

Chapter Accreditation Program

Calendar Year Packet

**College Panhellenic Council**

**Interfraternity Council**

Welcome to the Chapter Accreditation Program!

The Chapter Accreditation Program (CAP) allows the Office of Fraternity and Sorority Life to assess and recognize what you, as a fraternity or sorority chapter, are doing over the course of the calendar year.

This manual was created to assist your chapter in completing CAP and ensuring that your chapter is properly recognized for all that it has accomplished this **calendar** year. Each category of the CAP packet has been broken down by its subsections defining what is being asked, the documentation needed and where to submit, as

well as the points possible for each section. Additionally, space is provided to allow the chapter to track the amount of points they believe they have received for each area to be able to self-grade themselves before submitting.

If you have any questions, please reach out to your FSL Advisor in the Office of Fraternity and Sorority Life or stop by the FSL office in the JSAC

***Augusta University Values***

Augusta University strives to be an institution that promotes the well-being and support of all students and student groups, and ensures that all recognized student groups are given the opportunity to excel both academically and in their extracurricular activities. To promote student excellence, Augusta University has placed emphasis on the following six core values of student and institutional development:

* *Excellence* –distinction, effectiveness, efficiency, enthusiasm, passion, and quality.
* *Collegiality* –collaboration, partnership, sense of community, and teamwork.
* *Compassion* –caring, empathy, and social responsibility.
* *Integrity* –accountability, ethical behavior, honesty, and reliability.
* *Leadership* – courage, honor, professionalism, transparency, and vision.
* *Inclusivity* – diversity, equality, fairness, impartiality, and respect.

The Department of Student Life and Engagement, as well as the Fraternity and Sorority Life community, value theuniversity’s core values and seeks to promote these values in conjunction with the major areas of emphasis for Greek lettered organizations

***Directions***

**Deadline**

The calendar year CAP packet will be due in November. The exact deadline will be released during the beginning of the fall semester. Most documents will need to be turned in via Jag Life, unless otherwise noted. At the end of the semester, the office will gather all documents from here for grading. Below is a general timeline to help you complete the CAP in stages.

**General Outline of Due Dates**

* ***\*\*Set Deadlines:***
  + Roster: Second Monday of each semester by 5:00 p.m.
  + Chapter Goals: End of first month of each semester
  + Officer Contact List: One week after elections
* *Every Month*
  + Formal Chapter Meeting
* *First Month of Academic Year School (January)*
  + Academic Plan
  + Designated Scholarship chair
  + Chapter Budget
  + Chapter Advisor Roster
* *First Month of Each Semester (January-Spring, September-Fall)*
  + New Member Schedule
* *Mid Year (After First Semester)*
  + Retreat (or be planning one)
  + Check in on status of Chapter hosted/co-hosted event
* *Last Week of Each Semester*
  + New Member Retention
  + Current Member Retention
  + Events Hosted for Alumni
  + Educational Programming
  + Greek And Campus Wide Activities
* *End of Exec Terms (Fall or Spring)*
  + Transitional Materials
  + Financial Obligation
  + University Relations and Involvement
* *Throughout the Year*
  + Inter/national Awards
  + Chapter Advisor Participation

**Scores Released**

CAP scores will be released in late January/early February (Within the first month of school) depending on when the Office of Fraternity and Sorority Life receives grades from the Registrar’s Office.

**Categories**

CAP will be assessed in the following categories:

• Academics

• Chapter Management

• Member Development

• Community Involvement

• Community Service and Philanthropy

**Recognition Levels and Points Needed for Each Level**

• Platinum – 980 and above

• Gold – 855-979

• Silver – 730-854

• Bronze – 729 and below

**Incentives**

• Recruitment – For Panhellenic and IFC recruitments, rooms will be selected based on the numerical score order from CAP.

• Chapter Weeks – For NPHC chapter weeks, rooms will be selected based on the numerical score order from CAP.

• Bonus Points – Chapters will receive automatic bonus points for the following year of CAP based on the recognition level achieved.

o Silver = 10

o Gold = 25

o Platinum = 50

**Disincentives**

• If a person is caught falsifying CAP, points will be deducted. Additionally, depending on the type and severity of the falsification, all points earned for the falsified section may also be forfeited.

• Chapters ranked as “Bronze” level will face the following consequences:

o Social probation as defined as to include but not be limited to no socials, date parties, mixers, semi-formals, and formals.

