus the added activity will boost your energy!
- Be patient – give yourself time to adjust. Overcoming homesickness is a gradual process for most. If your homesickness persists or interferes with academic performance, mood, or social relationships consider talking with a counselor at the [Counseling Center](#).

Events

There is no denying that fraternities and sororities have a social component. But the meaning of social has gotten misconstrued throughout the years. Originally fraternities and sororities' social aspect was about helping members be prepared to interact with strangers in everyday settings through personal development and networking opportunities.

We're not saying you need to completely change the social aspect of your organization, but you do need to start thinking about the events you are holding and if they are enriching your members lives long-term or if they are just enriching their weekend?

Types of Events

- **Mixers** – events hosted with another chapter to help members meet more people in the community. Attendees must be members of either organization. They can be held for entire chapters, new member classes, or for a set number of members. Mixers can be social or educational. Some examples of mixers are:
 - Two chapters co-hosting an event together for their members (no members would be permitted to bring guests)
 - New member classes getting together for a traditions night where they learn TXST traditions
 - Two chapters organizing members to go to a sports game or amusement park
 - Chapters organizing a leadership development workshop for 25 members (or all) from each chapter
- **Date Parties** – hosted by a single chapter where members can bring dates to an event or social setting – or date parties can also be hosted mixer style. Date parties are typically casual or theme dress.
- **Semi/Formal** – hosted by a single chapter and usually a dinner, dancing, modest entertainment, type of event. Members and guests dress up. Often associated with end of term or awards ceremonies.
- **Family/Alumni Days** – these are events that chapters host to show members' families a little bit about chapter life or to re-engage alumni.
- **Brother/Sisterhood Events** – these events are planned and hosted by a chapter and attended only by current members of the chapter. They are alcohol free and meant to help members get to know those outside their immediate social circle.

Misc. Event Information

Below you will find some vital information to keep in mind when planning any type of event. It is important that in addition to reading and understanding the information below that you and your chapter understand the FSL and university policies, as well as your inter/national policies, regarding hosting events.

- All events must be registered with the FSL office
 - Events without Alcohol – 5 business days before the event
 - Events with Alcohol – 10 business days before the event
 - ***A business day is M-F, except for federal/state holidays the FSL office is closed.**
- Guest lists must be submitted 24 hours before the event begins.
- Events with alcohol may not be held before the mandatory risk management training presented by the FSL office in September.
- All social events hosted by a fraternity or sorority must be held within a 100-mile radius of San Marcos, TX.
- All social events must be limited to a guest-to-member ratio of no more than 2:1 for events with alcohol. No social event with alcohol may exceed 400 attendees or the venue fire code.
- The number of social events chapters are eligible for is based on the previous semester GPA.
 - 2.70 or greater – 4 social events with or without alcohol
 - 2.50 - 2.56 – 3 social events per semester – only 2 may be with alcohol
 - 2.25 - 2.49 – 2 social events per semester – only 1 may be with alcohol
 - 2.24 or below – may not register any social events

Event Policies

When planning and holding all events, both events with alcohol and without, it is important that you know and understand the policies required by both your inter/national offices and the university. We have included links to the three policies most often referenced by our organizations.

1. [SA/PPS No. 07.06 Student Organization Disciplinary Procedures](#)
 - a. This SA/PPS provides the university's student disciplinary procedures for registered and chartered student organizations. The development and enforcement of standards of conduct for students is an educational endeavor which fosters students' personal and social development; students should assume a significant role in developing and enforcing such regulations in order that they and their members might be better prepared for the responsibilities of citizenship.
2. [SA/PPS No. 07.08 Fraternity and Sorority Life Policies](#)
 - a. The Student Affairs division is committed to the recruiting and retention of a diverse and qualified student body, to providing services that enhance their personal development, and contributing to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.
 - b. Texas State University desires to continue its healthy working relationship with the fraternity and sorority life community and all its member organizations.
 - c. This policy shall be in conformity with the guidelines and procedures for the governance and registration of student organizations, as published in [Student Organizations](#) and the [Texas State Student Handbook](#).
3. [SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies](#)
 - a. Texas State University acknowledges the contributions that fraternities and sororities can make to university life and the positive effect these organizations can have on the social and educational development of their members. This policy assists Greek organizations in educating their members in the responsible use of alcohol and minimizing the liability of the chapters and their officers.
 - b. The intent of this policy is:
 - i. to establish standards for the use of alcohol that allow for safe social interaction as an integral part of the development process;
 - ii. to aid chapters in maintaining high standards that directly contribute to a quality education available at Texas State;
 - iii. to assist social Greek letter organizations in educating their members about health, wellness and the responsible use of alcohol;
 - iv. to educate chapter officers about the risk and liability factors associated as social hosts that could affect their organization's officers and members.

Risk Management

Risk Management is one of the most important but challenging parts of being a chapter leader. Webster's dictionary defines risk as, "The chance of injury, damage or loss; a hazard," and defines management as "The implementation of collaborative efforts to coordinate resources and planning that will establish the most effective climate for growth and development. It is not meant to be synonymous with control."

It is important to the longevity of all fraternities and sororities that chapter leaders and members are continuously reviewing practices and events, identifying potential risks, and working to minimize or prevent risky behavior and actions. In this section you will find some information that will help you avoid high-risk situations and respond appropriately. As always, you should be prepared to call 911 if a situation becomes increasingly dangerous or life-threatening.

Understand that this section is not the end all be all of risk management. You should be collaborating with your national headquarters and advisors for a full risk management plan.

