

**Texas Christian University
Chapter Accreditation Program
(CAPS)**

(Organization Name)

Program Introduction

Mission

To improve the management and quality of fraternity and sorority chapters at TCU and to assist these chapters in achieving excellence the Independent Greek Council, Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and the Panhellenic Council in coordination with the Office of Fraternity and Sorority Life have implemented the following accreditation recognition program. This program will allow the University to recognize those organizations that achieve excellence as well as establish expectations that will enable our organizations to more effectively flourish in the global community.

Evaluation and Variety of Organizations

Because of the variation in size of membership of our organizations, percentages are used in calculations where attendance or sections within a group must achieve a certain level. This allows each group to meet the requirement by their own merit, rather than by size alone.

Use of Results

The results of the evaluation will be used to define the chapter's level of accreditation. The chapter will be able to use this information to set goals for improvement and identify areas in which they may be struggling, as well as recognize and reward chapters that are exceling and being role models in our community. A chapter's rating will not be published and will only be made known to the members of that specific chapter.

Awards

Office of Fraternity and Sorority Life will review and score each submission to ensure accuracy.

The organizations will be recognized for their achievements at the Greek Awards Ceremony to be held in April each year. Please note that more than one sorority or fraternity may receive recognition.

Substantial awards will be given to organizations that score in the 100%-80% passing score.

Recognition

Gold Chapter of Distinction 100+%

Gold Chapter 95%-100%

Silver Chapter 88%-94%

Bronze Chapter 80%-87%

If a chapter obtains Gold Chapter or higher, your chapter will then put together a video presentation that we will submit to the Chancellor. After reviewing the videos, he will selection the Chancellor Chapter of the Year Award.

Program Outline

Criteria

The following areas will be evaluated based on the information submitted by the chapters and the official academic report each year:

1. Academics- 18% Of Total Value
2. Chapter operations- 16% Of Total Value
3. Membership Intake and/or New Member Program- 10% Of Total Value
4. Community Service – 15% Of Total Value
5. Campus Involvement- 7% Of Total Value
6. Educational– 9% Of Total Value
7. Leadership- 17% Of Total Value
8. Office Operations- 7% Of Total Value

Scoring Criteria: Total Points Possible: 379 points

***We will round to the closes points listed below if your chapter does not fall perfectly in a specific range.**

- 80-100% of points possible = 303 - 370 points
- 65-79% of points possible = 246 - 299 points
- 55-64% of points possible = 208 - 243 points
- 38-54% of points possible = 144 - 205 points
- 0-37% of points possible = 140 point or lower

Hazing

If your organization has been found in violation of hazing, your organization will lose 25% of its overall score earned

The intent of the Greek Accreditation Program is to provide a framework by which chapters can quantify and document their activities and successes, while creating a tool by which fraternities and sororities can be evaluated in an objective manner for awards. There is an expectation that all chapters will strive to attain at least 80% accreditation and that the Greek system at TCU will be an example of excellence to Greek systems nationwide. We also wish to be able to recognize more than one chapter as being successful and "the best".

For example, if Alpha Zeta, and Sigma Gamma score the same number of points and that score is the 95%-100% threshold, then both of those chapters would be the Gold level award recipients and share the recognition equally.

It is not intended for Greek organizations to compete with one another, but rather to provide a self-evaluation for areas of strength and challenge. It is a progressive, proactive program for improvement in all areas of a Greek organization.

Chapters will not be able to maintain status quo. Continued improvement, where needed, will be expected. Evaluation of the chapter will be based on the following schedule:

Academic Year	0%-37% Below Accreditation	38-54% Below Accreditation	55-64% Below Accreditation	65-79% Below Accreditation	80-100% Accreditation
2018-2019	<p>Sanctions</p> <ul style="list-style-type: none"> • Executive board workshop with chapter coach • Chapter submits a goal worksheet to outline how the chapter will reach a minimum 80% • Notification to chapter stakeholders • Chapter sends a minimum of 4 people to UIFI (Sending members to UIFI for sanctions will not count for bonus points) • Loss of events with alcohol 	<p>Sanctions</p> <ul style="list-style-type: none"> • Executive board workshop with chapter coach • Chapter submits a goal worksheet to outline how the chapter will reach a minimum 80% • Chapter sends a minimum of 3 people to UIFI (Sending members to UIFI for sanctions will not count for bonus points) • Loss of events with alcohol 	<p>Sanctions</p> <ul style="list-style-type: none"> • Executive board workshop with chapter coach • Chapter submits a goal worksheet to outline how the chapter will reach a minimum 80% • Chapter sends a minimum of 2 people to UIFI (Sending members to UIFI for sanctions will not count for bonus points) 	<p>Sanctions</p> <ul style="list-style-type: none"> • Executive board workshop with chapter coach • Chapter submits a goal worksheet to outline how the chapter will reach a minimum 80% 	<p>Affirmations</p> <ul style="list-style-type: none"> • Chapter recognition in the FSL Brochure and website • Award during the FSL Awards Banquet • NPHC, MGC, IGC chapters will receive \$100 towards a program.

Re-evaluation of Program

We will evaluate progress and re-align sanctions and incentives annually.

Submission Guidelines

The cover page should be the first document in your submission packet. Fill it out completely. You have received the program in electronic format to be typed and submitted. **Written submissions will not be accepted. If not submitted by 12pm December 5th, 2018 all chapter activities will be suspended and a notice sent to the international headquarters** until the program is submitted.

There are 9 sections of the TCU Greek Accreditation Program you need to complete. Read each item carefully, answering each item fully and attaching any necessary documents. When attaching documents, include them in the section they support.

Program Due: No later than 12 p.m. on Friday, December 5th, 2018 via _____

Academics -- 18% of Total Value (67 points possible)

1. **48 points (24 points per semester)** The chapter grade point average exceeds the University's all undergraduate women's or all undergraduate men's average. For Co-Ed chapters, the chapter grade point average exceeds the University's all undergraduate students' average
 - Exceeds All Undergraduate Women/Men's GPA **24 points per semester are awarded**
 - Within .10 points of All Undergraduate Women/Men's GPA **18 points per semester are awarded**
 - Within .20 points of All Undergraduate Women/Men's GPA **12 points per semester are awarded**
 - More than .20 points below All Undergraduate Women/Men's GPA **6 points per semester are awarded**
 - *You do not need to provide any documents for this. These GPAs will be verified with your chapter's University Grade Report.

2. **20 points (10 points per semester)** The new member group or associate member class must maintain a 2.5 grade point average or higher in their first semester with the organization.
 - * You do not need to provide any documents for this. These GPAs will be verified with your chapter's University Grade Report.

3. **7 Points** The chapter has an appointed scholarship chairperson all year who is responsible for monitoring members' academic performance and arranging special programs to meet the chapter's and individual member's needs in this area.
 - Each chapter must elect a scholarship chair. This individual's name, email address, and telephone number must be included in the evaluation report. The scholarship chair will also be required to share any information on scholarship requirements or programming that is provided by the chapter.

Scholarship chairperson: _____

Email Address: _____

Phone Number: _____

4. **10 points** The chapter has a GPA requirement for members to remain in good standing within the chapter ____ Yes ____ No – If so, what is the GPA requirement _____

The Chapter has a policy (i.e. member cannot attend social functions, have voice and vote at chapter meetings, etc) and / or programs (designed to help the member improve), in place for individuals who do not meet the minimum GPA requirement. Please include an outline of the policy and / or programs here:

5. **10 points** The chapter has a minimum GPA requirement for extending bids or inclusion in Membership Intake. **Please provide documentation for the following information.**

Our chapter has a minimum GPA used as a requirement of membership when extending bids or conducting Intake. Yes _____ No _____

The GPA requirement for our chapter to extend a bid to someone or for someone to participate in Membership Intake is_____.

6. **8 points** (4 per semester) At least 80 percent of all members are above a 2.5 GPA each semester. **This will be verified against University and FSL Records.**

- * You do not need to provide any documents for this. These GPAs will be verified with your chapter's University Grade Report.

7. **4 points** (2 per semester) Chapter officers have an average of a 2.5 on a 4.0 scale.

- * You do not need to provide any documents for this. These GPAs will be verified with your chapter's University Grade Report.

