

# Advisor *Handbook*

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FOR

Campus Advisors  
Alumni / Graduate / Primary Advisors

*Clear expectations.*

*Shared safety standards.*

*The support you need to advise a chapter.*

Welcome & Purpose ..... 4

    The Three Advisory Roles at a Glance ..... 4

Your Onboarding Roadmap ..... 5

    First 30 Days ..... 5

    Mid-Semester ..... 5

    End of Semester ..... 6

Safety & Crisis Protocol ..... 7

    Quick Decision Guide: If This Happens, Do This ..... 7

    Hazing: Definition and Florida Law ..... 8

    Required Anti-Hazing Education ..... 8

    Protection of Minors: Advisor Responsibilities ..... 9

    Reporting Protocol ..... 10

    Conduct & Accountability ..... 10

    Emergency & Crisis Response Steps ..... 10

    Key Emergency Contacts ..... 11

The Campus Advisor ..... 12

Role of the Campus Advisor ..... 12

Campus Advisor Expectations ..... 12

Communication Protocols for Campus Advisors ..... 13

Campus Advisor Role in Paws of Excellence ..... 13

Campus Advisor Getting Started Checklist ..... 14

THE Advisor Role ..... 15

    Expectations ..... 15

    Communication Protocols ..... 16

Intake, Recruitment & Compliance Responsibilities ..... 17

Advisor Role in Paws of Excellence ..... 17

Advisor Getting Started Checklist ..... 18

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FIU Council Overview .....	19
Key Vocabulary Quick Reference .....	20
Annual Coaching & Advising Calendar .....	21
Foundational Knowledge Resources .....	21
Recommended Reading .....	21
Key Umbrella Websites .....	22
Paws of Excellence Accountability Program .....	22
Submission Deadlines .....	22
Designation Tiers .....	22
Assessment Categories .....	23
Role-Specific POE Responsibilities .....	23
Chapter Performance Metrics & Scorecards .....	24
What CFSE Tracks .....	24
How Each Role Uses Performance Data .....	24
Appendix: Council-Specific Vocabulary .....	25
IFC .....	25
MGC & NPHC .....	25
CPH .....	25
Acknowledgment & Agreement .....	26

## WELCOME & PURPOSE

Thank you for advising an FIU fraternity or sorority chapter. This handbook explains what your role involves, how you work alongside CFSE staff, and the procedures you are expected to follow. It is written for two roles: the Campus Advisor (an FIU faculty or staff member) and the Alumni/Graduate/Primary Advisor (an external organizational advisor).

### HOW TO USE THIS HANDBOOK

Start with the 30-day on-boarding roadmap below. Then read the Safety & Crisis Protocol in full. After that, read the section for your specific role.

## The Three Advisory Roles at a Glance

FIU’s chapter support model relies on three roles working together, each with a different reporting line and scope.

Role	Who They Are	Primary Focus
Chapter Coach	CFSE professional staff members assigned specific chapters.	Developmental coaching and primary liaison between the chapter and CFSE.
Campus Advisor	FIU faculty or staff member (outside CFSE) who volunteers or is assigned.	Administrative support: grade reports, campus resources, university liaison.
Alumni/Graduate/Primary Advisor	External organizational advisor appointed by the alumni chapter, headquarters, or regional leadership.	Organizational continuity and accountability; institutional knowledge; signs required documentation; bridges the chapter to its national organization.

## YOUR ONBOARDING ROADMAP

This roadmap turns expectations into a timeline. Use it during your first semester so you know what to do and when to do it. Campus Advisors and Alumni/Graduate/Primary Advisors share most steps; role-specific items are marked.

### First 30 Days

Action	Applies to
Confirm your contact information with CFSE (name, phone, email, city of residence).	Both
Complete the FIU Anti-Hazing Module and review the FIU Anti-Hazing Policy and Florida Statute 1006.63.	Both
Read this handbook in full, including the Safety & Crisis Protocol and Paws of Excellence (POE).	Both
Introduce yourself by email to the chapter's assigned Chapter Coach.	Both
Familiarize yourself with Panther Connect and the roster verification process; confirm the current roster is accurate.	Campus Advisor
Review the FIU Fraternity and Sorority Life Policies and Regulations document.	Alumni/Grad/Primary
Verify your chapter's roster and confirm that officer positions are current.	Alumni/Grad/Primary
Confirm access to all required forms on the CFSE website and Panther Connect.	Alumni/Grad/Primary
Attend the next available CFSE Advisor Roundtable.	Alumni/Grad/Primary

