

**BRADLEY UNIVERSITY
FRATERNITY AND SORORITY LIFE
2019 GRAND CHAPTER
ACCREDITATION APPLICATION**



EVALUATION PERIOD:

January 23, 2019 – December 11, 2019

For member chapters of the Bradley Fraternity and Sorority Community

Accreditation Program Purpose and Overview

The purpose of the Bradley University Fraternity and Sorority Life Grand Chapter Accreditation Program is to support the individual growth of each chapter member and promote chapter sincerity.

This packet outlines the basic expectations of fraternities and sororities at Bradley University. In addition, this program will assist chapters in monitoring and improving their own activity and performance through a transparent star rating system.

The accreditation criteria has been found to promote a healthy foundation for fraternities and sororities. The requirements are based upon the seven core values of the Bradley University fraternity and sorority community; academic achievement, diversity and inclusion, leadership and membership development, wellness and safety, ritual and values, community impact and relations as well as chapter operations. There is also an additional section to reward participation in the Bradley Community termed Bradley Pride.

Revisions to this program are made annually by chapter representatives, along with the Office of Fraternity and Sorority Life. Input from all members of Greek life is encouraged and appreciated.

Community Values

➤ Academic Achievement

The pursuit of academic excellence is essential to the success of the individual, the chapter, and the fraternity and sorority community. We recognize the role of any Bradley University fraternity or sorority member is foremost that of a student. We will strive to obtain a grade point average above the campus average and will offer programs that assist and develop the academic growth of each of our members.

➤ Diversity and Inclusion

As a diverse community comprised of members from an assortment of different backgrounds, we refuse to discriminate on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sexual orientation, veteran status, or weight. We strive to create a community that recognizes and embraces the diversity of our members, as well as one that celebrates the value of multiculturalism through everyday organizational practices.

➤ Leadership and Membership Development

The fraternity and sorority experience affords members opportunities to develop, strengthen, and hone their leadership skills in a variety of settings. Our objective is to create organizations, programs, and opportunities that facilitate the development of leaders within our organizations.

➤ Wellness and Safety

As a result of joining a fraternity or sorority at Bradley University, individuals will be afforded opportunities for intellectual, physical, professional, spiritual and

emotional growth. We strive to improve the holistic wellbeing of our members through unique experiences and opportunities.

➤ **Ritual and Values**

We recognize and respect the heritage and founding of each individual chapter. Our objective is to create organizations that have a strong foundation of ritual. By creating an environment and organization around the chapter values, it is the expectation that members lead and live according to those principals to be impactful on campus.

➤ **Community Impact and Relations**

As an inherent part of the Bradley University campus community, we will work to embody the spirit of the institution, and continually give our time, talent, and treasure to events, projects, and opportunities for service or engagement, that benefit the greater campus that our fraternal community belongs to. We recognize that service has the ability to not only change the lives of those we serve, but to change the lives of the members within our community. As socially conscious leaders of our campus, we understand that it is our duty to serve our local, national, and international communities.

➤ **Chapter Operations**

We recognize the relationship between members and organizations within our fraternity and sorority community. Built on similar origin and characteristics, our community develops meaningful, healthy, and life-long relationships based on these common bonds. We understand the connectedness between all members and organizations within our community, and strive to create a familial environment in which all members feel supported and welcomed.

➤ **Bradley Pride**

Each fraternity and sorority are apart of the Bradley Community and family. We recognize the magnitude of fraternity and sorority support affects the successfulness of Bradley University. We support the institution through its endeavors which includes the pride and spirit of what it means to be a Bradley Brave.

How do I complete Grand Chapter?