Alcohol/Illegal Drugs

- Have written policies consistent with the law and university's policies and predetermined consequences for members not adhering to them
 - Educate the entire chapter on the policies
 - Enforce the policies
- Have an advisor present at all chapter events
- If you have an event with alcohol:
 - Have a security system in place to check IDs and designate ways to identify members who are over 21 and those that are not
 - Change identifying factors for every event
 - Do not allow anyone into the event that is not on the guest list
 - Send anyone who is impaired home/do not let them into the event
 - Provide food and non-alcoholic beverages
 - Use a TABC bartender to maintain control of all alcoholic beverages
 - Have pre-determined sober driving arrangements already in place

Hazing

- All organizations have zero tolerance policies about hazing
- Educate new members, active members, and alumni members on hazing and hazing prevention
- Be transparent about what should and should not be occurring during the new member process
- Provide guidelines and opportunities for members to express concern if necessary
- Request anti-hazing education from university resources like Student Organization Conduct or the Student Health Center at least once a year
- If you are uncomfortable doing something or making someone else do something – STOP
- Call members out on behavior that seems inappropriate or questionable
- Report hazing concerns to Student Involvement or the Dean of Students Office

Sexual Harassment

- Provide sexual harassment and assault prevention training to members (fraternities and sororities)
- Educate members on your national organizations policy – if none exists develop a formal zero-tolerance policy
- Request programming from the Student Health Center about sexual assault prevention or toxic masculinity
- If you experience or witness sexual assault, harassment, or misconduct report it to the [Title IX office](#).

Fire Safety

- In a fire, seconds count. It is difficult to see through the thick, toxic smoke. People panic and rush to the only way they know out - the entrance.
- When you enter a building or chose to have an event somewhere, plan an exit strategy. Notice at least two exits you could use in the event of a fire.
- Ensure the facilities meet all fire and health code standards
- Never exceed the posted maximum occupancy of any facility
- Ensure that all smoke alarms are functioning
- No smoking inside (vaping included)
- Ensure all exits remain clear for easy access and escape
- Ensure fire extinguishers are available and easily accessible.

Risk Assessment Matrix

Before planning an event there are several things you can do to identify and determine potential risk scenarios, one of them being using the [Risk Assessment Matrix](#). This one page worksheet is intended to be used as a part of a larger event planning discussion of risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor.

Risk Assessment Matrix

Campus Activities & Student Organizations

E

H

M

L

- List all aspects of your event activities on back page.
- Identify risk associated with each activity. Be sure to think broadly about potential risk.
- Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
- Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
- Use the matrix to re-assess the activities, now that you have applied risk management strategies.
- Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event by Texas State University - San Marcos.

For more information on risk management and event planning, please contact Campus Activities & Student Organizations at (512) 245-3219.

TEXAS STATE
LBJ Student Center

Campus Activities & Student Organizations
LBJ Student Center 4-11.1
601 University Drive
San Marcos, TX 78666-4616
office: 512.245.3219

This Risk Assessment Worksheet was created using ideas from:
The University of Texas, Texas A & M University, Jacobs Engineering, U.S. Marine Corps, and Kaiser Permanente.

PROBABILITY THAT SOMETHING WILL GO WRONG

Category	FREQUENT <small>Likely to occur immediately or in a short period of time; expected to occur frequently</small>	LIKELY <small>Quite likely to occur in time</small>	OCCASIONAL <small>May occur in time</small>	SELDOM <small>Not likely to occur but possible</small>	UNLIKELY <small>Unlikely to occur</small>
CATASTROPHIC <small>May result in death</small>	E	E	H	H	M
CRITICAL <small>May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution</small>	E	H	H	M	L
MARGINAL <small>May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or institution</small>	H	M	M	L	L
NEGLECTIBLE <small>Hazard presents a minimal threat to safety, health and well-being of participants; trivial.</small>	M	L	L	L	L

RISK DEFINITIONS

E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.

MANAGING RISK WORKSHEET		
Be sure to list all aspects of your event, both risky and less risky.	Think through all the things that could go wrong, including worst-case scenarios.	Consider what your organization could do to manage the risk & bring it to a reasonable level.
<p>Some examples include: driving, sports / recreation, collecting money, large events, outdoor events, meetings on campus, concerts, etc.</p>		

University and FSL Policies

As registered student organizations, fraternities and sororities must follow university and FSL policies. It is the chapter's responsibility to know, understand, and follow these policies. We have included links to the three policies most often referenced by our organizations.

1. [SA/PPS No. 07.06 Student Organization Disciplinary Procedures](#)
 - a. This SA/PPS provides the university's student disciplinary procedures for registered and chartered student organizations. The development and enforcement of standards of conduct for students is an educational endeavor which fosters students' personal and social development; students should assume a significant role in developing and enforcing such regulations in order that they and their members might be better prepared for the responsibilities of citizenship.
2. [SA/PPS No. 07.08 Fraternity and Sorority Life Policies](#)
 - a. The Student Affairs division is committed to the recruiting and retention of a diverse and qualified student body, to providing services that enhance their personal development, and contributing to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.
 - b. Texas State University desires to continue its healthy working relationship with the fraternity and sorority life community and all its member organizations.
 - c. This policy shall be in conformity with the guidelines and procedures for the governance and registration of student organizations, as published in [Student Organizations](#) and the [Texas State Student Handbook](#).
3. [SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies](#)
 - a. Texas State University acknowledges the contributions that fraternities and sororities can make to university life and the positive effect these organizations can have on the social and educational development of their members. This policy assists Greek organizations in educating their members in the responsible use of alcohol and minimizing the liability of the chapters and their officers.
 - b. The intent of this policy is:
 - i. to establish standards for the use of alcohol that allow for safe social interaction as an integral part of the development process;
 - ii. to aid chapters in maintaining high standards that directly contribute to a quality education available at Texas State;
 - iii. to assist social Greek letter organizations in educating their members about health, wellness and the responsible use of alcohol;
 - iv. to educate chapter officers about the risk and liability factors associated as social hosts that could affect their organization's officers and members.