### Mid-Semester

Action	Applies to
Distribute grade reports to chapter leadership and the Chapter Coach when released.	Campus Advisor

Action	Applies to
Verify the Panther Connect roster by each posted deadline.	Campus Advisor
Meet with the Chapter Coach to review progress, officer performance, and priorities.	Alumni/Grad/Primary
Attend at least one chapter event (chapter meeting, exec board, or program).	Alumni/Grad/Primary
Attend the monthly Advisor Roundtable.	Alumni/Grad/Primary
Monitor chapter culture during any intake or recruitment period; attend NMPs as required.	Alumni/Grad/Primary

### End of Semester

Action	Applies to
Confirm final roster accuracy ahead of grade reporting (finals deadlines: December 1 and May 1).	Campus Advisor
Review the chapter's Paws of Excellence progress before the December 15 or April 15 deadline.	Both
Support officer transitions during election periods; encourage updating transition manuals.	Alumni/Grad/Primary
Review the chapter scorecard and debrief with the Chapter Coach on organizational health.	Alumni/Grad/Primary
Renew your anti-hazing module if your annual completion is due.	Both

## SAFETY & CRISIS PROTOCOL

This section consolidates the hazing prevention, conduct, and emergency procedures that apply to all advisory roles. Read it once, in full. The role-specific responsibilities that follow assume you already know these shared steps.

### IMMEDIATE DANGER

**If anyone is in immediate danger, call 911 or FIU Police at (305) 348-5911 first.** Do not attempt to manage a safety emergency alone, and do not wait to notify CFSE before taking any safety measures.

### Quick Decision Guide: If This Happens, Do This

Use this table in time-sensitive moments. Each row tells you the first action and who to notify.

If you observe or learn of...	Your first action	Notify
Immediate threat to life or safety (medical emergency, violence, severe intoxication)	Call 911 / FIU Police (305) 348-5911. Stay until help arrives.	Council Advisor and Director of CFSE as soon as possible.
Suspected or reported hazing	Stop any unsafe activity if you can do so safely. Write down what you know.	Council Advisor and Director of CFSE immediately. Direct the reporter to report.fiu.edu.
A conduct concern or possible policy violation	Document the facts. Do not investigate or interview anyone.	Council Advisor. Do not speculate outcomes.
A member in emotional distress (non-emergency)	Stay with them; connect them to support.	FIU CAPS (305) 348-2277; loop in the Council Advisor.
You are unsure whether something is reportable	Treat it as reportable. Err toward over-communicating.	Council Advisor; ask rather than assume.

## Hazing: Definition and Florida Law

FIU prohibits condoning or conducting any form of hazing. Under Florida Statute 1006.63, hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes of initiation into, admission into, or affiliation with an organization. Consent of the person being hazed is not a defense, and it is not a defense that the activity was not an official organizational event.

### FLORIDA STATUTE 1006.63

**Criminal exposure.** Hazing that creates a substantial risk of physical injury or death is a first-degree misdemeanor. Hazing that results in permanent injury, serious bodily injury, or death is a third-degree felony. Under Andrew’s Law, leaders who plan a hazing event can be held criminally liable even if they do not attend.

Examples include, but are not limited to:

- Forced consumption of food, alcohol, drugs, or any other substance.
- Forced or excessive physical activity.
- Physical or verbal abuse.
- Sleep deprivation or forced exclusion from social contact.
- Any activity causing extreme mental stress, embarrassment, or distress.

## Required Anti-Hazing Education

FIU requires anti-hazing education of students, employees, and advisors. Completing it is a condition of serving as an advisor, not an optional resource.

Requirement	What it covers	Deadline & renewal
Complete the FIU Anti-Hazing Module	The FIU Anti-Hazing Policy, the Florida hazing statute (1006.63), recognition and reporting of hazing, and bystander obligations under Andrew’s Law.	Within the first 30 days of appointment, renew annually.
Review the FIU Anti-Hazing Policy and Florida Statute 1006.63	Confirm familiarity with prohibited conduct; that consent is not a defense, and the criminal penalties for hazing.	Onboarding, re-review each academic year.

