

**Chapter**

**Evaluation Program**

**Fraternity & Sorority Life**

**Florida International University**

**Insert: Organization Name**

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# **Safety & Wellness**

Category Requirements | 25 points

* + 1. **Risk Management Education:** The chapter should commit to creating a safe environment for its members in the areas of risk reduction in the following: hazing, sexual assault, mental health, alcohol and drugs. Reflective of these goals, the chapter is responsible for hosting at least 2 programs (1 per semester) covering one of the previously mentioned topics. Provide documentation of attendance, dates and summaries of the programs held. At least 50% of the chapter should be present for these programs.

**Name of Program #1:**

**Date of Program #1:**

**Name of Facilitator and Title or Department:**

**Summary of Program #1:**

**Name of Program #2:**

**Date of Program #2:**

**Name of Facilitator and Title or Department:**

**Summary of Program #2:**

*Any supporting documentation, including attendance, should be included in the Appendix.*

Additionally, during one of the first two chapter meetings of the fall semester, the officer that oversees risk management and safety is required to review FIU FSL’s Social Events and Social Events with Alcohol policies (found in *FIU Fraternity & Sorority Life General Policies and Procedures*) with the chapter; chapters will submit meeting minutes from that chapter meeting to confirm compliance.

 **Date of Review:**

*Any supporting documentation, including attendance, should be included in the Appendix.*

* + 1. **Crisis Management Plan:** The chapter submits an updated annual crisis management plan. If assistance is needed in helping to develop a plan, please consult FIU Fraternity & Sorority Life Staff or your national office. Updated emergency contacts should also be included in this document.

*The chapter’s Crisis Management Plan should be included in the Appendix. The provided template may be used, but it is not required.*

* + 1. **Chapter/Organization Judicial Process:** The chapter has a detailed internal judicial process—either conducted by the chapter, regional or national entity—that is used to hold member accountable. Additionally, the chapter will report how many individuals have been removed from membership due to financial, behavioral or attendance bad-standing (this does not include members who voluntarily relinquished their membership) that academic year.

**Detailed overview of internal judicial process, including who can submit a report, how members are called to a hearing, and how responsibility and sanctions are determined:**

**# of Member Removed from Membership in this Calendar Year (Jan-Dec)…**

 **For Academic Reasons:**

 **For Financial Reasons:**

 **For Behavioral Reasons:**

*(These numbers should not include members who voluntarily relinquished their membership, but were adjudicated and dismissed from membership.)*

*Any supporting documentation, including manuals or applicable materials from the inter/national organization, should be included in the Appendix.*

# **Member Development & Leadership**

Category Requirements | 20 points

* + 1. **Member Development Programs:** The chapter hosts at least 4 programs (2 per semester) that encourage individual member development. Topics can include, but are not limited to: diversity and inclusion; career readiness; soft skills and leadership skills development; wellness and health; etc. These workshops should be hosted by reputable sources (i.e. CAPS, VEP, LEAD Team, MPAS, Career Services, etc.), and not peer-facilitated by a chapter member—unless they are part of a program sponsored by the national organization. Provide documentation of attendance, dates and summaries of the programs held. At least 50% of the chapter should be present for these programs.

**Name of Program #1:**

**Date of Program #1:**

**Name of Facilitator and Title or Department:**

**Summary of Program #1:**

**Name of Program #2:**

**Date of Program #2:**

**Name of Facilitator and Title or Department:**

**Summary of Program #2:**

**Name of Program #3:**

**Date of Program #3:**

**Name of Facilitator and Title or Department:**

**Summary of Program #3:**

**Name of Program #4:**

**Date of Program #4:**

**Name of Facilitator and Title or Department:**

**Summary of Program #4:**

*Any supporting documentation, including attendance, should be included in the Appendix.*

# **Scholarship**

Category Requirements | 15 points

1. **Academic Plan:** The chapter submits a holistic academic plan that includes, but is not limited to: academic resources available to the chapter, academic workshops completed or planned for the chapter, general plans/ideas for individual members on academic probation, and any positive or negative incentive programs the chapter utilizes.