Advisors

Advisors are an extremely important to chapter's success. Advisors provide guidance and support to the chapter and chapter officers in several areas of operation. Advisors foster the development of the chapter as a whole as well as individual officers and members, provide continuity to the organization and officer change, serve as a mentor and resource, and most importantly, **are on your side**. Use this section to learn about advisor requirements, how to work with them effectively, and about the resources available to them!

Advisor Requirements/University Expectations

Chapters are required to have two advisors, a **chapter advisor** (often referred to as an alumni advisor) and a **faculty/staff advisor**. It is the responsibility of the chapter to find advisors and report their contact information to the office. Below are some of the job responsibilities of advisors:

- Attend advisor roundtables hosted by the Fraternity and Sorority Life staff
- Complete the Advisor Certification Training hosted by the Fraternity and Sorority Life staff each semester
- Provide guidance and advice to the chapter.
- Meet with the chapter president at least once a month to discuss important chapter information.
- Advise chapter officers
- Actively communicate with chapter members, Fraternity and Sorority Life Office staff, regional/province offices, and inter/national headquarters as required.
- Be knowledgeable about procedures and policies associated with the inter/national organization.
- Be knowledgeable about the procedures and policies associated with the Fraternity and Sorority Life Office.
- Serve as an on-campus connector to relevant resources and services
- Be knowledgeable on your organizations' liability insurance

How to Effectively Use an Advisor

Advisors are the link between students and faculty, between your chapter and the campus leadership. The responsibility for building a positive, rewarding relationship is shared between the advisor and the chapter member. Remember, they are on your side and are volunteering their time because they believe in the fraternity/sorority experience and they believe in you! These strategies will help you establish a solid foundation for working with an advisor:

- Keeping the advisor informed of what is happening in the organization, both positive and negative
- Taking the advisor's schedule into consideration when arranging meetings and events.
- Making the advisor feel like a welcome member of the group.
- Extending appropriate courtesies to the advisor and his or her guests.
- Being honest and open with the advisor.
- Designating liaisons, such as the "Scholarship Chair" and/or the President.
- Informing the advisor of problems and issues in the Greek community.
- Designating class liaisons from new member classes.
- Inviting the advisor to activities, including social events.
- Keeping the advisor informed of all organizational activities, meetings, issues and agendas.
- Meeting regularly with the advisor to discuss organizational challenges.
- Informing the advisor of programs and services sponsored by the organization.
- Informing the advisor of any potential problems or concerns with the chapter regarding academics.

Addressing Generational Differences

Many organizations have policies stating that advisors, if alumni, must be graduated for 4 years before getting involved. Some advisors start as soon as possible and are close enough in age that working together is easy, others have advisors who only got involved once they retired and that generational difference poses some problems, and there is everything in between. Below is some information on the current generations, and ways to work with them:

Baby Boomers (1943-1960): Generally seen as optimistic and competitive, willing to work hard to ensure their (organizational) success.

- Acknowledge their experience, expertise, and hard work
- Find communications balance between email (can be seen as too impersonal), voicemail, and face-to-face meetings
- Seek their help with workplace politics. Use them to navigate politically charged environments
- Use them as a sounding board to test ideas before plunging in. Ask a lot of questions about what has worked or not worked in the past.

Gen X (1961-1981): Generally seen as skeptical, with loyalty and work ethic defined more individually, based on personal needs rather than organizational needs.

- Acknowledge their experience and expertise and that you can learn from them
- Be clear and direct in your language. Avoid corporate jargon, buzzwords, or clichés
- Find a communications balance – save meetings for issues that really require face-to-face communication
- Hone the need for work-life balance
- Encourage a friendly, open, and informal work environment

Gen Y/Millennials (1982-2002): Generally seen as self-assured with a global view; they respond positively to opportunities involving technology.

- Acknowledge their expertise and perspective and that you can learn from them.
- Be open to new and different ways of working.
- Encourage and embrace technology.
- Create opportunities to involve them in projects of significance.
- Show respect by asking their opinion or asking for help
- Find a communications balance – speak directly and quickly, avoiding long-winded explanations and matching words with actions.
- Foster a fun and fast-paced work environment; find ways to incorporate work and play.
- Give frequent and timely feedback.

General Collaboration Tips:

- **Acknowledge similarities** – recognize that you both are there for the same reasons, to move the chapter forward and develop your members. When you reach a disagreement remember your similarities.
- **Showcase knowledge** – always include your reasoning for wanting to do things – it helps advisors understand that you are not just planning things for fun but you have thought about legitimate reasons and benefits of the programs
- **Reverse Mentoring** - Reverse mentoring is a learning relationship where the mentor is younger than the mentee. Creating two-way conversations where both parties are learning and can see the value the other brings to the workplace can lead to effective teaming and collaboration. ([Read this](#) to learn more about reverse mentoring.)
- **Team Building Activities** – you don't just need to build relationships within the chapter, you need to with your advisory team also. Host an officer/advisor retreat and on top of strategic planning and goal setting do a few get-to-know-you activities and include the advisors.