1. Meet with Allie Hoffman, the intern in charge of Grand Chapter. Your life will be significantly easier if you understand this packet and what it entails from the start of your term in January 2019.
 - a. Connect with her via google at grandchapterfsl@gmail.com
2. Almost all of your submissions can be uploaded to google drive in a folder that Kathleen has shared with you. Each subfolder in the drive corresponds with each section on this document.
 - a. Don't have access to your folder on the google drive? Email kprout@fsmail.bradley.edu and ask for access.
3. Everything you need to do and submit has been outlined below. Read through this packet and submit the required items in the outlined places.
4. This accreditation program is meant to be done throughout the semester. There are check-ins and collections of information at the end of the spring and fall semester. Do not wait till the end to complete this!
5. Don't be afraid to reach out and ask questions as well as provide constructive feedback.

How do the educational events work?

1. Points will be allocated based on the percentage number of members who attended at least one approved program.
 - a. Your chapter can get bonus points if members attend two events. (see below)
 - b. If your chapter is sponsoring the event, you can get extra points by co-sponsoring with an organization that adds diversity to your group. See Diversity and Inclusion for examples of types of diversity.
2. Attendance is tracked when members sign in through Presence at the event.
3. Events are tagged on Presence based on the core value they support.
4. Here is an example:
 - a. Chapter Alpha has 100 members in the Spring.
 - b. At the end of the semester, we run a report through Presence and see that 50 individuals out of 100 from your chapter attended an event on campus that was tagged as an academic achievement event. $50/100=50\%$
 - c. In the fall, your seniors have graduated and you now have new members. It just so happens that your chapter total is still 100 members.
 - d. 30 members decide to go to an academic achievement event in the Fall. $30/100=30\%$
 - e. 50% from the Spring $+30\%$ from the fall= 80% attendance at an educational event in the 2019 calendar year.
 - f. According to the chart below, your chapter gets 6 points.

| | | | | | |
|---|-----|-----|-----|-----|------|
| Chapter Attendance % at least one event | 90% | 75% | 50% | 25% | <25% |
| Points Awarded | 9 | 6 | 3 | 1 | 0 |

5. Additional points will be allocated based on the percentage number of members who attended at least two approved program for each educational program requirement.
6. We will continue the example from above
 - a. Out of those 50 Chapter Alpha members who went to one event in the spring, 20 of those same members went to a second event in the same semester.
 - b. At the end of the spring semester, we see that 20/100 of your members went to a second academic achievement event. $20/100=20\%$
 - c. In the fall, those same motivated 30 members that went to one academic achievement event also went to a second event $30/100=30\%$
 - d. 20% attended a second event in the spring+ 30% attended a second event in the fall= 50% attended two academic achievement events in the 2019 calendar year.
 - e. According to the chart below, your chapter gets 2 additional points.

| | | | | | |
|--|-----|-----|-----|-----|------|
| Chapter Attendance % at least two events | 90% | 75% | 50% | 25% | <25% |
| Points Awarded | 4 | 3 | 2 | 1 | 0 |

Accreditation Components & Evaluation

Academic Achievement:

Chapters should aim to achieve the highest academic grade point average each semester. These benchmarks will be supported by the scholarship program and programming.

- **Chapter GPA** (*No Documentation Needed Each Semester*)
 - 3.2 or higher -3 points
 - 3.0-3.199 -2 points
 - 2.8-2.99 -1 point
 - Above all male/female average (1 point)
 - Above council average (1 point)
 - Chapter GPA is higher than the previous semester (1 point)
 - New Member GPA is 3.0 or higher (1 point)
- **Scholarship Plan**
 - A written program outlining the academic plan for the semester. Submit to the google drive in the scholarship plan folder. This should include, but is not limited to:
 - What incentives do you have for members to maintain a high GPA?
 - What help do you give to members with low GPA's?
 - What consequences are there for failing to meet a specific minimum GPA?
 - Statement that GPA requirements for officers to hold office that is at least .25 higher than the minimum expectation for good standing
 - 2 Points each semester
- **Academic Achievement Event** (*No Documentation Needed*)
 - The goal of this category is to help each member improve their academics by attending educational events each semester.
 - Please see "How do educational events work?" on page 4 for steps to complete this aspect.

