

Washington College
Fraternity and Sorority
Chapter Excellence Program
2020 Submission Guidelines

The deadlines for submissions are:
Monday, January 4, 2021 at 8:00am
Submit to STansits2@washcoll.edu



Chapter Excellence Program

Introduction

Fraternities and sororities were founded to support the academic mission, vision, and values of the host institution where a chapter is recognized. The Office of Student Engagement conducts a yearly assessment of its chapters in order to determine how the core values of individual fraternities and sororities support Washington College. It is also the intention of the Office of Student Engagement to evaluate its impact on the co-curricular experience at Washington College.

Assessment

The assessment is composed of six different categories in which each chapter is evaluated. Each category has different criteria that are assigned point values. A score of 90 or higher in a specific category means the chapter is achieving the minimum standards set by the Office of Student Engagement. The chapter that receives the highest point value in each of the categories below will get the Overall Excellence chapter award for that category.

The Chapter Excellence program serves as the College's bi-annual assessment of our Fraternity and Sorority Community at Washington College. Therefore, all WC Fraternity & Sorority chapters must participate.

The core areas to be awarded for chapter standards of excellence are:

1. Academic Excellence
2. Leadership and Community Engagement Excellence
3. Member Development and Education Excellence
4. Community Service Excellence
5. Philanthropic Excellence
6. Chapter Management Excellence

Chapter of the Year: A chapter that has achieved excellent scores in all six categories, a score of 80 or higher, exemplifies an ideal Fraternity or Sorority organization that supports the mission of Washington College as well as fraternal standards. This overall recognition will be given to *one* fraternity and *one* sorority.

Eligibility

- These awards will recognize the accomplishments of chapters between the dates of January 1, 2020 through December 18, 2020. All materials and reports must reflect this time period.
- Chapters that have had any policy violations (resulting in a judicial board hearing) during the award period are not eligible to win Fraternity or Sorority of the Year, however, must still participate in the assessment process.
- Each step in this packet must be completed to be eligible for the respective awards.
- Only chapters that apply for every Chapter Excellence Award will be eligible for Chapter of the Year.
- Awards submission essays should be formatted in 12 pt. font, double-spaced, saved as PDFs and **labeled with the organization name** then emailed to stansits2@washcoll.edu

Timeline Guidelines

- May 1, 2020: Application Guidelines emailed to all chapter presidents
- August 31, 2020: Application Guidelines distributed to chapter presidents
- January 4, 2021: Applications are due no later than 5:00pm
- December 7 – 11, 2020: Chapters can stop by Sarah's office to inquire about their submissions to ensure correct procedure was followed.

Disqualification Guidelines

- Submissions turned in after 8:00 a.m. on Monday, January 4, 2021
 - If you miss the deadline, you will not be eligible to win in that category but still must complete each submission.
- Submissions not adhering to ALL eligibility and submission guidelines
- Submissions with false or misleading information

Submission Guidelines

- **All chapters are required to complete submissions in each category, each with a separate form.**
- Each submission must be in one complete PDF document, double spaced in 12 pt. font.
- Supporting documentation is to be included in the PDF document. For example, essay question responses come first with other documents scanned in in the pages that follow. (verification letters, screen shots, photos, etc.)

Other Information

- Judges for Chapter Excellence will be WC faculty and staff chosen by Student Engagement staff members
- Each category will be reviewed and scored by at least three judges. Their scores will be averaged to achieve the official chapter score
- Each chapter will have the opportunity to review their chapter's scores for each area and consult with their Fraternity and Sorority Life Advisor during individual President's meetings in February.

Area 1: Academic Excellence

Submit an essay of no more than three pages that answers the following questions (50 points):

1. Summarize your chapter's academic success program. (How does your chapter recognize members exhibiting high academic performance and those with improving academic performance)
2. How does your chapter address members who fail to meet academic standards?
3. How does your chapter encourage members to prioritize academics?