- **Collaborate**– when planning events include your advisors, ask their opinions and ask for their input based on past experiences. Make sure you listen and incorporate what they say. If you are confused, ask for clarification, if you disagree, explain so politely and respectfully and share your reasoning. While their input may not be 100% applicable there will be pieces and parts that are and you can customize the rest.
- **Develop Together** – if you are going to be hosting a development workshop for your officer board or your chapter, invite your advisor to participate. They will have a better understanding of what you learned and help you apply it in real world settings.
- **Communicate** – when you first start working together ask them about how they communicate, is email or text better? Are they someone who likes to be involved in every step of the process or only care about the end result? Are there days of the week or times that they are “off limits”? Setting these expectations upfront help you to cultivate your relationship based on mutual preferences.

Recruiting Advisors

It is a chapter's responsibility to ensure they have an advisor at all times. Below are some strategies you can implement if you need an advisor:

- Contact your inter/national headquarters or surrounding alumni chapters and ask for contact information for alumni within 50 miles of San Marcos. Then host an alumni event that is meant to educate them about the task of advisor and see if anyone has interest.
- Contact nearby chapters and ask if they have any alumni who are looking to get involved more. Arrange a meeting with them to discuss the possibility of advising
- Ask your members if they have any professors or supervisors on campus that they have gotten close with or have expressed support of the fraternity/sorority experience. Arrange a meeting with a few members of the executive board and the advisor to teach them about your organization and how they would be involved.
- Reach out to departments on campus that have relations to your values and ask to briefly speak at a staff meeting or if they will send a department wide email for you.

Here are a few traits you want to consider when recruiting an advisor:

- Positive and proactive
- Time to hold, at a minimum, two face-to-face meetings with their chapter officer per semester (ideally monthly meetings)
- Comfortable working with young people who are growing at a very rapid rate.
- Patient enough to allow the undergraduates to make mistakes and be there to help them recover and develop strategies to prevent future mistakes.

Advisors Manual

The Fraternity and Sorority Life office has created an [Advisor's Manual](#) to help Advisors understand and succeed in their roles. It can be found on the FSL website under Chapter Resources and Forms. Though this resource is primarily meant for Advisors it can be helpful for students to review also to learn more about what advisors do and experience.

General Chapter Resources

There are no shortage of resources when it comes to your position and your success. We have compiled some ones we think are going to be most beneficial to you and the rest of your officer board. If you know of other processes or resources not listed here that would be beneficial to add please email DOS-FSL@txstate.edu and let us know.

Transition Tips

As you near the end of your term, think back to your first few weeks in office... Did you meet with your predecessor for more than 10 minutes? Did you have a clear understanding of what was expected of you? Did you have everything you needed? Did you feel ready to take on your role?

When we see officers struggle it is almost never about their actual ability level or competence. It is usually because there was a poor officer transition- and sometimes there isn't one at all! In this section you will find some tips and resources to help you transition your successor to your role so they can take the success you've had and keep the momentum going.

Successful transitions are:

- The responsibility of both incoming and outgoing officers
 - Incoming officers will build a solid foundation to work from
 - Outgoing officers will gain a sense of closure
- Essential to keep chapters moving forward
- A transfer of significant organizational and experience knowledge
- Done over multiple meetings (not just one and done)
- About catering to the new officer, not cloning the old
- Completed with advisors and other positions essential to the officer's success

When (and How) Do We Start?

- As early as possible. As soon as members have been confirmed through elections or slating reach out to them.
- Set-up an initial meeting to go get to know the new officer and how they work. Ask why they wanted the position, what their goals are, what their fears are, etc. This information will help you during your transition.
 - During this meeting try to focus on getting to know the new officer – save training for your next meeting.
 - [True Colors](#) is a quick and easy personality test that can teach a lot about how we approach our work. Each of you take it and use what you learn during actual training to point out things that may be difficult or need to be modified.
- Determine if your position needs to set up transition meetings with people other than your successor
 - Do you need to meet with anyone in FSL? Chapter/Faculty/staff advisor? House Director? Alumni Association President? etc.
- Before you meet again: compile all data into one central location (a "Transition Binder"). It doesn't have to be a physical binder; it could be a Google drive or an external hard drive. Whatever it is, make sure every piece of data/work you have done is in one central spot.
 - If you have been using your personal email for the position it is recommended to print/save emails and include those in your transition.
- Set up three (3) meetings with your successor (dependent on role and time available)
 - First: introduce them to the role and material. Go over basic expectations and responsibilities. Have them review materials in-between first and second meeting
 - Second: show them how to do everything, run reports, access the national dashboard, find forms/resources, go over all paperwork, show them this document ([#shamelessplug](#)), etc.
 - This is the longest transition meeting but one of the most important.
 - Get a calendar and go through each month and what needs to be accomplished – this will help them prepare and recognize when they may need additional support

- Third: after they have had time to process everything you taught them meet one more time to answer any final questions, have them show you how to do a few of the tasks or where to find the resources.

Transition Binder

Like we said, a Transition Binder isn't always an actual binder, just all important documents in one central location.