Requirement	What it covers	Deadline & renewal
Confirm completion with CFSE	Submit or attest to module completion, so the record supports Paws of Excellence Risk Management documentation.	Upon completion each year.

### Protection of Minors: Advisor Responsibilities

Some (Inter)national fraternal organizations permit membership for individuals as young as 16 years of age. When a chapter is recruiting, extending bids to, or initiating a minor-aged individual, or when minors are present at chapter or council programming, advisors carry specific responsibilities under both FIU institutional policy and Florida law.

### For All Advisors (Campus and Alumni/Graduate/Primary)

- a. You are individually obligated under Florida law (Fla. Stat. 39.201) to report any instance of known or suspected child abuse, abandonment, or neglect to the Florida Department of Children and Families (DCF) Abuse Hotline at 1-800-962-2873 or online at [reportabuse.dcf.state.fl.us](http://reportabuse.dcf.state.fl.us). This obligation exists independently of any University reporting structure. If a minor is in imminent danger, contact FIU Police at (305) 348-2626 or dial 911 before contacting DCF.
- b. Any person who knowingly and willfully fails to report, or who prevents another person from reporting, known or suspected child abuse, abandonment, or neglect may be found guilty of a third-degree felony, punishable by up to 5 years imprisonment and a \$5,000 fine.
- c. You must confirm that a signed parent or legal guardian consent is on file before any minor-aged potential or new member participates in recruitment, intake, new member education, or any chapter activity. A minor cannot legally enter into a binding contract. Membership applications must include a clear provision stating that any applicant under the age of 18 requires the signature of a parent or legal guardian to complete the application and proceed with the membership process.
- d. You must ensure that no minor is present at any event or activity where alcohol is present, served, or available. This includes BYOB events, third-party vendor events, and any social event as defined in Section VI of the CFSE General Policies and Procedures.
- e. You must ensure that no minor is left unsupervised or placed in one-on-one contact with a single adult member, advisor, or volunteer during any chapter or council activity. All interactions with minors must occur in observable and interruptible settings.

### Additional Responsibilities for Alumni/Graduate/Primary Advisors

- f. Because Alumni/Graduate/Primary Advisors are required to be physically present at all new member intake classes, modules, Roll Calls, Block Party, and New Member Presentations, you are responsible for verifying at each of these activities whether any participant is a minor. If a minor is participating, confirm before the activity begins that the parent/legal guardian's signature is on file with the chapter and that the chapter has notified its CFSE council advisor.
- g. If you become aware that a minor-aged individual is engaging in any recruitment or intake activity without the required parent/legal guardian documentation, you must pause the individual's participation and notify the CFSE Director or council advisor immediately.

## Additional Responsibilities for Campus Advisors

- h. Campus Advisors who become aware through roster verification, grade report distribution, or other administrative processes that a chapter roster includes a minor-aged member should confirm with the chapter president and the CFSE council advisor that the required parent/legal guardian documentation is on file.

## Training

- i. Any advisor serving a chapter that admits or is actively recruiting a minor-aged member must complete the University's Minors on Campus compliance training offered through the Office of University Compliance & Integrity before the minor participates in any chapter activity.
- j. Any advisor present at programming specifically designed for minor-aged audiences (e.g., youth mentorship events, community service programs involving children) must have completed the Minors on Campus compliance training for that academic year.

## Reporting Protocol

This protocol is the same for every role. When in doubt, report.

1. Stop any unsafe activity if you can do so safely.
2. Contact the Council Advisor and the Director of CFSE immediately.
3. Document the facts in writing: dates, names if known, and the nature of the concern. Stick to what you directly observed or were told.
4. Direct the reporting party to FIU Report a Concern at [report.fiu.edu](http://report.fiu.edu). Reports may be anonymous.
5. Do not conduct your own investigation. Cooperate fully with the Office of Student Conduct and Academic Integrity.
6. Follow up with the Council Advisor on the status of the report and any interim measures.

## Conduct & Accountability

Advisory roles are support resources during a conduct matter, never investigators or adjudicators.

Regardless of role:

- Do not speculate on outcomes or share confidential details of an investigation.
- Support officers in understanding the process and their responsibilities.
- Coordinate with the Council Advisor on any change to advising frequency or scope.
- Help the chapter build a corrective action plan once a matter is resolved.

