Stony Brook University

Fraternity and Sorority Five Star Accreditation

Overview

Most Recent Update: October, 2016

by: Nicholas Amster, Graduate Assistant
Explanation of 5 Star

1. The Purpose of the 5 Star Program
   a. 5 Star is an accreditation system, which encompasses the various aspects of Fraternity & Sorority Life
      i. Academic Excellence & Intellectual Development
      ii. Membership/Professional Development
      iii. Philanthropy
      iv. Service
      v. Brotherhood/Sisterhood
      vi. Risk Management
      vii. Organizational Assessment/Accountability
      viii. Campus Relations
      ix. Fraternal Relations
      x. Multiculturalism
      xi. Recruitment

2. Each section is accompanied by a various set of standards in which organizations earn points for achieving these standards (i.e. - if 50% of your chapter is involved in other non-F&S related activities that is worth 20 points.)
   a. Tracking
      i. 5 Star will be tracked in binders
         1. The binders are the responsibility of the organization.
         2. It is the President/5 Star Chair’s duty to maintain and submit the binder and information by the appropriate due dates.
         3. Keep extra copies (either paper or digital)

3. 5 Star binders will have explanations of the events as well as attendance records.
   i. Groups are highly encouraged to also submit pictures from events (via flash drive or CD-Rom)

4. Required Events & Event Attendance
   a. Certain events are hosted by The Office of Fraternity & Sorority Life or The Department of Student Engagement & Activities which will be a requirement for 5 Star. Failure to meet any of these requirements will result in automatically starting at 2 Stars.

Events include, but are not limited to the following:
   i. President’s Retreat (at the beginning of each semester)
   ii. Executive Board Workshop (at the beginning of each semester)
   iii. Advisor Workshop
   iv. National Hazing Prevention Week (September)
   v. New Member Orientation (usually towards the end of the New Member Process)
   vi. Any other event as chosen by the Assistant Director for Fraternity & Sorority Life, the Associate Director for Student Involvement & Leadership, or the Dean of Students.
b. Your advisors have the opportunity to weigh in on 5 Star.
   i. There will be a section in which either your Chapter Advisor or your Faculty/Staff Advisor will have the opportunity to comment, provide feedback, or inform the Office of Fraternity & Sorority Life/Department of Student Engagement & Activities of any information that we need to know.

5. Grading
   a. How will 5 Star be graded?
      i. 5 Star will be graded by a series of points (see section b or next page for point ranking)
      ii. 5 Star will be graded/reviewed by the following:
         1. Graduate Assistant for Fraternity & Sorority Life
         2. Program Advisor
         3. The Associate Director for Student Involvement & Leadership
      iii. Each binder will be graded by one of the aforementioned, and the other 2 will review for accuracy.
   b. After 5 Star has been completed and the results have been finalized. There will be a post-5 Star Meeting
      i. The current President & 5 Star Chair/Representative will meet with the Graduate Assistant, Program Advisor, and the Assistant Director for Fraternity & Sorority Life and/or Associate Director for Student Involvement & Leadership.
         1. If the term in office of your Executive Board is based off of the academic year, then both the current President, as well as the President-Elect should attend.
      ii. The meeting will go over what events worked and did not work for the year. What could have been improved.
      iii. It will serve as a reflective process for all involved.

**Star Ranking Definitions**

1 Star – Failing Chapter (less than 860 points or less AND did NOT meet one of the main requirements)

2 Star – Underperforming Chapter (861 to 1099 points, OR did NOT meet one of the main requirements)

3 Star – Chapter that Meets Expectations (1100 to 1349 points AND meets all main requirements)

4 Star – Chapter that is Going Beyond Expectation (1350 to 1699 points AND meets all main requirements)

5 Star – Chapter of Excellence (1700 to 2000+ points AND meets all main requirements)

**Important Due Dates**

5 STAR ACCREDITATION AGREEMENT - **Tuesday November 11, 2016**

MIDWAY DUE DATE/FALL CHECKPOINT: Last day of Fall classes - **December 9, 2016**

- By this date there will be a meeting with the Graduate Assistant & Program Advisor to go over what events have been executed so far, and what your plans are for the upcoming semester.
- We want to make sure you are properly planning your events with enough time and having events with purpose.
- You should have at least 350 points earned by this point.
SPRING DUE DATE: Last day of Spring classes - **May 5, 2017**

- You and either the Graduate Assistant or Program Advisor will sign off on a form that states you gave your binder in and all of the information in the binder is correct.

Be sure to **keep up to date on other deadlines**, like when rosters are due and the timeline for New Member Orientation registration. Failure to submit these items on time could hurt your organization’s standing within the Five Star Accreditation Program. You can find these date on the [Fraternity & Sorority Life Calendar](#) on the main Fraternity & Sorority Life webpage.

There is a **suggested timeline** for organizations on the back of this packet. Chapters wishing to excel and achieve 4 or 5 Star status should try to spread out their accomplishments, rather than complete them into a short period of time. Remember that you have an entire year to execute these events. It is never too soon to begin planning programming!

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**Tips for Success**

1. **Read** through the entire program. **Ask questions** about things you don’t understand.
   - Make sure to sign agreement page (President, VP, and 5 Star Chair) and return to SAC 218
   - Have the agreement form SIGNED and RETURNED to SAC 218 by the deadline.
     - **Deadline: Tuesday November 11, 2016 (before 5pm)**
     - After that deadline will result in losing points

2. Involve your **entire organization** in the program. Include all members when making decisions on what events to plan, service opportunities to participate in, and charities to raise money for.

3. Use your most **organized** members to help your chapter stay on top of documentation. Since the documentation is in a binder that you are responsible for, have these members help your successes!
   - Keep paper copies! Computers have glitches, emails don’t go through, things happen. Keep paper copies of records as a back up.
   - Paper copies also serve as a way of passing down material to the next Executive Board for ideas.
   - Encourage a 5 Star Committee (if you have enough members) to come up with new ideas and ways to effectively track and manage 5 Star.

4. Track and compile data **throughout the year**. It helps you stay organized and make sure you are on track to completion.