*The chapter’s Academic Plan should be included in the Appendix. The provided template may be used, but it is not required.*

1. **Scholarship Chair:** The chapter has an elected/appointed Scholarship Chair that oversees and implements the submitted Academic Plan.

**Name of Scholarship Chair:**

**Email Address:**

**Is this position elected or appointed?** Elected [ ]  Appointed [ ]

# **University & Community Relations**

Category Requirements | 10 points

1. **Mission Goals and Initiatives:** The chapter demonstrates a significant commitment to living their organization’s and FIU’s values. The chapter will submit a 500-word explanation detailing how their organization lives these values through their programming efforts, on-campus and community relationships and their values-based goals moving forward.

**Essay (500-word minimum):**

# **Chapter Operations**

Category Requirements | 10 points

* + 1. **Good Standing with National Organization:** Chapters will submit a letter from a national or regional representative detailing the chapter’s standing with the national organization. This must be on organizational letterhead. Only chapters in good standing will receive the points in this category.

*The letter from a national or regional representative detailing the chapter’s standing with the national organization should be included in the Appendix.*

* + 1. **Chapter Officer Transition Retreat/Meeting:** The chapter hosts a chapter officer transition at least once a year; an agenda/overview of this transition retreat/meeting will be submitted. Transitioning should consist of more than just individual meetings with outgoing and incoming officers, but should include team reflection, goal setting and teambuilding.

**Detailed Overview of Transition Process:**

**When does this process take place?** Spring [ ]  Fall [ ]

*Any supporting documentation, including attendance and the agenda(s), should be included in the Appendix.*

# **Recruitment, Intake & Retention**

Category Requirements | 10 points

* + 1. **New Member Program:** The chapter adheres to a written membership intake program/new member education program that promotes scholarship, clearly expresses values and expectations for conduct, and provides opportunities for personal development. Chapters will be required to submit a copy of the inter/national organization’s policies regarding recruitment and new member education and any manuals or related material. Additionally, anything implemented by the collegiate chapter should also be detailed and submitted.

**Additional Elements Added by Collegiate Chapter (if any):**

*Any supporting documentation, including policies and manuals, should be included in the Appendix.*

* + 1. **Recruitment Plan:** Chapters will submit recruitment plans for the following two semesters, including dates/descriptions for interest meetings, informationals, recruitment events, workshops and trainings for chapter members, etc.

*The chapter’s Recruitment Plan should be included in the Appendix. The provided template may be used, but it is not required.*

# **Community Impact & Campus Involvement**

Category Requirements | 10 points

* + 1. **Philanthropy Events:** The chapter will detail what philanthropy events were held, how much was raised, how many people attended, and the connection between the event, the cause, and their organization’s values.

**Name of Philanthropy Event #1:**

**Date of Event #1:**

**Name of Facilitator and Title or Department:**

**Summary of Program #1:**

**Name of Program #2:**

**Date of Program #2:**

**Name of Facilitator and Title or Department:**

**Summary of Program #2:**

* + 1. **Member Involvement:** At least 50% of members are involved in other student organizations/activities, or hold jobs or internships.

*The chapter’s Member Involvement Report should be included in the Appendix. The provided template is required.*

* + 1. **Collaboration:** The chapter co-sponsors an event with another student organization (Greek or non-Greek) at least once an academic year. If you question what event(s) would count for points in this category, please ask FIU FSL Staff. Some events include, but are not limited to, co-sponsored, service projects, educational programs, and risk management workshops. This excludes social events and partnerships for Homecoming or similar events.

**Name of Event:**

**Date of Event:**

**Co-Sponsoring Organization(s):**

**Summary of Event:**

*Any supporting documentation, including marketing materials and attendance, should be included in the Appendix.*



# **Appendix**

**Insert: Organization Name**

*Directions: Please include any required and supplemental supporting documents for the Chapter Evaluation Program. Please keep the documents in order, starting with Safety & Wellness and so on; this will help FIU Fraternity & Sorority Life efficiently and effectively review submissions, determine chapter designation and provide feedback.*