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# Foundations of Excellence

## Accreditation

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### Introduction

After researching over 15 different college and university's Greek evaluation programs, it is clear that our Foundations of Excellence program should be split to include an accreditation portion and an awards portion. With this change, the members of the Stetson Greek community will have clear, consistent, and transparent expectations for how to be successful.

### Overall Framework

The accreditation portion of Foundations of Excellence is designed to require only the essentials that are necessary to be a successful organization at Stetson University. Again, there are nine foundation areas which include campus involvement, community engagement, scholarship and intellectual development, member development, alumni/ae and advisors, values and ritual integration, chapter operations, risk management, and finally, recruitment, retention, and persistence. Within each foundation area are specific requirements and the necessary evidence to prove that the requirement has been completed. *All 100% of the accreditation requirements must be fulfilled.*

### Timeline

*September 2011:* Accreditation packets are distributed to chapters

*November 2011:* Chapter leadership meets with the Asst. Director for Fraternity and Sorority Involvement for a midterm check in. This meeting is designed to discuss chapter progress and to help plan out next steps. This meeting is mandatory.

*April 2, 2012:* Accreditation packets are due

*Early April 2012:* Accreditation packets are reviewed and chapters are given Accreditation Reports

### Packet Scoring and Review

Each chapter is responsible for filling out the accreditation packet. The packet simply requires chapters to indicate whether the requirement was completed or was not completed. Some requirements also call for certain evidence to be submitted, including attendance sheets or advisor signatures. In August, every chapter will be given a binder including all necessary information about accreditation. Please use this binder to attach all necessary evidence and all other materials. Label every attachment clearly, as to make verification quick and easy, including the foundation area and the requirement number (e.g. the philanthropy event attendance sheet should be labeled "Community Engagement #9"). Some requirements say to reference the Advisor Verification Worksheet. This is included in your binder and should be signed and turned in with the final submission. The accreditation packet will be reviewed and scored by the Assistant Director for Fraternity and Sorority Involvement.

## Significant Differences

As you may realize, this Foundations of Excellence is very different from previous versions. Before, you were required to complete different foundations and accompany them with written summaries as well as attendance sheets. This written component proved to be a pain for chapters and a poor way to gauge success. Thus, the new accreditation portion asks for simple, brief descriptions of certain events. For these brief descriptions, simply answer who, what, when, where, and why you hosted the event. There is no need to discuss the significance of the event – write as if you were filling out an event registration form.

There is also a change in the attendance policy for events. All events within Accreditation require just 50% of your chapter attendance. Also, there is no need to turn in excuse forms. As a note, the awards portion of Foundations gives more points for higher attendance at events, so it is up to your chapter's discretion as to how to want to manage how many chapter members attend an event. For the accreditation checklist, you simply need to indicate if 50% of your chapter members attended an event and include a sign in sheet. Again, you do not have to turn in excuse forms!

Another significant difference is the ability to “double-dip.” In the previous Foundations program, using a program for two requirements was frowned upon. Conversely, the new accreditation portion of Foundations has no problem with double, triple, or even quadruple dipping. For example, if your chapter's philanthropy event is co-sponsored with another chapter and includes a health and wellness component, then you can mark off Campus Involvement #1, Community Engagement #3, and Member Development #1D as completed. We believe in the quality of programming, not the quantity; hopefully this ability to fulfill multiple requirements with one event will help chapters not feel overprogrammed. With this ability to satisfy multiple requirements at once, please take care to continue hosting high-quality and meaningful events.

In addition, you'll notice that the accreditation packet is due in April. So, you have all of the academic year to plan and put on your events. There are no fall requirements and spring requirements – you have the whole year to program in the new Foundations. In April, you will turn in one binder with all the attached evidence and filled out accreditation packet.

Finally, you will notice that there are some new components or foundation areas included in accreditation. Every requirement is somehow tied into a university strategic goal or value and is absolutely necessary to being a successful organization at Stetson. You will find that many of the requirements are events or programs you already have to do because of an inter/national requirement or it is something you already do for Stetson. The old Foundations had some requirements that were a little out there, but this new version aims to include only things that we as fraternities and sororities already do.

### Helpful Hints

Read through the entire accreditation requirements section and use a calendar to help plan out your events for the semester. Also, keep in mind that accreditation lasts the entire academic year! You have from August to April to plan out all your required events and programs, so take advantage of the time and plan ahead!