5. Do not be afraid to ask for help!
   - Our staff has experience with 5 Star, we are here to help you succeed.
   - We will not track or complete the binder for you. You must be willing to put in the work.
### Academic Excellence

<table>
<thead>
<tr>
<th>Standard</th>
<th>Documentation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter has a Scholarship/Academics Chair</td>
<td>Chapter creates a section in binder entitled “Chapter Officers” along with the names of respective officers</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a Scholarship/Academics Committee</td>
<td>Chapter includes a roster of active members and their respective committees in Members section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter maintains a written scholarship plan that includes minimum standards of members, incentives/recognition for academic achievement, and a structure and process for members who fall below the minimum standard</td>
<td>Chapter created plan in their Five Star binder entitled “Academics”</td>
<td>20</td>
</tr>
<tr>
<td>Chapter hosts an internal scholarship workshop for their members designed to promote positive academic habits – the topic can be specific to the needs of the chapter</td>
<td>Chapter includes the “5 Star Event Review” Form for each event submitted. Event is also properly submitted through SBLife Event Request Form</td>
<td>20</td>
</tr>
<tr>
<td>Chapter maintains a minimum <strong>2.7</strong> grade point average</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life</td>
<td>30</td>
</tr>
<tr>
<td><strong>At least 10 percent</strong> of the chapter is involved with outside of the classroom <strong>academically related</strong> pursuits (research, teaching assistants, honor society involvement)</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>30</td>
</tr>
<tr>
<td>Chapter maintains a minimum <strong>2.9</strong> grade point average</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life</td>
<td>40</td>
</tr>
<tr>
<td><strong>At least 20 percent</strong> of the chapter is involved with outside of the classroom <strong>academically related</strong> pursuits (research, teaching assistants, honor society involvement)</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>40</td>
</tr>
<tr>
<td>Chapter hosts or co-hosts at least one event designed to encourage faculty interaction with fraternity/sorority members</td>
<td>Chapter submits “Five Star Event Form” for each event completed</td>
<td>50</td>
</tr>
<tr>
<td><strong>At least 30 percent</strong> of the chapter is involved with outside of the classroom <strong>academically related</strong> pursuits (research, teaching assistants, honor society involvement)</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>50</td>
</tr>
<tr>
<td>Chapter hosts 2 or more internal scholarship workshop for their members designed to promote positive academic habits – the topic can be specific to the needs of the chapter</td>
<td>Chapter includes the “5 Star Event Review” Form for each event submitted. Event is also properly submitted through SBLife Event Request Form</td>
<td>50</td>
</tr>
</tbody>
</table>
## Member Development

<table>
<thead>
<tr>
<th>Standard</th>
<th>Documentation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 1 member development workshop covering the topic of professional development.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 1 member development workshop covering the topic of wellness/fitness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 1 member development workshop covering the topic of diversity/multicultural awareness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 1 member development workshop on each covering the topic of educational/awareness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td>At least 10% of the chapter participates in some sort of leadership development activities (Leadership Institute, National or Regional training, Province Workshops, etc.)</td>
<td>Chapter submits list of individuals involved or that participated in the training under Membership Development</td>
<td>20</td>
</tr>
<tr>
<td>At least 10% of the chapter holds leadership positions on campus within departments or other student clubs and organizations</td>
<td>Chapter submits roster of students in leadership positions in Members section</td>
<td>20</td>
</tr>
<tr>
<td>At least 25% of the chapter participates in some sort of leadership development activities (Leadership Institute, National or Regional training, Province Workshops, etc.)</td>
<td>Chapter submits list of individuals involved or that participated in the training under Membership Development</td>
<td>30</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 2 member development workshops covering the topic of professional development.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>30</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 2 member development workshops covering the topic of wellness/fitness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
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<td>Chapter hosts, co-hosts, or attends (with 70% attendance) 2 member development workshops covering the topic of diversity/multicultural awareness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
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<tr>
<td>At least <strong>20%</strong> of the chapter holds <strong>leadership positions</strong> on campus within departments or other student clubs and organizations</td>
<td>Chapter submits roster of students in leadership positions in <em>Members</em> section</td>
<td>40</td>
</tr>
<tr>
<td>At least <strong>40%</strong> of the chapter participates in some sort of <strong>leadership development activities</strong> (Leadership Institute, National or Regional training, Province Workshop, etc..)</td>
<td>Chapter submits list of individuals involved or that participated in the training under <em>Membership Development</em></td>
<td>40</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with <strong>70% attendance</strong>) 3 or more member development workshops covering the topic of professional development.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>50</td>
</tr>
<tr>
<td>Chapter hosts, co-hosts, or attends (with <strong>70% attendance</strong>) 3 or more member development workshops covering the topic of wellness/fitness.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
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<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>50</td>
</tr>
<tr>
<td>At least <strong>50%</strong> of the chapter participates in some sort of <strong>leadership development activities</strong> (national or regional training, Province Workshop, etc..)</td>
<td>Chapter submits list of individuals involved or that participated in the training under <em>Membership Development</em></td>
<td>50</td>
</tr>
<tr>
<td>At least <strong>30%</strong> of the chapter holds <strong>leadership positions</strong> on campus within departments or other student clubs and organizations</td>
<td>Chapter submits roster of students in leadership positions in <em>Members</em> section</td>
<td>50</td>
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<tr>
<td>Chapter completes at least <strong>4 hours</strong> of community service per member</td>
<td>Chapter submits list of individual’s hours in the Service Hours section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter raises at least <strong>$15 per member</strong> and donates to their charity of choice</td>
<td>Chapter uploads proof of donation in the Money Raised section. Include: Donation Documentation - Organization Name</td>
<td>10</td>
</tr>
<tr>
<td>Chapter completes at least <strong>5 hours</strong> of community service per member</td>
<td>Chapter submits list of individual’s hours in the Service Hours section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter raises at least <strong>$20 per member</strong> and donates to their charity of choice</td>
<td>Chapter uploads proof of donation in the Money Raised section. Include: Donation Documentation - Organization Name</td>
<td>20</td>
</tr>
<tr>
<td>Chapter completes at least <strong>6 hours</strong> of community service per member</td>
<td>Chapter submits list of individual’s hours in the Service Hours section</td>
<td>30</td>
</tr>
<tr>
<td>Chapter raises at least <strong>$25 per member</strong> and donates to their charity of choice</td>
<td>Chapter uploads proof of donation in the Money Raised section. Include: Donation Documentation - Organization Name</td>
<td>30</td>
</tr>
<tr>
<td>Chapter completes at least <strong>8 hours</strong> of community service per member</td>
<td>Chapter submits list of individual’s hours in the Service Hours section</td>
<td>40</td>
</tr>
<tr>
<td>Chapter raises at least <strong>$35 per member</strong> and donates to their charity of choice</td>
<td>Chapter uploads proof of donation in the Money Raised section. Include: Donation Documentation - Organization Name</td>
<td>40</td>
</tr>
<tr>
<td>Chapter completes at least <strong>9 hours</strong> of community service per member</td>
<td>Chapter submits list of individual’s hours in the Service Hours section</td>
<td>50</td>
</tr>
<tr>
<td>Chapter raises at least <strong>$40 per member</strong> and donates to their charity of choice</td>
<td>Chapter uploads proof of donation in the Money Raised section. Include: Donation Documentation - Organization Name</td>
<td>50</td>
</tr>
<tr>
<td>Standard</td>
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<td>Point Value</td>
</tr>
<tr>
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<tr>
<td>Chapter has a Brotherhood or Sisterhood Chair</td>
<td>Chapter creates a section in binder entitled “Chapter Officers” along with the names of respective officers</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a Brotherhood or Sisterhood Committee</td>
<td>Chapter includes a roster of active members and their respective committees in Members section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter hosts ONE brotherhood or sisterhood bonding event during the year on campus (i.e.brotherhood dining in SAC)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>30</td>
</tr>
<tr>
<td>Chapter hosts Chapter Retreat once during the year.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife. Submit agenda in Brotherhood/Sisterhood section</td>
<td>40</td>
</tr>
<tr>
<td>Chapter hosts TWO OR MORE brotherhood or sisterhood bonding event during the year on campus (i.e. Weekend Rafting Trip)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>70</td>
</tr>
<tr>
<td>Chapter hosts 2 Chapter Retreats (in which advisors and alumni are invited to at least one of them) during the Year</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>90</td>
</tr>
</tbody>
</table>
### Risk Management