* Organizations will only be permitted to participate in programming related to community service, philanthropy, or educational purposes.

o Participation in Homecoming and/or Greek Week will be prohibited.

o NPHC organizations will be excluded from participation in any Yard Shows.

o Must meet twice a month with their FSL advisor.

\*\*Chapters may submit a half semester CAP packet during their first semester on “Bronze” level in order to move to a new level for the second semester. If the chapter receives a higher level, they will still be expected to meet twice a month with their FSL advisor throughout the remainder of the year.

**Appeals**

• Chapters must appeal decisions as it related to their score or probation issued to the Assistant Director of

Fraternity and Sorority Life.

• This appeal must be made in writing by 5:00pm within five business days of the scores being released.

***Academics***

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 1.1  GPA Requirement of 2.5 Semester GPA for the entire chapter  \*Chapters are given a warning if they are below a 2.75 according to the Academic Policy | FSL will utilize each chapter’s average semester GPA when determining points based on the GPA  Requirement.  Since grades are checked at the end of each semester, we will be awarding half of the points available for each GPA range each semester.  Both new member and initiated members will be counted. | FSL will utilize the official community grade report. No documentation from individual chapters will be required. | N/A | Points will be awarded based off of achieving a GPA at or above the 2.5 required semester GPA.  No points will be deducted based on falling below the  2.5.  At 2.5 = 2/2  2.5-2.70 = 4/4  2.71-2.75 = 6/6  2.76-2.80 = 8/8  2.81-2.85 = 10/10  2.86-2.90 = 12/12  2.91-2.95 = 14/14  2.96-3.00 = 16/16  3.01 & above =  18/18  #/# = points per semester |  |
| 1.2  GPA Requirement of 2.5 Semester GPA for new members | FSL will utilize each chapter’s average semester GPA for their new members based on the GPA Requirement.  Since grades are checked at the end of each semester, we will be awarding half of the points available for each GPA range each semester. If only one new member class is  taken during the calendar  year, the points will not be split. | FSL will utilize the official community grade report. No documentation from individual chapters will be required. | N/A | Points will be awarded based off of achieving a GPA at or above the 2.5 required semester GPA.  No points will be deducted based on falling below the  2.5.  At 2.5 = 2/2  2.5-2.70 = 4/4  2.71-2.75 = 6/6  2.76-2.80 = 8/8  2.81-2.85 = 10/10  2.86-2.90 = 12/12  2.91-2.95 = 14/14  2.96-3.00 = 16/16  3.01 & above =  18/18  #/# = points per semester |  |

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| 1.3  Academic plan |  | A written academic plan must be submitted that includes the following information:  1) chapter has set goal for chapter average GPA  2) what university resources are available to members and being utilized  3) plan of action for members who fall  below the colony’s/chapter’s required GPA – cannot be only a study hours program  4) incentives for members who achieve above the required GPA | Upload to the  Academic Plan form on  Jaglife. | 10 points |  |
| 1.4  Designated scholarship chair | Each chapter should have one member designated as the Scholarship Chair or who oversees Academics for the  chapter | 1) Position description and/or requirements  2) The name and e-mail address of this member | Upload to the  Designated Scholarship Chair Form on Jaglife | 5 points |  |

***Chapter Management***

**Financial** **Management**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 2.1  Chapter budget | Each chapter should have set a budget on the timeline provided by their Inter/national Organization.  *\*We do* *not need to see*  *your actual budget, just verification stating that the chapter has set one.* | An e-mail or letter from an advisor, International Headquarters (NHQ), or a representative from NHQ | Upload to the Chapter Budget Form in Jag Life. | 10 points |  |
| 2.2  Current with respective  council’s receipt of dues | Chapter is current with  their respective council. Points for this section will be based on being current, but also that the dues were paid on time. | FSL will work with each respective council to ensure that the chapter has no outstanding balance. | Completed by Department staff in conjunction with each council. | 5 points |  |