## Emergency & Crisis Response Steps

1. Ensure the physical safety of everyone involved. Call 911 or FIU Police if there is any threat to safety.
2. Notify the Council Advisor and Director of CFSE as soon as possible.
3. Document what you know: who, what, when, and where. Stick to facts.
4. Do not post on social media or share details outside the chain of communication.
5. Cooperate with university officials, law enforcement, and national headquarters as directed.
6. Follow up with the Council Advisor for guidance on the next steps.

## Key Emergency Contacts

Contact	Contact Information	When to Call
FIU Police	(305) 348-5911	Immediate threat to safety; medical emergency.
Council Advisor	<a href="http://greeks.fiu.edu">greeks.fiu.edu</a>	All incidents involving chapter members or operations.
Director of CFSE	<a href="http://greeks.fiu.edu">greeks.fiu.edu</a>	Escalation; media inquiries; HQ coordination.
FIU Report a Concern	<a href="http://report.fiu.edu">report.fiu.edu</a>	Non-emergency reporting; anonymous reports.
FIU CAPS (Counseling)	(305) 348-2277	Mental health crisis; student in distress.

## PART ONE

# THE CAMPUS ADVISOR

## ROLE OF THE CAMPUS ADVISOR

The Campus Advisor provides administrative and campus-resource support. This role is not responsible for developmental coaching, disciplinary decision-making, or chapter oversight.

## CAMPUS ADVISOR AT A GLANCE

- A full-time, FERPA-trained FIU employee (faculty or staff) who volunteers or is assigned to assist a chapter.
- Primary function is administrative: distributing grade reports, assisting with campus logistics, and connecting chapters to university resources.
- Does not conduct regular one-on-one coaching meetings with chapter officers.
- Works alongside the Chapter Coach and Alumni/Graduate/Primary Advisor to ensure chapter needs are met.

## CAMPUS ADVISOR EXPECTATIONS

Campus Advisors help chapters access university systems, understand campus processes, and maintain accurate administrative records. Refer any concern about chapter development, conduct, or hazing to CFSE staff immediately.

## CORE RESPONSIBILITIES

- Distribute semester grade reports to the Chapter Advisor.
- Assist chapters in navigating campus resources: room reservations, student organization funding, student services, and campus departments.
- Help chapters complete university-required administrative processes (e.g., Panther Connect roster updates, event registration).
- Serve as a point of contact between the chapter and non-CFSE university offices when needed.
- Verify chapter roster accuracy on Panther Connect by posted deadlines (July 15, October 15, November 15, March 15, April 15; finals: December 1, May 1).

## ENGAGEMENT EXPECTATIONS

Activity	Frequency	Details
Grade report distribution	Each semester	Distribute to the Chapter Advisor upon release.
Roster verification	By posted deadlines	Confirm that the Panther Connect roster is accurate for grade reporting.

Activity	Frequency	Details
Campus resource assistance	As needed	Help chapters navigate room reservations, funding, and student services.
Communication with Chapter Coach	At least once per semester	Provide updates on administrative items and any campus processes or resource changes.

## COMMUNICATION PROTOCOLS FOR CAMPUS ADVISORS

Communicate primarily with the Chapter Coach and relevant university offices. If a concern involves conduct, safety, or hazing, contact the Chapter Coach and Council Advisor immediately and follow the Safety & Crisis Protocol.

Contact the Chapter Coach when...	Contact the Council Advisor when...
Distributing grade reports or sharing academic data.	A campus policy change may affect chapter operations or recognition.
A chapter needs help navigating a university process or resource.	A conduct or safety concern arises that you become aware of.
Roster discrepancies are identified during verification.	You are unsure whether an issue falls within your scope or requires CFSE involvement.

Respond to Chapter Coach and CFSE emails within 48 hours. Use email as the default channel for documentation.

## CAMPUS ADVISOR ROLE IN PAWS OF EXCELLENCE

Campus Advisors support chapter success in Paws of Excellence by ensuring timely administrative compliance, accurate records, and follow-through on campus-related deadlines. For full Paws of Excellence details, see the [Shared Reference section](#). Specifically:

- Ensure accurate roster information on Panther Connect by all posted deadlines. Late or incomplete roster verification results in point deductions (–5 points per day late).
- Distribute grade reports promptly so the Chapter Coach and chapter leadership can monitor academic standing (a 2.7+ GPA is required; falling below results in penalties).
- Assist with administrative items that count toward the Administration category (accurate contact information, timely paperwork, chapter registration items).