Diversity and Inclusion:

- **Diversity and Inclusion Event** (*No Documentation Needed*)
 - The goal of this category is to expose each member to people who are different from them in numerous ways. These ways may include but are not limited to: age, color, disability, familial status, marital status, national origin, political affiliation, race, religion, sexual orientation, veteran status.
 - Please see "How do educational events work?" on page 4 for steps to complete this aspect.
- **Co-Sponsoring to Add Diversity**
 - If your chapter sponsors an event with a group that adds diversity to your chapter, you can earn bonus points for that event. Again, examples of diversity can include but are not limited to: age, color, disability, familial status, marital status, national origin, political affiliation, race, religion, sexual orientation, veteran status.

- Submit a paragraph summary of the event you co-sponsored, who you co-sponsored it with, and how your event was improved by diversifying the experience.

Leadership Development:

- **Chapters encourage their members to apply for leadership positions within their respective council.** *(No Documentation Needed)*
 - Each applicant is 1 point. A maximum of 4 points can be earned.
 - NPHC/MGC chapters will receive full points for at least one nominee.
- **Chapters send members to regional or national leadership development program hosted by the national organization**
 - Documentation should include confirmations of attendance, itineraries, pictures with dates or other official documents.
 - 2 Points each semester
- **Attend Fall Emerging Greek Leadership Retreat** *(No Documentation Needed.)*
 - One point for each person-RSVP required
- **Presidential Meeting** *(No Documentation Needed)*
 - Chapter Presidents should be scheduling at least three meetings with the Assistant Director (Kathleen) each semester. It should be aimed to the start of a semester, middle of semester and end of semester. Presidents should use this time to go over any chapter action plan, challenges they are facing within the chapter, updates or other information.
 - 1 point for each meeting, 3 per semester. 6 points total
- **Attend fall Fraternity Sorority Life Retreat** *(No Documentation Needed.)*
 - One point for each person-RSVP required
- **Attend spring Fraternity and Sorority Life Retreat** *(No Documentation Needed.)*
 - One point for each person-RSVP required
- **Leadership Development Event** *(No Documentation Needed)*
 - The goal of this category is to focus on how to build leadership skills and tools. By focusing on how to become a more efficient leader, each chapter should excel. Offices that assist with Leadership are (but not limited to): Student Activities, Lewis J. Berger Center, Diversity and Inclusion Office, Career Center and Wellness Office.
 - Please see “How do educational events work?” on page 4 for steps to complete this aspect.

Membership Development:

- **Two alcohol free sisterhood/Brotherhood event each semester.**
 - Each event is worth 2 points. A total of 4 Points awarded each semester.
 - Documentation can include meeting minutes (highlighted portion), pictures with dates and a brief explanation of Wellness type.
 - Event cannot be used in any other Grand Chapter program/points.
- **Membership Development Events** *(No Documentation Needed)*
 - These programs are meant to help assist your members in their individual needs. These are not leadership opportunities, but ways to create well-rounded

members. Offices that assist with Membership Development are (but not limited to): Academic Success Center, Counseling and Health Services, Student Activities, Lewis J. Berger Center, Diversity and Inclusion Office, Career Center and Wellness Office.

- o Please see “How do educational events work?” on page 4 for steps to complete this aspect.

➤ **Ritual and Value Events** *(No Documentation Needed)*

- o We recognize and respect the heritage and founding of each individual chapter. Our objective is to create organizations that have a strong foundation of ritual. By creating an environment and organization around the chapter values, it is the expectation that members lead and live according to those principals to be impactful on campus.
- o Please see “How do educational events work?” on page 4 for steps to complete this aspect.