**Recruitment** **and** **Retention** **Operations**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 3.1  Primary Recruitment documentation | All required documentation necessary during your council’s recruitment  period must be submitted on time, i.e. preference/invite lists, bid lists, and accepted new member lists. | FSL will work with  each respective council to ensure that the chapter met all deadlines | Completed by Department staff in conjunction with each council. | 10/10 |  |
| 3.2  Continuous open bidding forms | Chapters participating in “continuous open bidding’ (COB) must ensure their members complete all required documentation of their governing council and FSL. | FSL will work with each respective council to ensure that the chapter  completed all required paperwork | Completed by Department staff in conjunction with each council. | No points will be available for this section due to not all chapters participating in COB; however, failure to complete the forms will result in a  deduction of  points.  -5/person |  |
| 3.3  Recruitment roundtables | Participation is vital for council recruitment roundtables. | FSL will work with each respective council to ensure that the chapter attended all roundtables. | Completed by Department staff in conjunction with each council. | 5/roundtable  25 point max |  |

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| 3.4  Recruitment related fines | Chapter did not accrue any recruitment related fines or other disciplinary actions. | FSL will work with each respective council to ensure that the chapter followed all recruitment rules and expectations. | Completed by Department staff in conjunction with each council. | No points will be available for this section; however, points will be lost  if a chapter accrues  recruitment related fines or receives any disciplinary action. |  |
| 3.5  New member retention  \*Per Semester Recruitment/  Intake occurs | In order to better understand how successful the chapter’s recruitment efforts and new member education process are, retention of any new  members over the course of the calendar year are important. | A list of new members who accepted bids compared to a list of these new members who were initiated.  Please include  reasons the individual disaffiliated during their new member period. | Upload to New Member Retention form in Jaglife. | Points will vary  based on the retention:  100% = 13  90% = 8  80% = 6  70% = 4  60% = 2 |  |
| 3.6  Current member retention | Member retention is also incredibly important.  *\*Graduating seniors do not affect retention.* | A document per semester that notes the following: total number of members at the beginning of the semester, total  number at the end,  members who have left during the semester, and why. | Upload to Current Member Retention in Jaglife | Points will vary  based on the retention:  100% = 13  90% = 8  80% = 6  70% = 4  60% = 2 |  |

**Operations**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 4.1  Rosters | Rosters must be updated at the beginning of each semester.  *\*If your chapter is participating in recruitment or intake*  *processes, you will need to submit an updated roster that includes your newest members upon the conclusion of recruitment/intake.* | Please see roster format provided by the Office of Fraternity and Sorority Life | Uploaded to Rosters in Jag Life  Deadline: Second Monday of each semester by 5:00 p.m. | 10/10  #/# = points per semester |  |
| 4.2  Transitional materials | Outgoing chapter officers are expected to provide transition materials to the newly elected officers. These transition materials can be in the form of a binder, flash drives, or google drives and documents. | Photographs of transition materials (snapshot of the binder or of computer screen with the Google Drive or flash drive open) | Upload to Transitional Materials in Jag Life. | 10 points |  |

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| 4.3  Officer retreat | The retreat can be a transition retreat (involving both outgoing and  incoming officers) or a goal-setting/team-building retreat (current officers). | Sign-in sheet, detailed agenda outlining topics covered, and photographs of the meeting/retreat | Upload to Officer Retreat in Jag Life | 20 points |  |
| 4.4  Chapter goals  \*Deadline: End of first month of each semester | The chapter officers should work together to set goals they want the chapter to accomplish over the course of the semester. | Copy of the goals created by the officers. | Upload to Chapter Goals in Jag Life.  These should also be shared with your FSL staff advisor during a President’s monthly meeting. | 10/10  #/# = points per semester |  |
| 4.5  Formal chapter meetings | The chapter is expected to hold a minimum of one formal/ritual/badge attire chapter meeting per month. | A photograph of those in attendance (any private ritual attire is not needed in the photo) and a sign- in sheet or attendance  list from the chapter  meeting. | Upload to Formal Chapter Meeting in Jag Life. | 8/8  2/meeting,  4/semester |  |
| 4.6  Officer contact list  \*Deadline: One week of electing new officers | The chapter officer list must be current in Jag Life as well as on file with FSL. | The chapter officer contact list must include the officer position, name of member holding that position, e-mail address, and phone number.  *\*If an officer position becomes vacant during the year and a*  *new officer is*  *selected, it is the chapter’s responsibility to update that information with FSL* | Update on Jag Life  and to Officer Contact List Form in Jag Life  . | 10 points |  |
| 4.7  Chapter Accreditation Program submissions | The chapter will participate in CAP and submit all required documentation by the published deadline. | The chapter uploads all required documentation to the respective CAP Jag Life form. | Upload to appropriate forms in Jag life | No points will be available for this section; however, points will be lost for the following reasons:  1) Not submitted  through the Google drive = -25  2) Late  Up to 24 hours = -  25  25-72 hours = -50  After 72 hours = Not accepted |  |