Some documents to include are:

- Constitution and Bylaws (Chapter and Council)
- Job description/role clarifications
- Job Time-line/Calendar of Role responsibilities (daily, weekly, monthly, yearly)
- Goals and Objectives for previous year
- Evaluations of programs and projects
- Minutes/reports from meetings
- Resources and contact list with emails and phone numbers
- Budget/spending information
- Processes outlines/sheets

Transition Binders are meant to be “living documents” that are updated as the position gets updated. If you have documents in there that are no longer relevant to your position, archive them following your chapters filing/data storage policies. Adding to this binder throughout your term will make your transition out infinitely easier!

Outgoing/Incoming Office Evaluations

Having each officer answer a few questions about the position can help guide a transition meeting. Below are some standard questions for each position. Feel free to add any other you think are important.

Outgoing Officer Evaluation Questions:

- What do you wish you had been told by your predecessor?
- List 3 things you considered most important during your term
- List 3 things you wish you had done during your term
- List all outstanding projects/items that still need to be completed prior to your leaving office

Incoming Officer Evaluation Questions:

- List 3 things that made you want to run for this office and why
- List 3 new ideas you would like to implement for your position
- List 3 foreseeable problems in your position
 - List solutions for each problem
- What do you most want to know about the position?

Public Relations

Just as with everything else, the public perception of fraternities and sororities today is vastly different than it was 10-20 years ago. That change can largely be contributed to the increased development of different technologies and medias. Some days it can feel like you are fighting a losing battle about justifying your membership in a fraternity or sorority and that there is nothing you can do to change public perception. But that isn't true, at least on a local level.

1. Recognize the power of your social media. For those who are not a part of the FSL community social media is often the only view into the experience.
 - a. Post often! There is no shortage of topics you can post about. Theme posts around your organizations values, highlight officers and their responsibilities, do member spotlights, teach about different aspects of your history, show clips of the many events and workshops your chapters hosts and members attend individually..
 - b. Drop the “aesthetic” and actually showcase your members and what they do. You are going to attract members that could see themselves in your chapter; if you are only posting pictures of members with vague quotes and stickers and not showing the members who are involved in other organizations, studying unique fields, etc. you aren't going to attract a well-rounded diverse member.
 - c. Educate your members regularly about how their personal social media reflects the chapter and what is and isn't appropriate to post.
2. Utilize press releases to spread the word about events coming up and the benefit/results after they have passed. Press releases are a no-cost way to get word about your events. They can lead to articles being written right off the bat, journalists contacting you for an interview, or even news crews coming out to your events! We have included steps below on how to write one, you can also check out [this blog post](#) with examples and templates.
3. Find ways to advertise for free. Did you know that you can advertise on the TV screens in the Residence Halls and in the Student Center? Here are some quick facts and how to:
 - a. Department of Housing and Residential Life (DHRL):
 - i. Items must be submitted 10 business days prior to being placed on the TVs
 - ii. Items can only be scheduled for 14 calendar days
 - iii. Items must be in JPG format
 - iv. Items must be 1170 pixels wide by 1080 pixels high OR 16.25 in wide by 12 in high
 - v. [Full policy](#) [Submission form](#)
 - b. LBJ Student Center:
 - i. Items must be submitted 10 business days prior to being placed on the TVs
 - ii. Items can only be scheduled for 14 calendar days
 - iii. Items must be in JPG or PNG format
 - iv. Items must be 1224 pixels wide by 792 pixels high OR 11 in wide by 17 in high
 - v. Horizontal and Vertical Orientations should both be included
 - vi. Fonts are a minimum of 12 points and maximum of 96 points
 - vii. [Full policy](#) [Submission form](#)
4. LBJ Table Tents
 - a. You can fill out [this form](#) to get a week of advertising on the first and second floor dining tables of LBJ (about 150 tents)
 - b. All requests are first come first served
 - c. Requester is responsible for printing, distributing, and clearing all table tents
5. Posting Fliers On-Campus
 - a. Students who read the fliers posted around campus are looking for ways to get involved, they are looking for you! This is a great way to increase event attendance or grow chapter recruitment numbers.
 - b. Before posting fliers around campus they must be physically stamped and approved by Student Involvement. Fliers must meet the requirements listed below in order to be approved:
 - i. Includes Date, Time, and Location of the event

- ii. Includes contact information in the form of a TXST email.
 1. Can include additional email, phone number, or social media info but at least one TXST email is required.
 - iii. Cannot contain solicitation information or logos for **outside** business
 1. Cannot say “We will have Gumby’s pizza”
 2. Can say “we will have pizza”
 - iv. If you have questions about design you can [contact Student Involvement](#) with drafts.
6. Reach out to and partner with groups and organizations outside of the fraternity or sorority community. If your philanthropy event is a volleyball tournament then you should be reaching out to the volleyball team. There are over 700 student and university organizations on campus – partnering with some of them can help others to learn more about who we are and what we care about as a community.

Social Media Calendar

Your chapter isn’t an influencer, so it may seem strange to plan out social media posts. But you are a brand, and the best way to create positive brand recognition is by planning (that and positive actions of course!). Using a social media calendar is a good way to get an idea of what you will be posting throughout a month, what weeks may need more content, if certain topics are getting highlighted more than others, and what information you still need from people.

Having a calendar doesn’t mean that you can only post what is scheduled. It is meant a resource to help you stay on top of posting. Throughout the month of there are additional topics that apply to your members or you want to share you can always move things around or post again.

Below is an example of a social media calendar, but feel free to make one that works for you.