## CAMPUS ADVISOR GETTING STARTED CHECKLIST

- Confirm your contact information is on file with CFSE.
- Complete the FIU Anti-Hazing Module.
- Introduce yourself to the chapter's assigned Chapter Coach and Primary Advisor by email.
- Familiarize yourself with Panther Connect and the roster verification process.
- Review the chapter's current roster and confirm it is accurate.
- Calendar key CFSE dates: roster check deadlines and grade report release dates.
- Identify campus resources relevant to your chapter (room reservations, funding offices, and student services).

## PART TWO

### The Alumni/Graduate/Primary Advisor

#### THE ADVISOR ROLE

The Alumni/Graduate/Primary Advisor provides organizational continuity, chapter history, and external accountability. This advisor supports the chapter while coordinating with CFSE to align national or regional expectations with FIU requirements.

#### AT A GLANCE

- Appointed externally by the alumni/graduate chapter, headquarters, or regional/district leadership.
- Accountable to the national organization but expected to coordinate with CFSE.
- Provides organizational continuity, institutional knowledge, and external accountability.
- Signs required intake and membership documentation.
- Serves as the chapter’s connection to alumni networks, headquarters, and organizational traditions.

#### EXPECTATIONS

Expectations include responsive communication, support during transitions and intake, participation in required chapter activities, and coordination with CFSE on policy, compliance, and chapter development.

#### ENGAGEMENT REQUIREMENTS

Activity	Frequency	Details
Meet with Chapter Coach	1–2 times per semester	Review chapter progress, officer performance, and upcoming priorities.
Attend chapter events	At least 1 per semester	Chapter meetings, exec board meetings, or chapter program.
Intake/recruitment oversight	As applicable	Sign required intake paperwork; attend New Member Presentations.
Officer transition support	During election periods	Guide to transitions; encourage transition documents.
Advisor Roundtable	Monthly (hosted by CFSE)	Stay informed on policies and programs.

Activity	Frequency	Details
Meet with Council Advisor	At least once per semester	Required for Paws of Excellence Administration points.

## CORE RESPONSIBILITIES

- Maintain open, responsive communication with the Chapter Coach and Council Advisor.
- Provide organizational context, history, and institutional knowledge to support coaching efforts.
- Ensure the chapter maintains compliance with national/international headquarters policies.
- Serve as a signatory on required intake and membership documentation (Notice of Intake, Verification of Aspirants).
- Attend New Member Presentations for the full duration; if unable, notify CFSE in writing at least 48 hours in advance with a substitute’s name, and check in with CFSE staff 15 minutes before start time.
- Report concerns about hazing, misconduct, or member safety to the Chapter Coach and Council Advisor promptly.
- Support officer transitions and encourage updated transition manuals.
- Share relevant national/international policy changes with the Chapter Coach and Council Advisor.

## COMMUNICATION PROTOCOLS

Consistent communication between you and university staff is essential. When in doubt, over-communicate; a simple CC on an email can prevent misalignment.

Contact the Chapter Coach when...	Contact the Council Advisor when...
Sharing chapter-specific updates (grades, dues, internal conflicts, upcoming events).	Addressing council-level policy questions, cross-council programs, or exec board initiatives.
Reporting concerns about individual officer performance or engagement.	Navigating conduct violations or situations involving potential harm.
Coordinating semester meetings or intake paperwork timelines.	A consultant or headquarters representative is planning a campus visit.

For conduct violations, potential harm, or a lack of communication from chapter officers, contact both the Chapter Coach and Council Advisor simultaneously.

## COMMUNICATION STANDARDS

- Respond to CFSE emails within 48 hours.

- Use email as the default channel for documentation and scheduling.
- Share your preferred communication method with the Chapter Coach at the start of each semester.
- Notify the Chapter Coach and Council Advisor of any campus visits or chapter events you will attend.

## INTAKE, RECRUITMENT & COMPLIANCE RESPONSIBILITIES

During intake and recruitment, you are responsible for the timely review of forms, ensuring compliance with FIU and organizational requirements, and communicating any concerns immediately to CFSE staff.