Chapter Operations -- 16% of Total Point Value (61 points possible)

It is expected that an acceptable chapter will comply with all University policies and maintain proper communications and behavior to support positive and interactive relationships with the surrounding Greek, University, and local communities. A chapter should maintain a presence as a “Good Citizen” and strive to instill in its membership a thorough understanding of the standards of these varying communities as well as an appreciation for positive relationships.

1. **6 point.** The chapter develops and maintains a social media page and that the chapter uses social media to connect with the students and university

The Web address for the chapter’s web page is: _____

The Web master for the web page is _____

Facebook link: _____

Twitter Handle: _____

Instagram Handle: _____

2. **24 points (12 per semester).** Chapter plans one event per semester that is meant to build/ increase brother/ sisterhood bonding between members. These events/ programs cannot include alcohol or parties. 75% of chapter must be in attendance to earn points for this event.

- **Please provide this information on a separate sheet of paper and upload it as a separate document**

Name of program: _____ Date: _____

Program Goals: _____ Percent of Members: _____

How well did the Program go? _____

(Please attach card swipes from Orgsync)

Name of program: _____ Date: _____

Program Goals: _____

How well did the Program go? _____

(Please attach card swipes from Orgsync)

3. **6 points (3 per semester)** The chapter is a member of and actively participates in the IFC, IGC, MGC, NPHC and Panhellenic Council by attending 75% of the meetings and complying with other criteria for participation as outlined by the Council.
 - The IFC Secretary, IGC Secretary, NPHC Secretary, MGC Secretary, and Panhellenic Secretary will record attendance at meetings and submit that information to FSL Staff. You do not need to submit any information for this item.
4. **20 points (10 points per semester).** The chapter demonstrates an attitude of community awareness and service by participating in at least one project or program per semester which is sponsored by a student organization. Attendance by at least 40% of chapter membership will be required. (i.e. ...Greeks in the Streets, Up 'Til Dawn, Dance Marathon)

Spring 2018

Project: _____

Sponsor: _____

Contact Person(of event): _____

Contact Phone Number: _____

- **Please attach card swipes from Orgsync**

Fall 2018

Project: _____

Sponsor: _____

Contact Person(of event): _____

Contact Phone Number: _____

- **Please attach card swipes from Orgsync**

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5. **5 points** The chapter demonstrates an effort to maintain and/or improve alumni programs designed to keep alumni involved in chapter activities and chapter news.
 - The chapter will have at least one program per year or activity designed for alumni. **Parties are not acceptable.**
 - Attach any invitations, newsletters, or other communications designed for alumni.
 - **Please provide this information on a separate sheet of paper and upload it as a separate document**

6. **10 points (5 per semester).** A chapter budget is prepared by the treasurer and executive board officers each semester.
- In order to receive the full five points per semester, a chapter must submit a finalized chapter budget.
 - Chapters need not submit actual dollar amounts with their budgets. Percentage allotments indicating the percentage of chapter funding to be spent on a particular event or area of concern will suffice. (I.e. Scholarship = 35%, Social = 15%, etc.)
 - Remember, the budgets are for the Spring 2018 and Fall 2018 terms.
 - **Please provide this information on a separate sheet of paper and upload it as a separate document**
7. **10 points.** The chapter strictly enforces financial discipline as prescribed by the chapter's constitution and bylaws (or as mandated by the National headquarters, if applicable).
- **Please provide this information on a separate sheet of paper and upload it as a separate document**

The chapter strictly enforces financial discipline as prescribed by the chapter's constitution and bylaws or as mandated by the national organization such as restriction of social functions, no voice and vote privileges, membership probation and expulsion and is in complete compliance with the policies of the national organization.

Yes No

Signature of Chapter Advisor _____

Signature of Chapter President _____

Signature of Treasurer _____

8. **10 points** The chapter pays its bills on time to IFC/IGC/ MGC//NPHC Panhellenic. This information will be verified through the council treasure.
- **You do not need to submit any information for this question.**

Membership Intake and/or New Member Education Program – 10% of Total Point Value (38 points possible)

It is the estimation of TCU that the membership intake and/or new member education program is essential to the positive development of chapter members. Hazing, as defined by the TCU Student Handbook, is totally unacceptable. The membership intake and/or new member program must be conducive to the strong academic performance of every new member.