Day	Date	Topic	Photo	Insta - Caption	Twitter - Caption	FB - Caption
Fri	11/1/2019	Nov. Chapter Birthdays	N	Happy birthday to our members born in November!	Happy birthday to our members born in November!	Happy birthday to our members born in November!
Sat	11/2/2019					
Sun	11/3/2019					
Mon	11/4/2019	Philanthropy Reg. Reminder	Y	Don't forget to register for our philanthropy on Friday!	There is still time to register for our Sports Tournament to beat cancer!	
Tues	11/5/2019					
Weds	11/6/2019	Philanthropy Facts	Y	Did you know 12 kids are diagnosed with cancer every day? Our partnership with XYZ organization helps them get the care they need!	We are grateful to partner with XYZ organization and provide families of kids with cancer with support.	We have partnered with XYZ organization since we were founded 145 years ago, and we look forward to another 145 working together!
Thurs	11/7/2019	TBT - Philanthropy	Y	Sports Tournament has been a favorite event of the chapter for years! Check out these members participating in 1999!	This throwback from a 1999 sports tournament is a total touch down!	
Fri	11/8/2019	Philanthropy Event	Y	We are out here with members from 30 other chapters to support beating cancer. Comment below to support our amazing teams!	Today we will be live-tweeting Sports Tournament. Don't forget to tag us in your posts!	Sports Tournament is our favorite day of the year. Thanks to our entire FSL community for coming out to support!
Sat	11/9/2019					
Sun	11/10/2019					
Mon	11/11/2019	Veteran's Day	Y	Thank you to the men and women who have served our country. We appreciate you!	Thank you to the men and women who have served our country. We appreciate you!	Thank you to the men and women who have served our country. We appreciate you!
Tues	11/12/2019					
Weds	11/13/2019					
Thurs	11/14/2019	TBT	N			
Fri	11/15/2019					
Sat	11/16/2019					
Sun	11/17/2019					
Mon	11/18/2019					
Tues	11/19/2019					
Weds	11/20/2019					
Thurs	11/21/2019	TBT	Y	As our December graduates get ready to go alum we wanted to share these photos from their first year in the chapter!	How can fashion have changed so much in 4 years? We love our December graduates!	Graduation isn't the end of your membership, it's a transition into another part. Congratulations to our December graduates!
Fri	11/22/2019					
Sat	11/23/2019	Siblinghood	N			
Sun	11/24/2019					
Mon	11/25/2019	Member Travel Tips	N			
Tues	11/26/2019					
Weds	11/27/2019					
Thurs	11/28/2019	Thanksgiving	Y	Thankful for our friends, family, and siblings that make our hearts and bellies full!	Things you can never have enough of: stuffing and siblings. Happy thanksgiving!	Happy Thanksgiving!
Fri	11/29/2019					
Sat	11/30/2019	Academic Tip - Finals	N			

How to Write a Press Release

News releases are usually one or two-page documents that share breaking news with the public. They're typically read by journalists, but sometimes general audiences might stumble upon them, too. Typically, they emulate a news article format, using the reverse pyramid to place the most important information first.

Microsoft Word has press release templates and there are several online, but as long as they follow the basic format you are good to go:



1. Headline of Press Release
2. For immediate release date of publish
3. Press contact info: name, email, phone
4. Summary bullet points
5. Intro paragraph: This should introduce what you press release is about
6. The second paragraph goes into a bit more detail and include a relevant quote from a chapter leader.
7. The third paragraph should include another information that you think the reader needs to know.
8. The last section should contain the boilerplate/logo of your organization.

Event Impact Reporting

If a press release isn't your thing you can submit the Event Impact Reporting form on the FSL This form collects data on academic support workshops, community service/philanthropy events, alumni events, leadership programming, etc. If approved this information has the potential to be shared through FSL social media/marketing, Texas State's University Advancement, and local media outlets like The University Star!

Common Chapter Problems and Ways to Address Them

Chapter leaders often face the same problems as their predecessors. Here we have collected some of the most common problems we see occur and ways to address them. These are suggestions that we have seen work in the past, talk with your advisor and other supporters to find what will work best for your chapter.

- **Low attendance/Participation in chapter events:**
 - See if you can find a pattern - Examine the events objectively, look at type of event, date/time, requirements, communication leading up to the event
 - Engage your chapter – find ways for chapters members to be involved in the process so there is more accountability to support events
 - Send out a survey each semester asking for input on the best day/time for events, what kind of events members want to attend
 - Use a committee structure – Divide members into committees and have each one plan an event throughout the year
 - Point System – each event, meeting, study/academic hour, service hour, etc. counts for different amounts of points and members must have a minimum number to attend socials
- **Conflict between members/cliques:**
 - Is it impacting chapter operations? If not, then it may not be something to worry yourself with.
 - If the conflict is impacting chapter operations, then work with your advisor or judicial chair to schedule a mediation where both sides can speak their piece so the root of the problem can be discovered, and a solution can be reached.
 - If a solution cannot be reached, then help both sides to find a way they can work together until they are no longer required to. Not everyone has to be friends, but everyone does have to find a way to work together.
- **Members take no accountability of their actions:**
 - First assess the situation – is it an officer not completing their duties? Is it a member not following policy? Etc.
 - Next reference your chapter policies and procedures – if there is an official process, enact it.
 - If there is no official process, contact your advisor or regional support for input on how to proceed.
 - Talk to the member – see if there is an underlying reason for their behavior. Often times people act out when their personal lives are in turmoil and they feel alone. Offering a listening ear or helping them make an appointment at the counseling center can make a world of difference.
- **Chapter meetings are long/drawn out:**
 - Make sure you are using proper parliamentary procedure.
 - Require officers to submit reports 24 hours in advance so the appropriate officer can create an agenda to stick to
 - Limit off-book announcement to 5 minutes total or 1 minute per person
- **Members are not paying dues:**
 - Review and enforce chapter policy for members who are financially delinquent (no voting, no socials, etc.)
 - Implement a 5% rule (if 5% of chapter members have past due balances on their accounts then social events are canceled)
 - Read delinquent members names aloud at chapter (if permitted by your inter/nationals)
 - Establish incentives for members paying dues in full or on time (free PR shirt, discount on dues next semester, etc.)
 - Educate members on the chapter budget and the importance of paying dues frequently