Optional upload: Complete Academic Success Program

The following points are awarded based off spring 2020 and fall 2020 Community Grade Report, compiled by the Office of Student Engagement each semester. (up to 40 points)

Chapter GPA will be weighed heavily in the scoring of this award. *(Points are assigned broken down by the highest to lowest GPA by governing council)*

1. Highest GPA (Top) (40 points)
2. Median GPA (Middle) (25 points)
3. Lowest GPA (Bottom) (10 points)

Please list out any chapter programming related to this area of excellence during the spring 2020 and fall 2020 semesters. Include the date, title, description, number of members (and/or non- members) that attended, and if outside resources were used. Only those with supporting documentation will be considered for points. (10 points)

Date	Title	Description	# of members	# of non-members	Supporting documentation included?
4/10/19	Time Management Workshop	Staff from the Office of Academic Skill conducted a workshop about time management.	50	0	Y – confirmation email from OAS staff
10/1/19	Study Abroad Interest Program	The chapter co-hosted an interest program about study abroad opportunities with the Global Education Office	20	20	Y – flyer distributed on campus and social media

Area 2: Leadership and Community Engagement Excellence

Submit an essay of no more than four pages, which answers the following questions (50 points):

1. Describe the relationship between your chapter and its governing council (IFC/PHC). How is information communicated, do members sit on the Executive Board, is governing council business a priority for the chapter?
2. Describe how your chapter promotes positive relations with other chapters within your council, within other councils and among the entire fraternity and sorority community?
3. How does your chapter use resources offered by the College? Please be specific. For example, we attended the Leadership Conference on X date.
4. How does your chapter use resources offered by your National Chapter? Please be specific. For example, we attended the Leadership Conference on X date.
5. How does the chapter deal with apathy? What strategies are used to motivate members?

Provide a list of members that lists involvement outside your organization as well as if the involvement is a leadership role. (20 points)

Involvement (10 points)	Leadership Roles (10 points)
1. 80% active chapter membership involved in at least one other activity/organization (10 points)	1. 50% active chapter membership involved in other leadership roles on campus (10 points)
2. 60% active chapter membership involved in other campus activities on campus (7 points)	2. 25% active chapter membership involved in other leadership roles on campus (7 points)
3. 40% active chapter membership involved in other campus activities on campus (5 points)	3. 10% active chapter membership involved in other leadership roles on campus (5 points)
4. 20% active chapter membership involved in other campus activities on campus (2 points)	4. 5% active chapter membership involved in other leadership roles on campus (2 points)

*Involvement (campus activities) can include membership in other student organizations, attendance at campus leadership conferences, etc.

*Leadership roles can include being a Resident Assistant, Peer Mentor, George's General, etc.

Please list out any chapter programming related to this area of excellence during the spring 2020 and fall 2020 semesters. Include the date, title, description, number of members (and/or non-members) that attended. Only those with supporting documentation will be considered for points. (30 points)

- Co-sponsored programs (non-social events) between your chapter and another chapter or between your chapter and another chapter outside your fraternity/sorority governing council will be weighted more.

Area 3: Member Development and Education Excellence

Submit an essay no more than three pages that answers the following questions (50 points):

1. Describe your organizational values and how members uphold them.
 - a. Be sure to include how Ritual is incorporated into chapter education and applied to membership standards
2. What part of the chapter's new member education process best integrates new members into the chapter?
3. How does your chapter ensure all members understand risk prevention policies?
4. How are individual members held accountable in your chapter? (i.e. standards, personnel, judicial board). Describe this process.
5. Describe the best education program your chapter hosts and why you believe is most effective.

Please list out any chapter programming related to this area of excellence during the spring 2020 and fall 2020 semesters. Include the date, title, description, number of members (and/or non- members) that attended. Only those with supporting documentation will be considered for points. (50 points) Categories include but are not limited to: Risk Reduction/Prevention (Anti-Hazing, Legal Liability, Alcohol/Drug Use and Abuse), Social Equity/Cultural Awareness, Health & Wellness, Financial Management, Career Planning, Values Congruence, Social (Brotherhood/Sisterhood).