➤ **Attendance at the following Greek Community Events** *(No Documentation Needed)*

| | % of Chapter Participation (All Members) | | | | |
|---|--|-----|-----|-----|------|
| Event | 90% | 75% | 50% | 25% | <25% |
| AFLV Greek Forum (Spring) | 4 | 3 | 2 | 1 | 0 |
| Sexual Assault Awareness Month Speaker (Spring) | 4 | 3 | 2 | 1 | 0 |
| FSL Speaker (Fall) | 4 | 3 | 2 | 1 | 0 |
| Greek 101 (Fall) | 4 | 3 | 2 | 1 | 0 |

Community Impact and Relations:

➤ **Chapters encourage philanthropy as a priority within each individual member.** *(No Documentation Needed beyond submission through Braves Volunteer)*

- o Chapters who raise \$5 per person- 1 points
- o Chapters who raise \$10 per person- 3 points
- o Chapters who raise \$15 per person- 5 points

➤ **Chapters encourage service as a priority within each individual member.** *(No Documentation Needed beyond submission through Braves Volunteer)*

- o Chapters who serve 5 hours per person- 1 points
- o Chapters who serve 10 hours per person- 3 points
- o Chapters who serve 15 hours per person- 5 points

➤ **Chapters communicate quarterly with alumni and graduated members**

- o 1 point for each quarterly communication
 - Documentation includes copies of communications (with dates and ways of distribution)

- **Chapter hosts an event each semester to engage with alumni**
 - 1 point for each event
 - Documentation includes meeting minutes (highlighted portions), communication regarding the event, attendance, or other official documentations
- **Chapters communicate via letter or e-mail with an overview of the new member education program to all new member parents/families within two weeks of their bid acceptance/initiation each semester.**
 - Documentation can include copies of letters/emails with dates and how they were distributed.
 - 2 points each semester
- **Chapters correspond once a semester with member's families via electronic or transition communications (in addition to previous communication).**
 - Documentation can include copies of letters/emails with dates and how they were distributed.
 - 2 points each semester
- **Chapters engage and regularly post on social media through the semester with information and positive stories regarding their chapter. This should be done with posting at least once a week with valuable information.**
 - 1 point each. 15 possible points
 - Documentation can include screenshots for each week.

Chapter Operations:

- **Chapter is up to date on university and council financial obligations. (No Documentation Needed)**
 - 5 points each semester, 10 points total
- **Completes all paperwork (New Member reporting, grade release cards, information requested by the university) in a timely fashion. (No Documentation Needed)**
 - 5 points each semester, 10 points total
- **Proof of Insurance for 2019. (No Documentation Needed)**
 - 5 points each semester, 10 points total
- **Campus Involvement each semester**
 - Chapters should submit a list of members and their involvement in organizations outside of the chapter. This includes other student organizations as well as serving the university by being an ARA, RA, STAR, Ambassador, Student Aide or Student Senate.
 - Chapters can submit this via the template provided in the Google Drive Folder

| | 90% | 75% | 50% | 25% | <25% |
|--|-----|-----|-----|-----|------|
| Campus Involvement (1 additional org per person) | 4 | 3 | 2 | 1 | 0 |

➤ **Roster updates each semester**

- o Each semester, chapters must maintain and update their roster using access to the Google Sheet that is sent out by FSL. It is imperative that these rosters accurately reflect the current state of the chapter within 48 of any changes. This could be due to termination or membership or addition of new members.
- o Kathleen will most likely send out an email of certain times she will be checking your rosters. Make sure to watch for this email and update accordingly.

➤ **Member Release Forms**

- o Members must submit their affiliation form within 48 hours of accepting a bid for membership or starting an intake membership process. This can be found on the Fraternity and Sorority Life B Involved page.
 - Example: if your chapter accepts new members in the spring AND fall, you will do this process twice. If you only accept new members in the fall, you need only to do this process with your new members once.
 - ONLY new members need to complete this form and ONLY within 48hrs of bid acceptance.
- o No documentation needed outside of the completed forms for each individual member.
- o 2 Points each semester. 4 Points total

➤ **Officer Update (No Documentation Needed)**

- o In order to ensure that communication is consistent between chapters and the university, chapters must update the Greek Life Master Contact Google Sheet at least once a semester.
- o If there are changes made within chapters to leadership, it is the chapter's responsibility to make the correction within 24 hours. No Documentation needed.
- o 2 Points each semester. 4 Points total