- **There is no respect for ritual:**
 - Engage your 3rd and 4th year members in the solution (1st and 2nd year members are mimicking their behavior)
 - Find out if it is a true lack of respect or a lack of understanding
 - Hold ritual workshops throughout the year (not just leading up to initiation) so members know not only the processes but how chapter ritual plays out in everyday life
 - Ensure your ritual equipment is in good shape
 - If possible, request a ritual presentation from your inter/nationals.

- **Member GPAs are low and not improving:**
 - Review the support system around your Scholarship/Academic officer. Do they have assistants? Advisors? Is it a position that is highly coveted in the chapter or one that people “get stuck” with?
 - If you do not have one, find an advisor. This is an advisor role that does not need to be filled by an alumnus. A staff member on campus would be a great resource.
 - Since scholarship/academics are one of your values – this should be one of the most respected positions.
 - Review and use your resources!
 - Use the [Creating an Academic Chapter Environment](#) and resources from your inter/national offices to ensure that your chapter is providing programming and support that is beneficial to your members
 - [SLAC \(Student Learning Assistant Center\)](#) – You can request a presentation on subjects like The Top 10 Vital College Success Strategies, College Note-Taking, Test Preparation/Test Taking and more. These 1 hour workshops are great to help members learn more about how to be successful in college. (Be sure to request presentations at least 1 week in advance.)
 - [PACE \(Personalized Academic and Career Exploration\)](#) – be proactive! Invite someone from PACE to a new member meeting to educate members about the resources available to them while at school and how to start off on the right foot.
 - [Center for Student Retention](#) – This university resource is meant to help students stay at TXST and be successful, it is in their name! The [Student Success Plan](#) is a great guide to help students know their resources and be successful from the start. They have compiled a list of [Academic Support Resources](#) that you and your members should be aware of. You can also refer members to the [Brilliant Bobcats: College Success Workshop Series](#), which is focused on teaching students various strategies and skills for success in college. While Brilliant Bobcats doesn’t do chapter workshops they do have [online modules](#) that students can complete at their own pace.
 - Remember to take an individualized approach. The course load of a mechanical engineering student is going to be vastly different from that of a communications student. Their GPAs should not be compared point blank.
 - Incentives – implement an incentive program for members whose GPAs improve. Something like being able to wear jeans to a formal chapter or getting \$25 off semester dues if members get a 4.0.
 - Similarly, you can prevent members with dangerously low GPAs from attending certain events. Or you can cancel events entirely if the chapter GPA is low/not improving.
 - Meet with an FSL staff member to discuss chapter operations around scholarship in depth and work together to come up with solutions.

- **Officers do not stay in their positions for a full term:**
 - Look at your chapters transition process – if there is not one in place work with your advisor to create one
 - Create officer binders or a way to store documents from year to year so officers do not feel like they are starting from scratch each term

- Verify that members know, understand, and meet the requirements – hold them accountable to those requirements
- Make calendars and plans based on an entire term (with subject to change)
- Is it one specific position? Examine that position and determine if it has a larger workload than other positions – work with your advisory board on splitting the responsibilities between 2-3 positions. This creates additional leadership opportunities for chapter members too!
- **Elections become a popularity contest/not based on leadership abilities:**
 - Educate members on the proper procedures for elections and set the expectations to keep the process positive
 - Discuss the requirements and qualifications of each position in depth well before any class caucuses or nominations occur
 - Have advisors involved and overseeing each step, especially class caucuses, to stop any inappropriate/unfounded conversations
 - Hold an “open house” where members can talk with current officers of positions, they are interested in, so they get a better understanding of the role
 - If officers are not meeting the requirements and responsibilities of the position work with your advisor and judicial chair to follow proper procedures to correct the behavior or address the situation in other ways.

Effective Ways to Deal with Conflict

There are no shortage of reasons that you will experience conflict in your leadership role, you will know more than you can share with people, you will have to tell people what to do who may not want to listen, you will have to hold others accountable for their actions, and more.

It is important to remember that everyone encounters difficult people and experiences the frustrations of interacting with them. However, frustration, and the outcomes of conversations with difficult people is at least partially under YOUR control. By learning and applying various difficult and annoying people tips and strategies you can make your life easier and have fewer problems.