<table>
<thead>
<tr>
<th>Standard</th>
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<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter hosts <strong>at least one</strong> alcohol free social or bonding event.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td><strong>50%</strong> of all currently initiated members have completed Red Watch Band Training</td>
<td>Chapter submits list of all those RWB trained in <em>Risk Management</em> section (with date of completion)</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a Risk Management Chair</td>
<td>Chapter creates a section in binder entitled “<em>Chapter Officers</em>” along with the names of respective officers</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has and maintains a <strong>written</strong> Risk Management Plan, including how to handle situations and who to call in the event of emergencies.</td>
<td>Chapter created plan in their Five Star binder entitled “<em>Risk Management</em>”</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has a Risk Management <strong>Committee</strong></td>
<td>Chapter includes a roster of active members and their respective committees in <em>Members</em> section. Plan</td>
<td>20</td>
</tr>
<tr>
<td>Chapter hosts a training/workshop on the FIPG Guidelines (not at chapter but an actual event) regarding Risk Management Behaviors <a href="http://www.fipg.org/">http://www.fipg.org/</a></td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has at least <strong>75%</strong> of all initiated members have completed Red Watch Band Training</td>
<td>Chapter submits list of all those RWB trained in <em>Risk Management</em> section (with date of completion)</td>
<td>30</td>
</tr>
<tr>
<td>Chapter has challenged at least one other organization to complete the Red Watch Band Challenge</td>
<td>Chapter submits recording in binder (or link to video)</td>
<td>30</td>
</tr>
<tr>
<td>Chapter hosts/co-hosts/or attends <strong>at least two</strong> workshops for members on risk management topics</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>40</td>
</tr>
<tr>
<td>Chapter hosts <strong>at least two</strong> alcohol free social or bonding event.</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>40</td>
</tr>
<tr>
<td>Chapter has <strong>100%</strong> of their initiated members complete Red Watch Band Training.</td>
<td>Chapter submits list of all those RWB Trained in <em>Risk Management</em> section (with date of completion)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Chapter sponsors/co-sponsors at least one</strong> campaign to raise awareness about one risk management related topic (hazing prevention, alcohol awareness, safe driving, sexual assault prevention, etc.)</td>
<td><strong>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SB Life.</strong></td>
<td>50</td>
</tr>
<tr>
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</tr>
<tr>
<td>At least 40% of initiated members have completed the Safe Space Foundations Workshop (<a href="http://studentaffairs.stonybrook.edu/lgbtq/safespace/foundations.html">http://studentaffairs.stonybrook.edu/lgbtq/safespace/foundations.html</a>)</td>
<td><strong>Chapter submits a list of all those who attended and dates</strong></td>
<td>50</td>
</tr>
</tbody>
</table>
### Organizational Assessment/Accountability