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| 4.8  Chapter Accreditation Program documentation | The chapter will submit valid, non-staged or plagiarized documentation |  |  | No points will be available for this section; however, points will be lost for falsifying any documentation.  If a chapter is caught falsifying CAP it will be considered a major violation and a  100-point  reduction in their final score. All points earned for the falsified sub- section will then be forfeited. |  |

**Disciplinary** **Status**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points**  **Possible** | **Points**  **Earned** |
| 5.1  Student conduct process through the Department of Student Conduct | If a chapter is formally charged by the Department of Student Conduct and an investigation, both formal or informal, occurs, the organization will be  deducted points. The  chapter will lose these points if they accept responsibility for a charge and do not have an investigation. |  | This will be completed by Department staff,  in conjunction with the Department of Student Conduct | -10 points |  |
| 5.2  Student conduct process through the Department of Student Conduct– found responsible of major violation | If a chapter is formally charged by the Department of Student Conduct and found responsible, the organization will be  deducted points. This will  include major violations including alcohol, hazing, drugs, etc. |  | This will be completed by Department staff,  in conjunction with the Department of Student Conduct | -50 points |  |
| 5.3  Minor violations | If a chapter violates a AU policy such as the noise ordinance, reservations, etc., this will be considered a minor violation and the organization will be deducted points. |  | This will be completed by Department staff,  in conjunction with the Department of Student Life and Engagement | -25 points |  |
| 5.4  Governing council violations | If the chapter is found responsible through their Council’s Judicial Board, the organization will be deducted points. |  | This will be completed by Department staff in conjunction with each council. | -15 points |  |

**Student** **Life** **Record**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 6.1  Jag Life page | Chapter has an active and updated Jag Life page. |  | This will be checked by Department Staff in  conjunction with  Student Life. | 10 points |  |
| 6.2  Reservations | Respective chapter members responsible for reservations have undergone the appropriate reservations trainings and have transitioned contact information in EMS |  | This will be checked by Department Staff in  conjunction with  Student Life. | 10 points |  |

**Inter/national** **Organization**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 7.1  Financial obligations | Chapter does not owe money to its Inter/national Organization. | A letter or e-mail from a representative from the chapter’s Inter/national Headquarters. | Upload to the Financial Obligations Form in Jag Life | 10 points |  |
| 7.2  Inter/national awards | If the Chapter has received any Inter/national Award from its organization, they are eligible bonus points. | A letter or email from a representative from the chapter’s Inter/national Headquarters or a  photo of the award/receiving the award. | Upload to the Inter/national Awards form in Jag Life. May upload awards separately or as one compiled PDF | Chapters will receive two bonus points for the Chapter Management Section for each award received. |  |

**Advisor** **Involvement**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 8.1  Chapter advisor | The Chapter should have at least one advisor affiliated with their organization. | The name, email address, and phone number for the individual serving as an Advisor(s). | Upload to the  Chapter Advisor Roster form in Jag Life | 10 points |  |
| 8.2  Chapter advisor participation | A chapter’s advisor should attend at least one chapter- related meeting per month. A chapter meeting is defined as: an executive board/officer meeting, a  chapter meeting, or any judicial-related meeting. | A signed letter from the chapter advisor stating which meeting’s they attended throughout the semester. | Upload to the  Chapter Advisor Participation form in Jag Life | 8/8  2/meeting,  4/semester |  |
| 8.3  Chapter advisor meetings | The chapter advisor is required to attend a semesterly advisor meeting hosted by the Office of Fraternity and Sorority Life | Attendance from advisor meetings taken by FSL | This will be completed by Department staff. | 15 points  5/meeting,  3/year |  |

**Officer** **Involvement**

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| 9.1  Chapter president meetings with FSL | The Chapter President is required to meet with their FSL Staff Advisor at least once a month. |  | FSL staff will confirm that these monthly meetings have occurred. | 20/20  5/meeting,  4/semester |  |
| 9.2  Roundtable attendance | The chapter is required to have an individual present at all President Roundtables (President or representative) unless the Office of Fraternity and Sorority Life has approved the chapter’s absence. |  | FSL staff will confirm that the chapter’s attendance requirement has been met. | 15/15  5/meeting,  3/semester |  |
| 9.3  Leadership Team  retreat | The Chapter President and representatives is required to attend the Leadership Team Retreat hosted by FSL in January. |  | FSL staff will confirm that the chapter’s attendance requirement has been met. | 15/15 |  |