➤ **New Member Education Program**

- o Chapters should provide a plan for their membership of any new members prior to extending bids or starting an intake process.
- o A plan should include the following: Written program outlining key topics that will be discussed, a form of calendar of events/topics and a mentorship program.
- o Chapters can submit this to the Google Drive folder sent out by FSL and bring to the first presidential meeting of the semester.
- o 2 Points each semester. 4 Points total

➤ **Advisor Program:**

- o Student Activities Office and Student Senate requires an on-campus faculty or staff advisor. Roles for these advisors can vary based on organization. They are required to be an active full-time faculty or staff member who has a fmail email and is not a graduate student.
- o Chapters must submit a written program that outlines each advisor's role and title and how they interact with the chapter. Chapters can submit this to the Google Drive folder sent out by FSL.
- o Just like the officer update, Chapters are required to maintain an accurate roster of their advising team. Updates can be made via Google document.

- o 2 Points each semester. 4 Points total
- **Service and Philanthropy Report:**
 - o Chapters should submit projects and events throughout the semester to be tallied in the end. Chapter must submit hours and philanthropy donations through Braves Volunteer portal.

Wellness and Safety:

- **Chapter receives permission for any kind of overnight (past 3am) event that includes current or new members throughout the semester each semester.**
 - o Documentation should be email correspondence with FSL regarding permission at least 5 business days in advance.
 - o If chapter does not host any overnight events, email correspondence with FSL regarding this stance should be presented.
 - If chapter is found to host such an event without permission, chapters will be automatically on a “Chapter of Concern” status.
 - o 2 Points each semester. 4 Points total
- **Chapter conducts a fire drill at least once a semester.**
 - o Documentation would include notes from Fire Inspector.
 - o 2 Points each semester. 4 Points total
- **Health and Safety Presentation each semester during chapter for members that live but in and out of house.**
 - o Documentation would include presentation and highlighted meeting minutes. Include a copy of a signature page.
 - o 2 Points each semester. 4 Points total
- **Chapter passes their semester fire inspection each semester. (No Documentation Needed)**
 - o 1st Round 5 points
 - o 2nd Round 2 points
- **Chapter has not violated any risk policy (No Documentation Needed)**
 - o (social, council, university, inter/national)
- **Fall House Safety Meeting (No Documentation Needed)**
 - o *Required for every member living in. Full points given to chapters with full participation unless excused by Assistant Director or Risk Managers of respective council.*
 - o 5 points
- **Chapter Action Plan:**
 - o Chapters should submit a detailed plan including lists of goals and expectations for the semester/year. This will be used during the presidential meetings to ensure that each chapter is supported to reach their goals.
 - o Chapters can submit this to the Google Drive folder sent out by FSL. They will also be required by the first president meeting with FSL.
 - o 2 Points each semester. 4 Points total
- **Risk Management Plan:**

- o Chapters should file their Risk Management Plan with FSL in the Spring and note any changes that were made. This should include local and inter/national policies and plans.
- o Chapters can submit this to the Google Drive folder sent out by FSL
- o 2 Points each semester. 4 Points total
- **Crisis Management Plan:**
 - o Chapters should file their Crisis Management plan with FSL in the Spring and note any changes that were made. This should include how the local chapter handles communication with the university and the national organization.
 - o Chapters can submit this to the Google Drive folder sent out by FSL
 - o 2 Points each semester. 4 Points total
- **Wellness and Safety Events** *(No Documentation Needed)*
 - o These programs aid in learning how to create safe environments for members and for the community. They can focus on an individual or as a cultural norm. Offices that assist with Membership Development are (but not limited to): Wellness Office, BUPD, Diversity and Inclusion, Student Activities Office, Campus Recreation Office, Lewis J. Berger Center, Student Access Services and academic divisions.
 - o Please see “How do educational events work?” on page 4 for steps to complete this aspect.