<table>
<thead>
<tr>
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<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter has written goals set by the membership each year</td>
<td>Chapter created plan in their Five Star binder entitled “Organizational Assessment/Accountability”</td>
<td>10</td>
</tr>
<tr>
<td>Chapter hosts <strong>at least one</strong> alumni program <strong>or</strong> sends a newsletter of activities and updates to alumni</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife. For Newsletter: submit copies in Organizational Assessment/Accountability section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has an alumni/graduate advisor approved by their inter/national organization or appropriate regional leader</td>
<td>Chapter submits a letter from their alumni/graduate advisor confirming their role to Office of Fraternity and Sorority Life, include in binder</td>
<td>10</td>
</tr>
<tr>
<td>Chapter creates and maintains a budget each semester, approved by their alumni or graduate advisor</td>
<td>Chapter uploads a copy of their budget and a letter from their graduate/alumni advisor confirming their approval in Organizational Assessment/Accountability section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter maintains an up-to-date membership roster, posts roster on SBLife, and notifies the Office of Fraternity &amp; Sorority Life by the required dates</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life, verified on SBLife</td>
<td>10</td>
</tr>
<tr>
<td>Chapter hosts <strong>at least two</strong> alumni programs <strong>or</strong> hosts one alumni program <strong>and</strong> sends a newsletter of activities and updates to alumni</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife. For Newsletter: submit copies in Organizational Assessment/Accountability section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter hosts a Leadership Retreat focusing on internal relations, can be on or off campus</td>
<td>Chapter submits agenda through their in the Organizational Assessment/Accountability section</td>
<td>30</td>
</tr>
<tr>
<td>Chapter seeks recognition for their performance by applying for Fraternity &amp; Sorority Life Awards through a quality submission (spring only)</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life</td>
<td>30</td>
</tr>
<tr>
<td>Chapter recognizes their members for exemplary dedication to the organization through an awards program</td>
<td>Chapter submits list of awards and winners in their Organizational Assessment/Accountability section</td>
<td>40</td>
</tr>
<tr>
<td>Chapter maintains a written recruitment and retention plan that includes specific tasks for working with unique chapter culture, strengths, and challenges</td>
<td>Chapter submits plan through their Organizational Assessment/Accountability section</td>
<td>50</td>
</tr>
<tr>
<td>Standard</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>At least 30% of chapter is involved with <strong>at least one</strong> other student club or organization*. * President of the organization must confirm participation and attendance.</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter participates in <strong>at least one</strong> school spirit / University wide tradition (i.e. Seawolves Showcase, Roth Regatta)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed</td>
<td>10</td>
</tr>
<tr>
<td>Chapter participates in one program (of any type) with a student group on campus that is not a fraternity or sorority</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a Public / Campus Relations Chair</td>
<td>Chapter creates a section in binder entitled “Chapter Officers” along with the names of respective officers</td>
<td>20</td>
</tr>
<tr>
<td>At least 50% of chapter is involved with at least one other student club or organization*. * President of the recognized organization** must confirm participation and attendance.</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter participates in two programs (of any type) with a student group that is not a fraternity or sorority (i.e. performances, tabling at events)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>20</td>
</tr>
<tr>
<td>Chapter co-hosts <strong>at least one</strong> program (of any type) with a student group on campus that is not a fraternity or sorority</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>30</td>
</tr>
<tr>
<td>Chapter participates in <strong>at least one</strong> programs sponsored by Campus Recreation (intramural participation, Turkey Trot)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed</td>
<td>30</td>
</tr>
<tr>
<td>At least 65% is involved with at least one other student club or organization*. * President of the recognized organization** must confirm participation and attendance.</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>40</td>
</tr>
<tr>
<td>At least 80% of <strong>chapter</strong> is involved with at least one other student club or organization*. * President of the recognized organization** must confirm participation and attendance.</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>50</td>
</tr>
<tr>
<td>Chapter participates in <strong>at least three</strong> programs sponsored by Campus Recreation (intramural participation, Turkey Trot)</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>50</td>
</tr>
<tr>
<td>Chapter co-hosts <strong>at least one</strong> program (of any type) with a campus department</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>50</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Chapter co-hosts <strong>at least three</strong> programs (of any type) with a student group on campus <em>that is not</em> a fraternity or sorority</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>50</td>
</tr>
</tbody>
</table>

**Please note that to receive credit for involvement in another organization, the organization must be *officially* recognized by the Office of Student Involvement & Organization**
# Fraternal Relations

<table>
<thead>
<tr>
<th>Standard</th>
<th>Documentation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter attends at least <strong>75%</strong> of Inter-Fraternity &amp; Sorority Council general body meetings and their individual council meetings</td>
<td>Submit list of dates of IFSC Meetings and IFSC Rep in Fraternal Relations section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter pays dues to Inter-Fraternity &amp; Sorority Council and respective individual council to remain in good financial standing</td>
<td>Submit proof of payment and Fraternal Relations section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter President, or their chosen representative, attends the annual President’s Retreat (there is one at the beginning of each semester)</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life, list dates in Requirements section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has all required officers attend Officer Training Day in their first semester of office</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life, list dates in Requirements section</td>
<td>10</td>
</tr>
<tr>
<td>Chapter participates in at least one Inter-Fraternity &amp; Sorority Council sponsored activity</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>20</td>
</tr>
<tr>
<td>Chapter co-sponsors <strong>two programs</strong> (any topic) with a fraternity or sorority outside of their council</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has members that hold leadership positions on their individual council executive board or the Inter-Fraternity &amp; Sorority Council Executive Board</td>
<td>Chapter submits list of individuals involved through their Five Star Binder in the Members section</td>
<td>30</td>
</tr>
<tr>
<td>Chapter co-sponsors <strong>at least three</strong> programs (any topic) with a fraternity or sorority outside of their council</td>
<td>Chapter submits “Five Star Event Form” for each event completed</td>
<td>40</td>
</tr>
<tr>
<td>Chapter supports/attends at least <strong>THREE</strong> programs sponsored by the Inter-Fraternity &amp; Sorority Council</td>
<td>Chapter submits “Five Star Event Review” for each event completed, verified by IFSC</td>
<td>50</td>
</tr>
</tbody>
</table>
## Recruitment