### BEFORE INTAKE BEGINS

- Sign the Notice of Intake form alongside the Chapter President.
- Review and sign the Verification of Aspirants form (including Anti-Hazing and GPA Policy Agreement).
- Ensure the chapter's intake calendar has been submitted and approved at least one week before activities begin.

### DURING INTAKE

- Monitor compliance with all FIU intake guidelines and national organization policies.
- Ensure all aspirants complete the online Grade Release & Hazing Compliance Form on Panther Connect within 72 hours of intake approval.
- Report any concerns about hazing or policy violations immediately to the Council Advisor.

### NEW MEMBER PRESENTATIONS

- At least one primary Alumni/Graduate/Primary Advisor must be present for the full duration of every NMP.
- Check in with a CFSE staff member at least 15 minutes before the NMP starts. Staff will not search for you.
- If you cannot attend, provide written notice to CFSE at least 48 hours in advance with your substitute's name.
- Review the NMP script with the Chapter Coach to ensure compliance with presentation guidelines.

## ADVISOR ROLE IN PAWS OF EXCELLENCE

Your engagement directly affects the chapter's Paws of Excellence score in multiple categories. For full details, see the [Shared Reference section](#).

### ADMINISTRATION (135 MAX POINTS)

- Conduct at least one one-on-one meeting per semester with the Council Advisor and/or Chapter Coach (20 points/year).
- Attend monthly Advisor Roundtable meetings hosted by CFSE (10 points/year).

- Maintain active chapter advisor status; chapters without an active advisor cannot earn these points (20 points/year).

## ALUMNI/ALUMNAE RELATIONS (50 MAX POINTS)

- Help the chapter plan and host at least one alumni event per year (20 points).
- Encourage the chapter to designate an Alumni/Alumnae Chair (10 points/year).
- Support the creation and distribution of an alumni newsletter (10 points/year).
- Assist with additional events such as Founders' Day, Homecoming, or initiation (10 points/year).

## RISK MANAGEMENT

- Ensure that all required anti-hazing documentation and compliance forms are signed and submitted on time. Late or incomplete paperwork results in point deductions.

## ADVISOR GETTING STARTED CHECKLIST

Complete the following within your first 30 days. See the On-boarding Roadmap for the full semester view.

- Confirm your contact information with CFSE (name, phone, email, city of residence).
- Complete the FIU Anti-Hazing Module.
- Review the FIU Fraternity and Sorority Life Policies and Regulations document.
- Review this handbook, including Paws of Excellence.
- Meet with the Chapter Coach assigned to your chapter to align priorities.
- Attend the next available CFSE Advisor Roundtable.
- Verify your chapter's roster on Panther Connect and confirm officer positions are current.
- Confirm access to all required forms on the CFSE website and Panther Connect.
- Calendar key dates: roster deadlines, intake periods, Greeks Lead Forward, and POE deadlines (December 15 and April 15).

## ONGOING EXPECTATIONS

- Attend monthly Advisor Roundtable meetings hosted by CFSE.
- Participate in any advisor training or orientation programs offered by CFSE.
- Stay current on national/international policy changes and communicate them to the Chapter Coach.
- Review the Paws of Excellence submission requirements each semester.

**SHARED REFERENCE**

**Councils, Vocabulary, Resources & Accreditation**

**FIU COUNCIL OVERVIEW**

These summaries help advisors understand the governance structures, recruitment or intake norms, and communication expectations that differ by council.

Council	Chapters	Membership Process & Notes
Independent Greek Council (IGC)	10 co-ed academic, professional, and special-interest chapters	Chapters conduct chapter specific recruitment processes.
Interfraternity Council (IFC)	16 national men’s fraternity chapters	Primary recruitment occurs in the summer, fall and spring.
Multicultural Greek Council (MGC)	4 culturally based fraternities and sororities	Chapters conduct intake processes. Attendance at Before the Letters is optional based on the organization.
National Pan-Hellenic Council (NPHC)	8 of the 9 historically Black Greek-letter organizations	Aspirants must attend Before the Letters prior to seeking membership.
Panhellenic Council (CPH)	7 NPC sorority chapters	Conducts formal recruitment in Fall semester and Continuous Open Bidding (COB).