Note: Any chapter found responsible for risk violations will automatically be lowered a star for Wellness and Safety.

Bradley Pride:

- **Participation in Fall Block Party** *(No Documentation Needed)*
 - o 10 points
- **Participation in Fright and Fun** *(No Documentation Needed)*
 - o 10 points
- **Participation in Move-in Day** *(No Documentation Needed)*
 - o 10 points
- **Participation in Greek Week** *(No Documentation Needed)*
 - o 10 points
- **Participation in Homecoming Team Competition** *(No Documentation Needed)*
 - o 10 points
- **Bradley Pride Events** *(No Documentation Needed)*
 - o These programs aid in supporting Bradley spirit and pride. Attending athletic events allow for the Bradley community to see fraternity and sorority members outside of the “FSL bubble”, building community and bradley spirit while also promoting their organizations.
 - o Please see “How do educational events work?” on page 4 for steps to complete this aspect.

Chapter Status

Accredited

Accredited organizations are those chapters that have successfully met the minimum requirements (70% of points) and are considered in “Good Standing” with the university. This means they will have access to University facilities and access to SABRC funds.

Non-Accredited

Non-Accredited organizations are those chapters who failed to meet the minimum requirements. Those chapters would not be eligible to receive any recognition through Grand Chapter awards. Chapters will also not be eligible to receive any benefits of an accredited chapter. Inter/National Organizations will be notified of the local chapter not being accredited. A meeting between the president, chapter advisor and Assistant Director will be required to outline a course of action to receive accreditation the following year and limitations of the chapter. Any organization that fails to complete the Grand Chapter process will automatically be a non-accredited chapter.

Award and Incentives

| | | |
|--------------------|-----------------------|----------|
| Five Star Chapter | Chapter of Excellence | 90-100% |
| Four Star Chapter | Above Average Chapter | 80 – 89% |
| Three Star Chapter | Accredited Chapter | 70 – 79% |

Points are accumulated throughout the year and are monitored through the submissions from each chapter to the Office of Fraternity and Sorority Life. At the beginning of each year, the point total is set to zero.

Five Star Chapter Incentives:

- Recognized at Grand Chapter Awards as a Chapter of Excellence. A trophy will be awarded.
- Chapter is eligible for the Award of Overall Excellence (Panhellenic Council and National Pan-Hellenic Council) and the Ed King Award (Interfraternity Council)
- Chapters will have a featured profile on the Office of Fraternity and Sorority Life Website as well as their respective council social networking outlets.
- Chapter will get first choice of location for Move-In, Activities Fair table location and other identified opportunities

Four Star Chapter Incentives:

- Recognized at Grand Chapter Awards as a Chapter of Excellence. A trophy will be awarded.
- Chapter is eligible for the Award of Overall Excellence (Panhellenic Council and National Pan-Hellenic Council) and the Ed King Award (Interfraternity Council)

- Chapters will have a featured profile on the Office of Fraternity and Sorority Life Website as well as their respective council social networking outlets.
- Chapter will get second choice of location for Move-In, Activities Fair table location and other identified opportunities

Three Star Chapter Incentives:

- Recognized at Grand Chapter Awards as a Chapter of Excellence. A trophy will be awarded.
- Chapters will have a featured profile on the Office of Fraternity and Sorority Life Website as well as their respective council social networking outlets.

Semester Deadlines

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

| Submission | Deadline |
|---|---|
| Crisis Management Plan Risk Management Plan Chapter Action Plan Advisor Contact Update | By February 8th/First President Meeting (Spring) By September 6th/First President Meeting (Fall) |
| New Member Education Program | Prior to New Member Process each semester |
| Member Release Forms | 24 hours after completion of recruitment/intake/rush/pledge initiation |
| Spring submissions | Spring Semester Deadline: May 3rd |
| Fall Submissions | Fall Semester Deadline: December 6th |