1. 28 points The chapter adheres to a written membership intake program/ new member education program that promotes scholarship and academic achievement, offers leadership opportunities, encourages campus involvement, clearly expresses values and expectations for conduct, and provides opportunities for personal development. (Chapters must attach their new member program, and calendar of events, both need to be attached to receive credit).

- Chapters are required to submit a copy of their policies regarding intake and new member education and any manuals or related additional material to remain on file with FSL.
- New Member Educator/ Membership Chair will be required to meet with the FSL Staff Advisor no less than two weeks prior to bid day or hosting informational to review and make suggestions on the New Member Program. A copy of the new member calendar is due at this meeting. An advisor's signature is required on this calendar.
- **Please provide this information on a separate sheet of paper and upload it as a separate document**

2. 20 points (10 per semester) The chapter initiates 50% + 1 of the individuals who accepted offers of membership according to the following:

- List of new members will be checked against bid offers to verify this information.
- Submit a list of initiated members, No later than 3 days after initiation/crossing each semester.

Community Service and Philanthropy -- 15% of Total Point Value (57 points possible)

It is expected that an acceptable chapter should maintain a presence as a “Good Citizen” and strive to instill in its membership a thorough understanding of the standards of these varying communities as well as an appreciation for positive relationships

- 1. 24 points (12 per semester)** At least 75% of all member in your organization complete the required minimum of 7 hours of community service per semester. Make sure you look up the difference between a philanthropy and community service.
 - Please provide this information on a separate sheet of paper and upload it as a separate document**

Name:	Service event:	Total hours
1.		
2.		
3.		
4.		
5.		
6.		

- 2. 30 point (15 per semester).** The chapter conducts one large-scale (involving at least 60% of the chapter) community service/philanthropic project per semester. Please provide a letter from the organization providing documentation for the community service/philanthropic project. Philanthropy must follow expectations and guidelines from the governing council.
 - Please provide this information with supporting photo documentation of the event(s) on a separate sheet of paper and upload it as a separate document**
- 3. 30 points (15 per semester)** Each chapter participates in at least 3 campus-wide community service or philanthropy events each semester. 2 of the campus-wide events must be from a different council than your own or hosted by a non-Greek student organization ie. Dance Marathon.
 - Please provide this information with supporting photo documentation of the event(s) on a separate sheet of paper and upload it as a separate document**

Event name:
Ie. Up ‘Til Dawn

Participants:
Member 1
Member 2
Member 3

Campus Involvement -- 7% Total Point Value (25 points possible)

A fraternity or sorority chapter's image is formed greatly by its involvement in campus activities. Co-curricular involvement of chapter members, chapter participation in annual campus events, campus leadership positions held by chapter members, and inter-Greek relations are only some of the ways a chapter may contribute to this image.

1 10 points. At least 30% of the chapter membership is affiliated with co-curricular activities.

- **List by member, not by activity.**
- All activities must be for the 2018 year.
- This information will be checked with proper University office including the Office Student Development Services.
- On a separate sheet of paper, type a list of all chapter members and their co-curricular involvements.

Example:

<u>Name</u>	<u>Co-Curricular Involvement</u>
1. Kevin Vargo	Order of Omega, SGA Student Body President
2. Mike Meijers	Student Foundations
3. Bob Henry	ROTC
4...	

2. 15 points. A minimum of 50% +1 of the executive board of each chapter attends at least one leadership development program or workshop during the year sponsored by the organization.

Please consider that your members may attend different workshops, including the New Member Workshop and Fraternal Futures.

Conference/Workshop Title: _____

Sponsored by: _____

Date: _____

Location: _____

Members in attendance:

<u>Name</u>	<u>Officer Position (if held)</u>
1.	
2.	
3...	

Educational Programming -- 9% of Total Point Value (35 points possible)

We are here to learn. Fraternities and sororities provide us with an opportunity to enhance that process through our focus on academic achievement and intellectual development inside and outside of the classroom. All members of the community are important elements to develop innovative and successful ways to education the chapters and the community.