***Member Development***

**Alumni** **Relations**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 10.1  Events hosted for  Alumni | Chapter will host events specifically **for** alumni/ae of the organization.  Examples include: Founder’s Day events, Homecoming, senior transition into alumni/ae ceremonies, etc.  *A minimum of 3 alumni/ae must be in attendance.* | Fill out for and upload an e-mail or letter from the alumni present stating they attended the event and/or sign-in sheet and photographs. | Upload to the Events hosted for Alumni form in JagLife | 5/5  1 required per semester, BONUS: 2/event |  |
| 10.2  Events attended by  Alumni | Chapters will encourage alumni/ae attendance at their events.  Examples include: recruitment and bid day related events, and philanthropy events.  Excludes Alumni required to attend event given alumni role | An e-mail or letter from the alumni present stating they attended the event and/or sign-in sheet and photographs. | Upload to the Events attended by Alumni form in Jag Life. | +2/event  BONUS: 2/event |  |

**Membership** **Education**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 11.1  Educational  Programming | A minimum of two  educational programs must be conducted per semester by an outside source, i.e. campus administrator, speaker, Inter/national office consultant, professional in subject  area, etc.  Below is a list of possible topics. Of the required four programs conducted during the academic year, these must cover different topics. At least one event per semester must be hosted by chapter themselves, the other event you may be an attendee with at least 25% of chapter in attendance.  Below is a list of possible topics. Of the required four programs conducted during the calendar year, these must cover different topics. You are required to host/attend at least one program on the topic of Diversity and Inclusion.  This cannot be completed by a student unless  approval by FSL is granted. | Sign-in sheet of chapter attendance verified and signed by the presenter.  Optional: a copy of the presentation used and/or photographs. | Upload to the Educational Programming Form in Jag Life | 40/40  20/event,  2/semester  BONUS: 10/event |  |

**Possible topics:**

• An academic workshop is defined as: a workshop focusing on study skills, how to effectively interact with college professors, utilizing campus resources for studying/academics, how to use the library, etc.

• A risk management/hazing prevention workshop is defined as: a workshop focusing on topics such as risk management, hazing prevention, alcohol consumption awareness, crisis management, Good Samaritan Law, etc.

• Bystander intervention/sexual violence prevention workshop is defined as: a workshop focusing on topics such as relationship violence education, bystander intervention, sexual assault awareness and prevention, etc.

• Health/wellness workshop is defined as: a workshop focusing on topics such as body image awareness, healthy eating habits, mental health awareness, etc.

• Social justice, diversity, and/or inclusivity workshop is defined as: a workshop focusing on topics such as multicultural awareness, LGBTQIA+, immigration policies, etc.

• Social-media related workshop is defined as: a workshop focusing on topics such as social media etiquette, proper e-mail correspondence, etc.

• “Soft skills” workshop is defined as: a workshop focusing on topics such as time management, teamwork, problem solving/critical thinking skills, communication skills, written skills, and ethics/integrity, etc.

• “Life Skills” workshop is defined as: a workshop focusing on topics such as budgeting/financial management, cooking/nutrition, changing a tire, etc.

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| 11.2  New member education schedule | A calendar of events of programming for new members. Please include both required (i.e. meetings, trainings) and optional (i.e. mixers, special events) programming | Calendar/schedule of events | Upload to the New Member Education Schedule in Jag Life | 10 points |  |

**Leadership** **Education**

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|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 12.1  Inter/national organization regional programming | Attendance at regional  programming offered by the Inter/national organization. | Registration and/or letter from the Inter/national organization verifying attendance. | Upload to the Leadership Education form in Jag Life | Points earned will be based on number of members in attendance:  1 = 2  2 = 4  3 = 6  4 = 8  5 or more = 10 |  |
| 12.2  Inter/national organization national programming | Attendance at national  programming, i.e. convention, leadership academy, etc. offered by the Inter/national organization. | Registration and/or letter from the Inter/national organization verifying attendance. | Upload to the Leadership Education form in Jag Life | 5 points |  |
| 12.3  National programming not sponsored by Inter/national organization | Attendance at national  programs such as UIFI, LeaderShape, AFLV, SGLA, etc. | Registration verifying  attendance. | Upload to the Leadership Education form in Jag Life | 5 points |  |