1. **Don't take it personally**, often they're difficult because of something going on with them.
2. **Listen more effectively**. Listening is the number one tool in communication, especially when dealing with difficult people.
3. **Step back and analyze the situation from an outside perspective**. When we are less emotionally involved and "cool our jets," the answers come for how to effectively deal with them. Whether dealing with a difficult boss, dealing with a difficult co-worker, or spouse.
4. **Choose your battles**. There are times when you have to "let it go." Know when to speak up and when to pick your battles. This is where you can ask for assistance from the Dean of Students Office – Fraternity and Sorority Life.
5. **Criticize in person/private, praise in public**. Never publicly criticize someone as you will look like the bad guy and the difficult person will only become more upset. When you do need to criticize somebody do it in person, in private, and still be positive.
 - a. Give sincere positive reinforcement when they do something well. Show genuine appreciation. Often difficult people are difficult because they feel unappreciated.
 - b. No "but's" allowed! Don't follow giving them positive reinforcement with, "But on other hand..." The word "but" only negates everything positive you just said.
6. **Maintain high expectations and standards**. If you don't do this, you will be seen as enabling their unacceptable behavior.
7. **Don't lose emotional control**. If you find yourself getting emotional take a step back, a deep breath, and check yourself. Conflict can only be solved with a clear and objective mind.
8. **Watch your tone of voice**. Avoid an autocratic or sarcastic tone. The Latin root of the word sarcasm is "sarco" which means "tearing of the flesh".
9. **Accept, change or reject**. Know that ultimately you only have three choices.
 - a. Accept the situation knowing it won't change.
 - b. Attempt to change your relationship with them by changing how you react.
 - c. If it's really affecting your well-being, it may be time to "reject" the situation & move on.
10. **Mutually agree to move on**. Agree or disagree. If this isn't possible, at least "move on" in your own mind.

Here are a few more resources to help you address or avoid conflict:

[Conflict Resolution Skills](#)

[Mindful Communication](#)

[Care-frontation](#)

FSL Terms, Acronyms, and Phrases

<u>Term</u>	<u>Definition</u>
Ace/Captain	First person of a line in an MGC or NPHC organization – often considered the leader
Active/Initiate/Member	Someone who has completed their associate/new member education or membership intake process and has been introduced to the ritual of the organization through initiation or other means.
ADP/ ANME	Assistant Dean of Pledges or Assistant New Member Educator – a member who assists in the new member education/membership intake process
Anchor/ Tail	Last person of a line in an MGC or NPHC organization
Associate/New Member	Someone participating in the new member education process who has received an invitation to join the organization but has not yet crossed or gone through initiation
Bid	A formal written invitation extended to a Potential New Member (PNM) to join the organization and participate in the educational process set by the either the national, international, or local governing body of the respective organization
“Big” Brother/ Sister	An initiated member of the fraternity or sorority that serves as a mentor or guide for the member participating in the new member education process
Call	Audible sounds used by members to acknowledge or gain attention of other members – varies based on organization – not to be imitated by non-members
Colony/Emerging Chapter	A new organization that is just starting on campus and has not yet received a full charter from their national organization
Dean of Pledges (DP)/New Member Educator (NME)	An initiated member of the organization who oversees the new member education process
Fraternity	A group of members who are unified by their shared values, a deep bond, and a dedication to a common purpose. Typically, fraternities have male membership, but some early women’s organizations are referred to as “women’s fraternities”
Formal Recruitment	A recruitment process that is organized by the governing council in which Potential New Members (PNMs) have structured schedules and use a mutual selection process to determine which chapter could possibly join
FSL Programming Board (FSL PB)	A board of directors from all four councils at Texas State that plan programming around leadership development, Bobcat Spirit, alumni engagement, community service and philanthropy
Induction/Initiation	The event or ceremony at the end of the new member education process where members become “actives”
Interfraternity Council (IFC)	The governing body for traditional fraternities associated with Texas State University, some of which are associated with the North American Interfraternity Conference
Junior Initiates	The most recently initiated members of an organization
Line	A new member class for MGC or NPHC organizations
Line Brother/ Sister	Individuals who are members of the same line/new member class in MGC/NPHC organizations
“Little” Brother/Sister	Someone who is participating in the associate/new member education process who is serving as a mentee to someone already initiated in the organization
Multicultural Greek Council (MGC)	The governing body for culturally based fraternities and sororities.
National Pan-Hellenic Council (NPHC)	The governing body for all fraternities and sororities which are affiliated with the National Pan-Hellenic Council, Inc.
Neophyte/Neos	The most recently initiated members of an organization

<u>Term</u>	<u>Definition</u>
New/Associate Member	Someone who has been offered and accepted a bid (invitation to join), is fulfilling academic requirements within the organization, studies the organizations history, and developing relationships with members of the organization
New Member Class	A group of members who all received bids at the same time and are participating in the New Member Education program simultaneously
Panhellenic Council (PHC)	The governing body for all sororities and women's fraternities that are affiliated with the National Panhellenic Conference.
Potential New Member (PNM)	A student who is not a member of a fraternity or sorority and has expressed interest in learning more about them
Pyrophyte	A member who has experience at least one intake process as a member of an organization (typically MGC/NPHC)
Recruitment/Intake	The process a potential new member goes through to meet multiple members of multiple organizations, learn the member requirements and about each chapter before moving forward towards a bid
Sorority	A group of women who are unified by their shared values, a deep bond, and a dedication to a common purpose. Some organizations are sorority by definition but "women's fraternities" by classification
Step	A series of complex, synchronous, and precise rhythmic body movements performed to the tune of stomps, songs, or chants created by organization members

Greek Alphabet

Α	Β	Γ	Δ	Ε	Ζ
Alpha	Beta	Gamma	Delta	Epsilon	Zeta
Η	Θ	Ι	Κ	Λ	Μ
Eta	Theta	Iota	Kappa	Lambda	Mu
Ν	Ξ	Ο	Π	Ρ	Σ
Nu	Xi	Omicron	Pi	Rho	Sigma
Τ	Υ	Φ	Χ	Ψ	Ω
Tau	Upsilon	Phi	Chi	Psi	Omega