- 1. 20 points. (10 points for each educational program completed)** Each chapter sponsors or attends at least two educational programs each semester with at least 40% of the chapter membership present. Programs must be related to risk management, hazing prevention, health, wellness, diversity, recruitment, professional development, empowerment, or scholarship.
 - **Please provide this information with supporting photo documentation of the event(s) on a separate sheet of paper and upload it as a separate document**

Name of event	Category	Member Present
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- 2. 15 points.** Chapters plan one event or program per year to connect with their advisor. Must provide description of the event, chapter attendance, and a photo from the event.
 - **Please provide this information on a separate sheet of paper and upload it as a separate document**

Leadership—18% of Total Value (68 points possible)

Effective chapter management will greatly improve every aspect of the chapter's operations. Organization, office training, officer transition, relationships both within and outside of the organization/ council, and good communication between members and officers are important elements to a successful chapter that will continue to benefit the chapter in years to come.

2. **15 points.** Chapter held an officer retreat for the transition of new officers.

- Attach agenda of retreat

Date of Retreat: _____

Location of retreat: _____

Members in attendance:

Name Position (specify outgoing/incoming)

1.

2.

3.

4.

2. **6 Points (3 per semester)** Chapter held a goal setting workshop/retreat at the beginning of each semester

Date of Goal setting workshop/retreat: _____

Location: _____

Specify members in attendance:

_____ Executive board members only

_____ Entire chapter

Goals outlined (please specify by semester):

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

- If necessary, list additional goals using same format

3. **5 points** The executive board meets on a consistent basis

Chapter executive board met: _____ Weekly _____ Bi-Weekly

Location: _____

Time: _____

4. **5 points** Chapter held regular meetings on a consistent basis

Chapter held regular meetings: _____ Weekly _____ Bi-Weekly

Location: _____

Time: _____

5. **5 points** Chapter was represented at all required conventions, conferences, or workshops sponsored by their organization.

- Complete the following:

National Convention/Conference Title: _____

Dates: _____

Location: _____

Members attended: 1.
2.
3.
4.
5....

Leadership Academy Title: _____

Dates: _____

Location: _____

Members attended: 1.

2.

3.

4.

6. 5 points Chapter applied for awards they could receive from their national organization.

- Please provide this information on a separate sheet of paper and upload it as a separate document

Complete the following Award applied (title): _____

Purpose of award: _____

Date Applied: _____

Status of Award: _____

Award applied (title): _____

Purpose of award: _____

Date Applied: _____

Status of Award: _____

Award applied (title): _____

Purpose of award: _____

Date Applied: _____

Status of Award: _____

Award applied (title): _____

Purpose of award: _____

Date Applied: _____

Status of Award: _____

Award applied (title): _____

Purpose of award: _____

Date Applied: _____

Status of Award: _____

If necessary, add additional awards using the same format

7. 10 points The chapter sends one members to TCU's UIFI

(Undergraduate Inter-Fraternal Institute)

- **This will be verified with UIFI registration**

8.10 Points The chapter sends their president to the President Retreat hosted every year in January.

- **This will be verified by the FSL office**

9.10 Points. Chapters are well represented at Officer Training Day

- **This will be verified from the sign-in sheets used at Training Day**

Office Operations- 7% of Total Value (28 Points)

- 1. 6 Points (3 Points per semester)** Money owed to the office is turned in on time and in full.
 - a.** This will be verified with the FSL Office
- 2. 30 Points (15 Points per semester).** Chapter Presidents are meeting with their chapter coaches on a consistent basis.
 - a.** This will be verified by the chapter coach.
- 3. 5 Points.** Chapters update their rosters in the given timeframe.
- 4. 5 Points.** Membership compliance forms are turned-in in the given timeframe.

10 points (bonus points only) The chapter sends more than one person to UIFI (that additional person cannot be at UIFI for sanction purposes)

10 Points (5 points per semester) (Bonus points only) The chapter demonstrates an attitude of community awareness and service by participating in at least one project or program per semester which is sponsored by a student organization. Attendance by at least **75%** of chapter membership will be required. (i.e....Greeks in the Streets, Up 'Til Dawn, Dance Marathon)

2 Points (Bonus points only) The chapter submits their total philanthropy fundraising totals and related member engagement hours to the FSL office.