***Community Involvement***

**Governing** **Councils,** **Greek** **Programming** **Board,** **and** **Order** **of** **Omega**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 13.1  Governing body delegate attendance | The chapter is required to have a designated member of the organization serve as a chapter delegate to its respective governing council and attend all  required meetings and trainings. | FSL will work with each respective council to ensure delegate attendance. | Completed by Department staff in conjunction with each council. | Attendance at  80% = 10  90% = 15  100 = 20 |  |
| 13.2  Governing body executive board application | The chapter is expected to have at least one member submit an application to serve on its respective governing council.  This *does not* mean that they be selected to serve in a role, just that they apply. Additionally, organizations will be deducted points if it is found that the individual only submitted the application to gain CAP points. | FSL will work with governing councils to ensure that each chapter has had at least one member submit an  application. | Completed by Department staff in conjunction with each council. | 2 points |  |
| 13.3  Governing body executive board position | For any members selected to serve on a governing council, the organization will be rewarded. |  | Completed by Department staff in conjunction with each council. | 5 points |  |

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| 13.4  Order of Omega  \*\*NOT CURRENTLY BEING AWARDED | The chapter is expected to have at least one eligible member apply to be a member of Order of Omega. |  | FSL will work with Order of Omega to ensure that each chapter has had at least one member submit an application. | 2 points |  |
| 13.5  Greek  Ambassadors  \*\*\*\*\*NOT CURRENTLY BEING AWARDED | The chapter is expected to  have at least one eligible member apply to be a Greek Ambassador. |  | FSL will ensure  that each chapter has had at least one member submit an application. | 2 points |  |
| 13.6  Orientation  Leader | Chapters are encouraged to apply to be Augusta University Orientation Leaders. Those that apply will be awarded points.  This *does not* mean that they be selected to serve in a role, just that they apply. Additionally, organizations will be deducted points if it is found that the individual only submitted the application to gain CAP points. |  | FSL will work with Orientation to gain the list of those who have applied to be an Orientation leader | 2 points per application |  |

**Chapter** **Hosted** **Events**

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|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 14.1  Alcohol free event | Each chapter is required to have at least one alcohol-free event per calendar year.  An alcohol-free event is defined as: any event, excluding chapter meetings and executive board meetings, put on by/for the chapter that does not include or related to alcohol in any way. | Sign-in sheet of those in attendance and photographs from the event. | Upload to the Chapter Hosted Events form in Jag Life | 10/10  / = points per semester |  |
| 14.2  Co-hosted event with a registered student organization | Each chapter is expected to partner/co-host an event with a registered student organization each calendar year. | Sign-in sheet of those in attendance and photographs from the event. | Upload to the Chapter Hosted Events form in Jag Life | Determined by which tier the event is classified in as described below. Tier 1: 10  Tier 2: 15  Tier 3: 20 |  |
| 14.3  Co-hosted event with organization from the same council | Each chapter is expected to partner/co-host an event with at least one other organization from its respective council each calendar year. | Sign-in sheet of those in attendance and photographs from the event. | Upload to the Chapter Hosted Events form in Jag Life. | Determined by which tier the event is classified in as described below. Tier 1: 10  Tier 2: 15  Tier 3: 20 |  |
| 14.4  Co-hosted event  with organization from a different council | Each chapter is expected to partner/co-host an event with at least one other organization from a *different council* each calendar year. | Sign-in sheet of those in attendance and photographs from the event. | Upload to the Chapter Hosted Events form in Jag Life | Determined by which tier the event is classified in as described below. Tier 1: 15  Tier 2: 20  Tier 3: 25 |  |