<table>
<thead>
<tr>
<th>Standard</th>
<th>Documentation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter has a Recruitment Chair</td>
<td>Chapter creates a section in binder entitled “Chapter Officers” along with the names of respective officers</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a New Member Education Chair</td>
<td>Chapter creates a section in binder entitled “Chapter Officers” along with the names of respective officers</td>
<td>10</td>
</tr>
<tr>
<td>Chapter has a Recruitment Committee</td>
<td>Chapter includes a roster of active members and their respective committees in Members section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has a New Member Education Committee</td>
<td>Chapter includes a roster of active members and their respective committees in Members section</td>
<td>20</td>
</tr>
<tr>
<td>Chapter hosts at least ONE formal recruitment event during the year on campus</td>
<td>Chapter submits “Five Star Event Review” Form for each event completed and properly submits Event Request Form via SBLife</td>
<td>20</td>
</tr>
<tr>
<td>Chapter has a written formal Recruitment Plan for the school year.</td>
<td>Chapter created plan in their Five Star binder entitled “Recruitment”</td>
<td>30</td>
</tr>
<tr>
<td>Chapter has a written formal New Member Education Plan for the school year</td>
<td>Chapter created plan in their Five Star binder entitled “Recruitment”</td>
<td>30</td>
</tr>
<tr>
<td>President and/or Recruitment Chair meet with member of Office of Fraternity &amp; Sorority Life to discuss plan</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life</td>
<td>50</td>
</tr>
<tr>
<td>President and/or New Member Educator meet with member of Office of Fraternity &amp; Sorority Life to discuss plan.</td>
<td>Provided by the Office of Fraternity &amp; Sorority Life</td>
<td>50</td>
</tr>
</tbody>
</table>
Formatting Guide

When submit your binder on **May 5, 2017**, each binder should be broken up into the following sections

A. Requirements
   a. List required events throughout the year
      i. President’s Retreat (Fall and Spring)
      ii. Executive Board Workshop (Fall and Spring)
      iii. Advisor Workshop
      iv. National Hazing Prevention Week (in September)
      v. New Member Orientation (usually towards the end of the New Member Process)
      vi. Any other event as chosen by the Assistant Director for Fraternity & Sorority Life, the Associate Director for Student Involvement & Leadership, or the Dean of Students.
      vii. Please list the date of required event, and then either an attendance sheet (if a majority of your organization was in attendance) or just the name of the specific person that attended.

B. Chapter Officers*
   a. Current Executive Board
      i. If your organization goes by Calendar Year, please include both Executive Boards and identify which officers are for 2015 - 2016 and 2016 - 2017.
      ii. If your organization goes by Academic Year, include the most current Executive Board.
   b. Chapter Chairs/Co-Chairs
      i. If your organization goes by Calendar Year, please include both lists of Chairs/Officers.
      ii. If your organization goes by Academic Year, include the most current Chairs/Officers.
   c. Your Advisors
      i. All Advisors of organization (Faculty/Staff, Chapter, Alumni, Standards, etc…)

C. Members*
   a. Committees
      i. Roster of current students and the committees they are in.
   b. Academic Involvement
      i. Same roster, include their academic involvements (TA, Honor Society, etc.)
   c. Membership Development
      i. Same roster, include any leadership positions
   d. Campus Relations
      i. Same roster, include list of clubs involved (will be confirmed by Club Presidents)
   e. Fraternal Relations
      i. Same roster, list any Council members

D. Academics
   a. Typed out Scholarship Plan*
      i. Quantitative Goals (i.e. - do you want to improve the overall GPA of your chapter? How?)
         1. Signed by President, Academic Chair, Advisor
   b. Internal Scholarship Workshops
      i. 5 Star Event Review Sheet
      ii. Attendance (needs a 70% minimum at workshop for it to count)
E. Membership Development
   a. Training*
      i. A list of the type of training (national/regional training, Province Workshop, etc.)
         1. Details (what were the topics covered, what you learned, who hosted it)
         2. Location of workshop
         3. Date & Time
         4. Roster of those who attended
   b. Membership Development Workshop
      i. 5 Star Event Review Sheet
      ii. Attendance (needs a 70% minimum at workshop for it to count)

F. Philanthropy & Service
   a. 5 Star Event Review Sheet*
      i. If you participate and do service hours as a group (i.e. - Work at Ronald McDonald House all day, raise money for Relay for Life, participate in a Breast Cancer walk, etc.), please complete the 5 Star Event Review sheet so there is a way to track the event.
   b. Service Hours
      i. List of students and the hours of service completed (include information about location)
   c. Money Raised
      i. List of students and amount per student
         1. Proof of money raised
         2. Name & Address of organization that received donation
         3. Proof of Donation received (receipts, a thank you letter from the organization)

G. Brotherhood/Sisterhood
   a. 5 Star Event Review Sheet
      i. Attendance (must be a minimum of 70%)
   b. Agenda for Retreat(s)

H. Risk Management
   a. Typed out Risk Management Plan*
   b. 5 Star Event Review Sheet
   c. Attendance sheets for 5 Star Events (must be a minimum of 70%)
   d. List of all those who have completed Red Watch Band Training (along with dates of training)
   e. List of all those who completed Safe Space Foundations (along with dates of workshop, http://studentaffairs.stonybrook.edu/lgbtq/safespace/foundations.html)

I. Organizational Assessment/Accountability
   a. 5 Star Event Review Sheet
      i. Attendance sheets for 5 Star Events (must be a minimum of 70%)
   b. Letter from Alumni/Graduate Advisor
   c. Budget
      i. Copy of Budget
      ii. Approval by advisor
   d. Agenda for Leadership Retreat
   e. Internal Award Program
   f. Recruitment & Retention Plan
      i. Why? How is this effective?
J. Campus Relations
   a. 5 Star Events Review Form
   b. Attendance (must be a minimum of 70%)

K. Fraternal Relations
   a. IFSC Meetings
      i. List of all IFSC Meetings that were attended and name of respective person
   b. Chapter dues paid to Councils
      i. A receipt from the overseeing Council as proof
   c. 5 Star Events Review Form
      i. Attendance (70% of attendance needed for it to count)
      ii. Signed off by a member of IFSC Executive

L. Recruitment
   a. Recruitment Plan*
   b. New Member Education Plan*
   c. Meeting with a member of The Office of Fraternity & Sorority Life regarding Recruitment &
      New Member Education
   d. 5 Star Events Review Form
      i. Attendance (70% of attendance needed for it to count)

M. Advisor Comments
   a. This the part where your Chapter Advisor or Faculty/Staff Advisor has the opportunity to
      comment on anything you’ve done throughout the year, or inform our office of anything we
      should know.

* → See sample documents provided below
Sample Documents

Below are several examples of the documents in which you are required to submit names of students and additional information. In general, Microsoft Excel or Google Sheets is the best way to create these.