Area 4: Community Service Excellence

Community Service is based on time that members spend doing hands-on service. Hours/Programs will only be recognized that are properly reported using the Student Engagement Online Report Form.

Attach an essay no more than two pages that answers the following questions (50 points):

1. What community service opportunities does your chapter provide for its members?
2. What campus-wide or fraternity/sorority community-wide service projects does your chapter participate in?
3. What service does your chapter provide to the community outside of WC?
4. What does your chapter do to reflect on the service projects and how they relate back to the values of the organization?

Community Service Hours Tracked via Office of Student Engagement Report Form (up to 50 points):

1. *10 points awarded for each* service program, hosted by the chapter, at which 80% of members participate
2. *5 Points awarded for each* service program at which at least 50% of chapter members participated

(While Community Service Hours & Programs are collected in the Office of Student Engagement online form, verification of hours and programs are needed to be able to apply to Chapter Excellence Program. Please upload any supporting documentation of community service hours/programs completed by the chapter, pictures are acceptable).

Area 5: Philanthropy Excellence

Philanthropy is based on monetary or item donations. Please provide supplemental proof and supporting documentation of donation.

Submit an essay no more than two pages that answers the following questions (50 points):

1. What cause or organization does your chapter support? What was contributed and how much did it impact the community? Please attach no more than two pages of materials that were used to promote your philanthropy; photos of your chapter in action are more than welcome.
2. How does your chapter contribute to the philanthropic causes of other chapters/student organizations?
3. Does your chapter participate in campus-wide philanthropic initiatives? Which ones did your chapter participate in and what was the outcome?

Average number of philanthropy dollars raised divided by each active member will be weighed in the scoring of this award. (50 points) (\$1,000.00 raised, with 10 members = \$100.00 per member) (Points are assigned broken down by the highest to lowest Average of Philanthropy Dollars raised by governing council)

1. Highest Average of Philanthropy Dollars Raised (Top) (50 points)
2. Median Average of Philanthropy Dollars Raised (Middle) (30 points)
3. Lowest Average of Philanthropy Dollars Raised (Bottom) (10 points)

Area 6: Chapter Management Excellence

Attach an essay no more than five pages that answers the following questions (50 points):

1. Describe the recruitment process for your chapter. What role do individual members have in this process? How are the requirements to join communicated to potential members?
2. What is your chapter's relationship like with the college?
3. Describe the chapter's communication with its inter/national staff and or regional leadership.
4. What is the communication structure for your chapter? How is chapter business conducted?
5. Describe how the chapter's finances are handled. Is there a specific budget that is created?
6. Describe what your chapter does to facilitate officer transition/ training.
7. How does the chapter utilize its advisors? (Both on campus faculty/staff advisor as well as off campus advisors)
8. In what ways is the chapter, its members, and programs/activities marketed and promoted on/ off campus?

Please list out any chapter programming related to this area of excellence during the spring 2020 and fall 2020 semesters. Include the date, title, description, number of members (and/or non- members) that attended. Only those with supporting documentation will be considered for points. (50 points)

Stay in Good Standing with Fraternity and Sorority Life By:

- Turning in New Member Process to Sarah by the second Monday of classes each semester. (January 27, 2020 and September 7, 2020)
- Turning in updated Bylaws and Constitution to Sarah by the second Monday of classes each semester. (January 27, 2020 and September 7, 2020)
- **Every** member must read and sign the anti-hazing policy within three days of starting a new member process.
- **90%** of chapter needs to attend the large Hazing Prevention program during hazing prevention week. The only excuse is class.
- Email Sarah within two days of initiating your new members with the list of initiates. She will be tracking new member retention
- Service hours must be logged by your members or community service chair/philanthropy chair monthly.
- Philanthropic donations must be logged monthly by your philanthropy chair monthly.