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| --- | --- | --- | --- | --- | --- |
| 14.5  National Pan- Hellenic Council (NPHC) or NPHC organization event | Each chapter is expected to attend at least one event sponsored/co-sponsored by the National Pan-Hellenic Council (NPHC) or any of its member organizations each calendar year.  PR events, including fundraising tabling events, for an organization/council does not count. | Sign-in sheet of those in attendance photographs from the event, or flier from the event attended (optional). | Upload to the Council Event Attendance form in Jag Life | Determined by which tier an organization’s attendance falls within below. Tier 1: 12 points Tier 2: 14 points Tier 3: 16 points Tier 4: 18 points Tier 5: 20 points |  |
| 14.6  Interfraternity  Council (IFC) or IFC organization event | Each chapter is expected to attend at least one event sponsored/co-sponsored by the Interfraternity Council (IFC) or any of its member organizations each calendar  year.  PR events, including fundraising tabling events, for an organization/council does not count. | Sign-in sheet of those in attendance, photographs from the event, or flier from the event attended (optional). | Upload to the Council Event Attendance form in Jag Life | Determined by which tier an organization’s attendance falls within below. Tier 1: 12 points  Tier 2: 14 points Tier 3: 16 points Tier 4: 18 points Tier 5: 20 points |  |
| 14.7  College  Panhellenic Council (CPC) or CPC organization event | Each chapter is expected to attend at least one event sponsored/co-sponsored by the Panhellenic Council or any of its member orgs. each calendar year.  PR events, including fundraising tabling events, for an organization/council does not count. | Sign-in sheet of those in attendance, photographs from the event, or flier from the event attended (optional). | Upload to the Council Event Attendance form in Jag Life | Determined by which tier an organization’s attendance falls within below. Tier 1: 12 points  Tier 2: 14 points Tier 3: 16 points Tier 4: 18 points Tier 5: 20 points |  |

**Tier System for Points for Items 14.2, 14.3, 14.4**

The following system will be utilized to determine how many points an organization will receive for their submitted event. This system will be the same regardless of how it is hosted, i.e. two organizations from the same council or organizations representing three different councils.

• Tier 1

o PR tables with:

* free promotional items and/or fliers are disseminated
* baked goods are sold
* less than 5 people from each organization at the event

• Tier 2

o Community service and/or philanthropy event on the Green

o Movie night

o Game night

o Mixers

• Tier 3

o Volunteering at a local organization (humane society, nursing home, homeless shelter, etc.)

o Hosting a joint workshop

o New member mixers

o Recruitment workshops

**Tier System for Points for Items in Section 14: 14.5, 14.6, 14.7**

**And Section 15: 15.1, 15.2, 15.3, 15.4, 15.5, and 15.6**

The following system will be utilized to determine how many points an organization will receive for their attendance at an event.

• Tier 1: At least 10% of the organization or 5 individuals, whichever is smaller

• Tier 2: At least 20% of the organization or 10 individuals, whichever is smaller

• Tier 3: At least 30% of the organization or 15 individuals, whichever is smaller

• Tier 4: At least 40% of the organization or 20 individuals, whichever is smaller

• Tier 5: At least 50% or more of the organization or 25 or more individuals, whichever is smaller

**Greek** **and** **Campus** **Wide** **Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Explanation/ Clarification** | **Documentation** | **Submit/ Send To** | **Points Possible** | **Points**  **Earned** |
| 15.1  Department of Fraternity and Sorority Life events | Attendance at events sponsored by FSL, i.e. Welcome Back Bash, Academic Workshops, etc. | Photo of chapter at event and be sure to sign in at event to gain points | Upload to Greek and Campus Wide Activity form in Jag Life | Determined by which tier an organization’s attendance falls within below. Tier 1: 12/12  Tier 2: 14/14  Tier 3: 16/16  Tier 4: 18/18  Tier 5: 20/20  Must attend  1/semester - Bonus: 10/event |  |
| 15.2  Greek Week | The chapter is encouraged to participate in Greek Week.  Whether your organization is participating or not, you are able to earn the participation points. | During Greek Week, participation points are awarded by GPB for any members  who are attending a Greek Week Event, whether they are participating in said event or not.  A sign-in sheet is mandatory, photographs are  optional. | Calculated by the Office of Fraternity and Sorority Life | ALL BONUS POINTS! |  |
| 15.3  Homecoming | The chapter is encouraged to participate in university- sponsored Homecoming events by attending any  Homecoming-related functions  Whether your organization is participating or not, you are able to earn the participation points. | Photographs of chapter members participating/ attending an event and upload a chapter sign in sheet  *(Make sure it is*  *clear what event you are attending in the photograph)* | Upload to Greek and Campus Wide Activity form in Jag Life | ALL BONUS POINTS!  Points per event will be released once Homecoming Events are determined |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15.4  Augusta University sponsored events | Values week, Weeks of Welcome, Multicultural Wellness Wednesday, etc. | Photographs of chapter members participating/ attending an event and upload a chapter sign in sheet  *(Make sure it is*  *clear what event you are attending in the photograph)* | Upload to Greek and Campus Wide Activity form in Jag Life | Determined by which tier an organization’s attendance falls within below. Tier 1: 12/12  Tier 2: 14/14  Tier 3: 16/16  Tier 4: 18/18  Tier 5: 20/20  Must attend  1/semester - Bonus: 10/event at the 30% or more tier |  |
| 15.5  Volunteering for  Events | Volunteering to work an event announced through FSL, i.e.  an information table, panel, focus group, etc. | Confirmation of volunteering and/or photographs of chapter members volunteering at the event and sign in sheet of volunteers *(Make sure it is clear what event you are attending in the photograph)* | Upload to Volunteering for Events form in Jag Life | 5/per member per event |  |