A. Chapter Officers

2015 - 2016 year

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Secretary</th>
<th>Historian</th>
<th>Sergeant-at-Arms</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Stony</td>
<td>Joseph Brook</td>
<td>Wolfie Grey</td>
<td>Student X</td>
<td>Student Y</td>
<td>Student Z</td>
</tr>
</tbody>
</table>

2016 - 2017 year

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Secretary</th>
<th>Historian</th>
<th>Sergeant-at-Arms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Stony</td>
<td>Amy Brook</td>
<td>Winnie Grey</td>
<td>Student X</td>
<td>Student Y</td>
<td>Student Z</td>
</tr>
</tbody>
</table>

B. Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee</th>
<th>Academic Involvement</th>
<th>Member Development</th>
<th>Campus Relations</th>
<th>Fraternal Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Apple</td>
<td>Recruitment</td>
<td>N/A</td>
<td>Student Staff</td>
<td>Movie Club</td>
<td>IFSC VP</td>
</tr>
<tr>
<td>Adam Smith</td>
<td>Scholarship</td>
<td>Teaching Assistant</td>
<td>Events Management</td>
<td>LGBTQ* Alliance</td>
<td>IFSC Rep</td>
</tr>
<tr>
<td>Peter Hook</td>
<td>Social</td>
<td>Dean’s List</td>
<td>N/A</td>
<td>N/A</td>
<td>IFC Secretary</td>
</tr>
<tr>
<td>Eli Jones</td>
<td>Risk Management</td>
<td>N/A</td>
<td>President of Archery Club</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Killian Jones</td>
<td>Public Relations</td>
<td>English Honor Society</td>
<td>VP of Disney Club</td>
<td>Marching Band</td>
<td>N/A</td>
</tr>
</tbody>
</table>
C. Scholarship Plan

Sample Organization Chapter Scholarship Plan

Sample Fraternity

Sample Fraternity, Stony Brook University Scholarship Plan

I. Purpose of Scholarship Plan

The goal of the Scholarship Committee’s Scholarship Plan at Stony Brook University is to provide a set of guidelines and expectations of all brothers that will allow them to be academically successful.

II. Scholarship Committee Goals

A. Provide at least (1) educational presentation per semester for brothers
B. Assemble a thorough scholastic program, outlined in the following sections
C. Be responsible for the overall guidance and well-being of the academic performance of the Colony and its members

III. Individual Brother Goals:

A. In order to initiate, Brothers must maintain a minimum GPA of 2.70
B. Must maintain a minimum GPA of 2.70 to remain in good standing
C. Members seeking to hold Executive Council positions must have attained a GPA of 3.0 for the previous semester

IV. Academic Chapter Goals and Expectations

A. Chapter GPA Goals:
   i. Fall 2014 – Chapter cumulative GPA of 3.35 or above
   ii. Spring 2015 – Chapter cumulative GPA of 3.38 or above
   iii. Fall 2015 – Chapter cumulative GPA of 3.4 or obtain 1st place IFC rank
   iv. Spring 2016 and on – Colony Cumulative GPA within 1 standard deviation of previous semester; however, never less than the top 25% All-Greek GPA.
B. Study Hours:

i. All brothers are required to attend mandatory study hours documented by the Scholarship Committee or Executive Board

ii. Hours are based off previous semester GPA

iii. 4.0 – 3.5 or above previous semester’s Chapter GPA – Exempt from formal study hours

iv. 3.49 – 3.0 or below previous semester’s Chapter GPA – 1 hour

v. 2.99 – 2.70 or below IFC Cumulative GPA – 2 hours

vi. 2.69 and below – 4 hours

vii. At least one member of the Scholarship Committee or the Executive Committee must be present at study hours each week to proctor the hours and document attendance

viii. Study Hours will be held at regular, pre-determined times and locations.

ix. Office hours can also count towards study hours and obtained by studying with a professor, teaching assistant, or tutor at the University Learning Commons. Must be signed off on using the Tutor Study Hour form

x. Flex hours MAY also be conducted by Scholarship Committee or Executive Council members ONLY as follows:

   - Announced via formal method of mass communication to entire colony
   - By individual request

xi. Hours will be tallied from Sunday – Saturday of each week

xii. Although periodic updates may be given by the Scholarship Committee, EACH BROTHER will be held responsible for knowing how many hours they are required to achieve and doing them each week

xiii. Brothers who attend non-required study hours will receive 1 point per hour.

C. Mentoring/Tutoring Program:

i. Brothers who tutor brothers in subjects they have already taken will receive 2 points per hour of tutoring given.

ii. Although tutoring more than one brother at a time is encouraged, it will not earn you more than 2 points an hour

iii. Upper class brothers in the same degree programs as underclassmen will be encouraged, and given assistance, in setting up study groups to help each other succeed through their course work.
D. Monitoring of Low Performance:
   i. Brothers with lower than 2.7 GPA will submit a copy of their syllabi and be required to meet with their professors within one week prior to, AND one week after each exam. A signed tutoring form by the professor is to be submitted to the Scholarship Committee.
   ii. Failure to meet this obligation will result in one extra study hour being assigned per week per class until the next exam in the corresponding class.

E. Rewards for Academic Excellence:
   i. GPA 3.50 or higher – TBD at the discretion of the Scholarship Committee.
   ii. GPA 3.00 – 3.49 – TBD at the discretion of the Scholarship Committee.
   iii. GPA 2.70 – 2.90 – TBD at the discretion of the Scholarship Committee.

F. Strike Policies
   i. Brothers that do not complete their required study hours in a given week are subject to the following “three strike” policy:
      • 1st violation of incomplete or non-submitted study hours: Loss of points in accordance with point policy, and assignment to set up and take down for any of the weeks fraternal events.
      • 2nd violation of incomplete or non-submitted study hours: Loss of points in accordance with point policy, and social probation** for 2 weeks, and assignment to set up and take down for events for the next 2 weeks.
      • 3rd violation of incomplete or non-submitted study hours: Social probation** for the rest of the semester and a Judicial Board hearing to review the brother’s membership with the Fraternity.
   ii. Brothers who do not meet the grade expectations for each term that have been laid out in the previous sections will be subject to the following “three strike” policy:
      • 1st violation of failure to maintain grade requirement: Must provide a personal academic report to the Scholarship Committee, meet with academic advisement center, and attend (2) LEAD workshops.*** Contact John Smith, john.smith@sample.edu.
      • 2nd violation of failure to maintain grade requirement: Social probation** for the semester, must have a meeting with Executive Council, Judicial Board and Scholarship Committee, along with an academic report and meetings with advisors, and attendance of LEAD workshops***
      • 3rd violation of failure to maintain grade requirement: Meeting with Judicial Board to discuss possible expulsion from Sigma Pi Fraternity International.