## KEY VOCABULARY QUICK REFERENCE

Term	Definition
Active	An initiated, dues-paying member currently enrolled at the university.
Aspirant	A person seeking membership in an MGC, NPHC, or IGC organization.
Charter	Official document from a national organization authorizing a local chapter.
Cross / Crossed	Indicates a new member has been fully initiated (MGC/NPHC usage).
Intake	The membership process used by MGC, NPHC, and IGC organizations.
Founders' Day	An event celebrating the founding of the organization and its history.
Legacy	Having an older family member who was a member of the same organization.
Neophyte / Neo	A newly initiated member of an MGC or NPHC organization.
NMP	New Member Presentation: public presentation of newly initiated members.
PNM	Potential New Member: a person interested in joining a Greek-letter organization.
New Member Presentation/Probate	Official public initiation presentation used by MGC and NPHC organizations.
Recruitment	This membership process is used by CPH, IFC, and IGC organizations.

## ANNUAL COACHING & ADVISING CALENDAR

Each month's themes align with the deadlines, seasonal risks, and developmental priorities that chapters typically face during that period.

Month	Key Topics	Observances
September	Intake/recruitment decisions; new member education; hazing prevention	Hispanic Heritage Month; Hazing Prevention Week
October	Mid-semester leadership check-in; initiation timelines	Domestic Violence Awareness; Collegiate Alcohol Awareness Week
November	Council exec board elections; Dyad survey; semester wrap-up	Native American Heritage Month
December	Semester reflection; POE Fall submission (Dec 15)	Final Exams; Holidays
January	Spring intake/recruitment; retreat and GLF prep	Welcome Back
February	Spring break safety; mid-year goal review	Black History Month
March	Cross-council collaboration; fall programming groundwork	Women's History Month
April	Fall recruitment/intake prep; SAAM; POE Spring submission (Apr 15)	Sexual Assault Awareness Month
May	Year-end reflection; summer engagement	Asian American and Pacific Islander Heritage Month; Mental Health Awareness Month
June	Summer check-ins	Men's Mental Health Month; LGBTQ+ Pride Month

## FOUNDATIONAL KNOWLEDGE RESOURCES

### Recommended Reading

- A Pledge with Purpose (2020) — Gregory S. Parks
- Fraternity (2015) — Alexandra Robbins
- Divine Nine — Lawrence Ross

- Pledged: The Secret Life of Sororities (2005) — Alexandra Robbins
- Black Greek 101 (2003) — Walter M. Kimbrough
- True Gentlemen: The Broken Pledge of America's Fraternities (2017) — John Hechinger
- Inside Greek U (2007) — Alan D. DeSantis
- In Search of Sisterhood (2007) — Paula Giddings
- Women of Discriminating Taste (2020) — Margaret L. Freeman

## Key Umbrella Websites

- NPHC: [nphchq.com](http://nphchq.com)
- NIC: [nicfraternity.org](http://nicfraternity.org)
- NPC: [npcwomen.org](http://npcwomen.org)
- NMGC: [nationalmgc.org](http://nationalmgc.org)
- NAPA: [napahq.org](http://napahq.org)
- NALFO: [nalfo.org](http://nalfo.org)

## PAWS OF EXCELLENCE ACCOUNTABILITY PROGRAM

Paws of Excellence (POE) is CFSE's official accountability program for all registered FIU fraternities and sororities. Every advisory role should understand its facets.

### Submission Deadlines

- **Fall:** December 15 at 5:00 PM EST.
- **Spring:** April 15 at 5:00 PM EST.
- Retroactive submissions are not accepted.

### Designation Tiers

Designation	Point Range	Description
Paw of Excellence	800–933	Surpasses all requirements; innovative programming and leadership; exceeds expectations across all categories.
Paw of Hope	610–799	Meets all mandatory requirements and exceeds attendance; demonstrates educational programming and professional development.
Paw of Opportunity	410–609	Meets all mandatory requirements; in good standing academically and behaviorally.
Unrecognized	Below 410 (2-yr review)	Fails to meet minimum standards over two consecutive years; loses CFSE recognition and potentially FIU recognition.