**University** **Relations** **and** **Involvement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Explanation/**  **Clarification** | **Documentation** | **Submit/**  **Send To** | **Points Possible** | **Points**  **Earned** |
| 16.1  Involvement in other student organizations | Members of fraternities and sororities are expected to be involved in at least one other student organization. Chapters will earn points based off the percentage of its members involved in other student  organizations. | A list of each member’s involvement in other student organizations. | Upload to the University Relations and Involvement | Chapters will earn points based off the percentage of its members involved in other student organizations.  100% = 20 points  75% = 18 points  60% = 10 points  50% = 8 points  40% = 5 points |  |
| 16.2  Positions outside of organization | Members that are involved in organizations by being selected/elected, i.e. Student Government Association (SGA), CREW,  Orientation Leader, Residence Hall Association (RHA), Resident Assistant (RA), Honor Societies, etc. | A list of each member’s involvement in other student organizations. | Upload to the Position outside of Organization | Chapter will earn bonus points based off of each member involved.  +2/person |  |

***Community Service/Philanthropy***

Community Service

• Community Service hours will be based on the total number of hours the chapter has completed collectively, and is based off of chapter size (according to CAP participation numbers).

• Documentation includes a document that tracks each chapter member’s community service hours, as well as the total number of hours completed.

|  |  |
| --- | --- |
| Chapters with 1-20 members: |  |
| 200 hours or more | 25 |
| 175 hours | 20 |
| 150 hours | 15 |
| 125 hours | 10 |
| 100 hours | 8 |
| 75 hours or less | 5 |
| Chapters with 21-50 members: |  |
| 400 hours or more | 25 |
| 350 hours | 20 |
| 300 hours | 15 |
| 250 hours | 10 |
| 200 hours | 8 |
| 100 hours or less | 5 |
| Chapters with 51-100 members: |  |
| 500 hours or more | 25 |
| 400 hours | 20 |
| 350 hours | 15 |
| 300 hours | 10 |
| 250 hours | 8 |
| 200 hours | 5 |
| 150 hours | 3 |
| 100 hours or less | 1 |
| Chapters with 101+ members: |  |
| 1,000 hours or more | 25 |
| 800 hours | 20 |
| 600 hours | 15 |
| 500 hours | 10 |
| 400 hours | 8 |
| 300 hours | 5 |
| 200 hours | 3 |
| 100 hours or less | 1 |

Chapter does not do Community Service -25

**Philanthropy**

• Philanthropy donations will be based on the total amount of money the chapter donates collectively to philanthropies, and is based off of chapter size (according to CAP participation numbers).

• Documentation includes a document that tracks each chapter member’s philanthropy donations, as well as the total amount of money donated.

Chapters with 1-20 members:

$500 or more 25

$450 20

$400 18

$350 16

$300 14

$250 12

$200 10

$150 8

$125 6

$100 or less 4

Chapters with 21-50 members:

$3,000 or more 25

$2,500 20

$2,250 18

$2,000 16

$1,750 14

$1,500 12

$1,250 10

$1,000 8

$750 6

$500 or less 4

Chapters with 51-100 members:

$5,000 or more 25

$4,500 20

$4,250 18

$4,000 16

$3,500 14

$3,000 12

$2,500 10

$2,000 8

$1,000 6

$750 or less 4

Chapter does not do Philanthropy -25