*If 3rd violation happens within 4 weeks of the first day of finals, the punishment will carry over to the following term through the 5th week of the next semester. After completion of the 5th week of probation the brother can petition to have his privileges reinstated. The brother must show that he has not missed a study session since the 3rd violation from the previous term. The brother must also submit grade reports from classes to show academic success.
**Social probation is defined as a ban on a brother from attending any and all social events. These could include but are not limited to social events, intramurals, parties, etc.***

***Brothers who attend additional, non-required academic workshops, study hours, and/or events will earn points at the discretion of the Scholarship Committee***

D. Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Workshop</th>
<th>Details</th>
<th>Location</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Province Workshop</td>
<td>Alumni Volunteers hosted workshops about leadership development and how to effectively fundraise for our chapter</td>
<td>SUNY Old Westbury</td>
<td>September 1, 2016</td>
</tr>
</tbody>
</table>

E. Recruitment Plan

Recruitment plan

Sample Chapter’s recruitment plan is taking young men who are driven, hungry for success, and want to exceed the expectations of a normal student.

I. How do we recruit?

A. Receiving a name list from a IFC recruitment names list, participating in Greek activities fair along with all and any IFC recruiting events, and student activities fairs. Posting on social media outlets that are designed for incoming and current students to post on, have brothers refer at least one eligible man to the recruitment committee.

1. Meet a potential new member
2. Make him your friend
3. Introduce him to your brothers
4. Introduce him to the organization
5. Invite him to join the brotherhood
B. Recruitment events that have proven to be successful at SJU:
   1. BBQ’s
   2. Sporting event viewings (especially a Stony Brook’s Football games)
   3. Intramural sports
   4. Pick up sporting events (mainly basketball and football)
   5. Movie nights on campus
   6. Invitational dinners
   7. Trips to New York City
   8. Video game tournaments
   9. Group rate sporting events (Yankees, Mets, Giants and Jets)
   10. Greek life and Stony Brook University’s Involvement Fair

C. Brother referral-

   1. A successful means of meeting potential new members is through the brother referrals. In the spring of 2015 alone, we added 12 new brothers off this system alone. During the first chapter meeting of each semester the recruitment chair asks every brother in the room to write down the name of a gentleman who is potentially interested in the organization. The brother writes the name, phone number and any other means of contact down, in which the recruitment committee then contacts the referred men.

D. Information Sessions-

   1. Once we have imitated contact with potential new members, we invite them to an informational session in which we host on campus. This goal of the event is to not only meet potential new members but to educate them on Greek life, and Sample Fraternity. During the event brothers of our chapter stand up, explain why they joined Sample Fraternity, what the organization has done for them, and to share experiences from being in the Greek community. The committee presents a slideshow using pictures from various events, and includes free food for all the potential new members in attendance. This event is also important to educate potential new members on the financial and time requirements to be a brother. Each informational session usually lasts about one hour to an hour and a half.
E. Bids-

1. After a potential new member has attended at least one informational session, has had at least one interview with the recruitment committee, has met the required criteria outlined in the following page, and after the chapter has voted to extend the man in question a bid, the recruitment committee will meet one last time to discuss the voting and how and when each bid will be handed out. When the date and time has been determined the recruitment committee will extend each bid to each individual new member. This is done in an environment where the potential new member is comfortable to ask any questions or list any concerns he may have about the fraternity, finances, or anything in general.

F. Conclusion-

1. The chair, and the rest of his committee have done an exceptional job recruiting, and explaining the obligations of a new member to Sample Fraternity. We believe we have added some amazing founding fathers in the past year, and are continuing to target the best men that Stony Brook University has to offer.

<table>
<thead>
<tr>
<th>Values</th>
<th>Criteria</th>
<th>Met? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Above 3.0 GPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter of Recommendation from Professor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Above 1750 SAT Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GPA Above All-Male Average</td>
<td></td>
</tr>
<tr>
<td>Fellowship</td>
<td>Attend 3+ Brotherhood Events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have a Referral from a Brother</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set up and execute an Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend an Info Session</td>
<td></td>
</tr>
<tr>
<td><strong>Chivalry</strong></td>
<td>Demonstrate Gentleman-like Behavior</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Referral from member of PanHellenic Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respectful Manners</td>
<td></td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>Being in good Judicial Standing with the University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has not had any violations with Residence Life</td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td>Has a history of doing Community Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ozanam Scholar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attends a Service Event</td>
<td></td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Leadership Position on Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Takes Initiative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates good articulation skills</td>
<td></td>
</tr>
<tr>
<td><strong>Drive</strong></td>
<td>Extracurricular Involvement</td>
<td></td>
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<td>Is interested in being on EC/Chairman</td>
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<td>Maintains constant communication</td>
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**Guidelines:**

- All members must have a 2.7 GPA before a bid is extended
- All members must meet 50% of the criteria before a bid is extended

I hereby certify that ________________ has met the required criteria to be extended an invitation for membership to Sample Fraternity

Recruitment Chairman ___________________________         President _____________________________
### F. New Member Education Plan