### Assessment Categories

Category	Max	Key Requirements
Scholarship	160	2.7+ chapter GPA; Scholarship Chair; academic plan.
Service & Philanthropy	100	Service/Philanthropy Chair; 2 service + 1 philanthropy project per semester.
Leadership	138	Greeks Lead Forward; Greek Letters & Paws; campus leadership involvement.
Community	75	Co-host events with non-Greek RSOs and cross-council chapters; BBC programming.
Alumni/Alumnae Relations	50	Alumni event, Alumni Chair, and optional newsletter.
Risk Management	175	Hazing prevention and new member orientation modules; prevention programming; alcohol-free socials; educational programs.
Administration	135	Accurate rosters/contacts; President–Coach meetings; Presidents’ Roundtable; advisor meetings and roundtable.
Student Life & Development	100	Participation in CFSE/university initiatives.

### Role-Specific POE Responsibilities

Responsibility	Chapter Coach	Campus Advisor	Alumni/Grad/Primary
Guide the chapter through the POE process	✓		
Track progress across 8 categories	✓		
Remind chapter of deadlines	✓		✓

Responsibility	Chapter Coach	Campus Advisor	Alumni/Grad/Primary
Bi-weekly President/Coach meetings	✓ (scored)		
Distribute grade reports		✓ (Scholarship)	
Roster verification by deadlines		✓ (scored)	
Advisor Roundtable attendance			✓ (scored)
Advisor/Coach or Advisor/Council 1:1			✓ (scored)
Maintain active advisor status			✓ (scored)
Support alumni events and engagement			✓ (scored)
Sign intake/compliance paperwork			✓

## CHAPTER PERFORMANCE METRICS & SCORECARDS

CFSE tracks chapter performance across multiple dimensions. Every advisory role should use this data to inform its contribution. Chapter scorecards are published at [greeks.fiu.edu](http://greeks.fiu.edu).

### What CFSE Tracks

- Semester GPA (active and new members separately).
- Service hours and philanthropy dollars raised (via GivePulse and Crowd Change).
- Membership size and retention rates.
- Conduct history and active sanctions.
- Paws of Excellence designation and point totals by category.
- Attendance at mandatory programming.

### How Each Role Uses Performance Data

- **Chapter Coach:** Reference scorecard data during coaching meetings; use GPA trends and POE category scores to set semester goals with chapter presidents.
- **Campus Advisor:** Review grade reports and roster data; flag academic concerns to the Chapter Coach.
- **Alumni/Graduate/Primary Advisor:** Review the chapter’s scorecard at least once per semester; use the data to inform conversations with the Chapter Coach about organizational health.

## APPENDIX: COUNCIL-SPECIFIC VOCABULARY

Review and update this vocabulary each academic year to reflect current FIU chapter operations and national organization terminology.

### IFC

- Big/Little: Mentor/mentee pairing.
- Dry: No alcohol on the premises.
- Pledge: Accepted a bid but not yet initiated (many now use 'new member').
- PNM: Potential New Member participating in recruitment.

### MGC & NPHC

- Cross/Crossed: Fully initiated.
- Call/Chant: Vocal expressions unique to each org.
- Line: Group going through intake together.
- Neo: Newly initiated member.
- New Member Presentation/Probate: Public initiation presentation.
- Sands: Members initiated the same term.
- Sign: Hand symbol unique to each org.
- Stepping/Strolling: Synchronized performance traditions.
- Saluting: Latino-Greek recitation tradition.
- Ace/Anchor: First/last in line (NPHC).
- Divine Nine: The nine NPHC organizations.

### CPH

- Bid Day: PNMs receive invitations.
- Campus Total: Allowable chapter size.
- COB: Continuous Open Bidding for chapters below total.
- MRABA: Binding agreement after the Preference Round.
- Quota: Number of bids per chapter during formal recruitment.
- Rho Gamma: Neutral Panhellenic women guiding PNMs.
- Strict Silence: No communication period after preference events.

## ACKNOWLEDGMENT & AGREEMENT

By signing below, I acknowledge that I have received and reviewed this document. I understand my role, responsibilities, and expectations outlined within it, including the Safety & Crisis Protocol and the required anti-hazing education. Please return the form to [greeklife@fiu.edu](mailto:greeklife@fiu.edu) by July 1<sup>st</sup>, 2026.

Role:             Campus Advisor             Alumni/Graduate/Primary Advisor

Printed Name

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Signature

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Date

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