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October 1 Pinning

Pinning

Learn to Study

4

5 Traditional Songs

6 Class 1

9 Class Banner

10

11 Big Brother Ceremony

12

13 Class 2

16 Community Service

17

18

19 Brotherhood Retreat

20 Class 3

22 Province Workshop

23

24 Iron Chef

25

26

27 Class 4

30 Death of a Fraternity

31

November 1 Why Org X

2

3 Class 5

5 What is Consent?

6

7

8

9

10 Class 6

17 Initiation

---

**Brief Overview of each of the events happenings.**

- Date, Location, Time
- What is happening at the event
- Point of Contact

**Example, Delta Chi at Lehigh University:**

[http://studentaffairs.lehigh.edu/sites/studentaffairs.lehigh.edu/files/offices/ofsa/docs/newmembereducatoin/fall2016/Delta%20Chi%20NME%20Plan%20Fall16%20%281%29.pdf](http://studentaffairs.lehigh.edu/sites/studentaffairs.lehigh.edu/files/offices/ofsa/docs/newmembereducatoin/fall2016/Delta%20Chi%20NME%20Plan%20Fall16%20%281%29.pdf)

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**G. 5 Star Event Review Sheet (See Next Page)**
5 Star Event Review Sheet

I. Organization: ________________________________

II. Event Name: ________________________________

III. Hosted By: ________________________________

IV. Event Type: Workshop* Membership Development Philanthropy Service Brotherhood/Sisterhood Alumni Social Department Event Recruitment New Member Education/Orientation
*Type of Workshop (i.e. Risk Management, Academic, etc.): ________________________________

V. Date of Event: ________________________________

VI. Signature of Hosting Event’s President or E-Board (or University Official):

_____________________________________________________

VII. Please provide a description of the event and what you took away from this event? How is this pertinent to the University and your organization?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

VIII. Please attach a roster of attending members (70% minimum needed)

| Office Use | Event: Approved | Denied | Date: | Signature: |
**Suggested Timeline**

**Month 1 (July/August)**
- Submit your organization’s re-registration (Opens in May, complete ASAP)
- Begin looking at larger scale events for the Fall
  - Submit Pre-Scheduled Request when Re-Registering or Submit Event Request Form
- Begin Fall Recruitment Ideas
  - Theme? Apparel?
- Make sure Officer Information is updated on SBLife and with Office of Fraternity & Sorority Life
- Submit Current/Initiated Members to Office of Fraternity & Sorority Life for GPA Checks
- Chapter Retreat
- Plan out events and ideas for the entire school year as best as possible

**Month 2 (September)**
- Attend President’s Retreat
- Attend Executive Board Workshop
- Attend Advisor Workshop (For Faculty/Staff Advisor)
- Submit your chapter’s Scholarship Plan
- Ensure that your roster on SBLife is accurate and confirmed with the F&S Office
- Attend events for National Hazing Prevention Week
- Host Scholarship Workshop
- Host Brotherhood/Sisterhood event
- Submit New Member Orientation Plan
- Submit Recruitment Plan
- Submit names and ID numbers of Potential New Members for GPA Checks
- Pay council dues
- Participate in University wide / School Spirit event

**Month 3 (October)**
- Host or attend a Risk Management Workshop
- Host or attend 1 Member Development Program
- Send an alumni newsletter or host an alumni event
- Attend a non-F&S program
- Attend a council service or philanthropy event

**Month 4 (November)**
- Have new members attend New Member Orientation
  - Part 1: Orientation
  - Part 2: Red Watch Band Training
- Submit list of leadership development activities
- Host an alcohol free social event
- Attend or host 1 Member Development Program
- Submit your budget or letter for Advisor
- Attend an IFSC Social Event
Month 5 (December)

- Double-check that all information has been submitted by the midpoint deadline
- Meet with F&S Staff to talk about midpoint
- Make sure to pass your finals

Month 6 (January)

- Chapter Retreat
- Confirm plans with chapter for the upcoming semester
- Begin planning Spring Recruitment

Month 7 (February)

- Attend President’s Retreat
- Attend Executive Board Workshop
- Attend Advisor Workshop (For Faculty/Staff Advisor)
- Confirm updated information/officers is on SBLife and made aware to F&S Staff
- Host Scholarship Workshop
- Host Brotherhood/Sisterhood event
- Submit New Member Orientation Plan
- Submit Recruitment Plan
- Submit names and ID numbers of Potential New Members for GPA Checks
- Pay council dues
- Participate in University wide / School Spirit event

Month 8 (March)

- Host or attend a Risk Management Workshop
- Host or attend 1 Member Development Program
- Send an alumni newsletter or host an alumni event
- Attend a non-F&S program
- Attend a council service or philanthropy event

Month 9 (April)

- Have new members attend Fraternal Futures/New Member Orientation
  - Part 1: Orientation
  - Part 2: Red Watch Band Training
- Submit list of leadership development activities
- Host an alcohol free social event
- Attend or host 1 Member Development Program
- Submit your budget or letter for Advisor
- Attend an IFSC Social Event
- Submit applications for awards
Month 10 (May)

- Double-check that all information has been submitted by the deadline
- Meet with F&S Staff to talk year in a glance
- Pass finals

Throughout The Semester

- Support members academic success to achieve the GPA requirement
- Update your own records for Member Information and involvement
- Give back to the local community through service opportunities to meet the 4 hrs per member minimum
- Host philanthropic events (tabling, tournaments, etc.) to raise the minimum $15 per member for charity
- Attend IFSC and your individual council meetings
- Schedule meetings with Office of Fraternity & Sorority Life Staff to
  - Go over events
  - Discuss 5 Star Progress
  - See how we are doing
  - Talk to us about any issues you are having
Agreement

By signing this, I agree to comply with the requirements set forth by The Office of Fraternity & Sorority Life and The Department of Student Engagement & Activities at Stony Brook University. I understand that all actions performed by my group are reflective of both my National Headquarters, if applicable, as well as the University. If I fail to meet any of these requirements, or violate any policy held by Stony Brook University and/or The Department of Student Engagement & Activities I understand that there is the possibility of negative repercussions.

Organization: ____________________________________________

President: ______________________________________________

   Name                                Signature                      Date

Vice President: __________________________________________

   Name                                Signature                      Date

5 Star Chair: _____________________________________________

   Name                                Signature                      Date

Faculty/Staff Advisor: ____________________________________

   Name                                Signature                      Date

Graduate Assistant for F&S: _________________________________

   Name                                Signature                      Date

Ast. Director for F&S: __________________________________

   Name                                Signature                      Date