Another hint, ask for help! If you find that your chapter is struggling to come up with ideas for programs, ask people in Fraternity and Sorority Involvement and Student Involvement for help! People in OSI love students and programming, that's why it's their job! Go to them to brainstorm ideas, it will help your chapter be more innovative and you'll create better relations with Stetson administration!

Lastly, give this time! This is a new program and is not anywhere near perfect. Be open and willing to work with FSI while we find ways to make Foundations all that it can be. We appreciate your feedback and look forward to working together over the next year to finalize an amazing Foundations of Excellence program!

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# Foundations of Excellence

## Accreditation Checklist

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### Campus Involvement

Yes	No	Requirement
		1. Chapter must co-sponsor one event or program with another Stetson Greek organization with at least 50% of active chapter membership present. Please attach attendance sheet and brief description of event.
		2. Chapter must have at least 75% of membership involved in at least one other campus organization or activity at the University or have an on-campus part time job. Please attach list of members and the organizations they are involved in.
		3. Chapter must co-sponsor one event or program with a Stetson non-Greek organization with 50% of active chapter membership present. Please attach attendance sheet and brief description of event.
		4. Chapter participates in Greek Week and Greek Sing with at least 50% of active chapter membership present at all events. Please attach attendance sheets for each event.
		5. Chapter participates in or attends 4 other Greek group's programs annually with at least 50% of your active chapter membership present at each event. Please attach attendance sheet for each event.
		6. Chapter hosts/plans at least one event or program to build positive relationships with faculty/staff members each year and has at least 50% of active chapter membership present. Please attach attendance sheet and brief description of event.

## Community Engagement

Yes	No	Requirement
		1. Chapter must average a minimum of 5 community service hours per member. Please attach list of total monthly community service hours.
		2. Chapter plans and executes at least one group hands-on community service project each year that is completed by approximately 50% of the chapter membership. Hands-on means that chapter members are actually out in the community physically "doing" the service verses a philanthropy project that raises funds for philanthropy. Please attach attendance sheet and brief description of event.
		3. Chapter plans and executes at least one philanthropic project/event each year, involving approximately 50% of the chapter membership raising money for either their local or national charity. Please attach attendance sheet and brief description of event.

## Scholarship and Intellectual Development

Yes	No	Requirement
		1. Chapter GPA shall meet or exceed a 2.25 GPA each semester. This will consist of a cumulative GPA of active and affiliated members from the previous semester. Spring '11: _____ Fall '12: _____
		2. Chapter maintains an active scholarship program on file with Fraternity and Sorority Involvement that asks members to establish academic goals, develop time management skills, provides support and accountability for members who fall below an established chapter minimum GPA, provides study-friendly environmental settings and recognizes members for high academic achievement and for improvement. Please attach actual scholarship plan and any other materials relevant to this requirement.
		3. Chapter maintains a new member scholarship plan. Please attach actual scholarship plan and any other materials relevant to this requirement.
		4. Chapter has academic/scholarship chair. Name: _____ Email address: _____
		5. Chapter academic/scholarship chair attends Student Success Academic Coach training. FSI will verify this information with Student Success.
		6. At least 50% of active chapter membership attends at least one GPS session. Please attach attendance sheet showing which member(s) attended which session(s).

## Member Development

Yes	No	Requirement
		<p>1. Chapter organizes, facilitates, attends, and/or participates in at least five different topical educational programs over the course of the entire school year covering the following topics. At least 50% of active chapter membership must be present for the program to count. Please try to use programs and initiatives that your inter/national organizations are already requiring. Attach attendance sheets for each program/event and a brief description of each event.</p> <p>Please check each educational topic you used to complete this requirement.</p>
		A. Drug or Alcohol Awareness
		B. Relationships & Sexual Health
		C. Multicultural/Diversity Issues
		D. Health & Wellness
		E. Spiritual Life
		F. Environmental Responsibility/Sustainability
		G. Gender Equity
		H. Leadership Development
		I. Career/Professional Development
		<p>2. All new members and those offered a continuous open bid after the last new member retreat until this new member retreat attend a Greek-wide New Member Retreat that is educational in nature. This retreat will be sponsored and facilitated by Fraternity &amp; Sorority Involvement. Attendance is mandatory for 100% of fall new member class. Anyone unable to attend the retreat must make arrangements with the Assistant Director for Fraternity and Sorority Involvement. Attendance will be verified by Fraternity and Sorority Involvement.</p>
		<p>3. Chapter has new member plan (including calendar of events, meeting times, programming, and educational curriculum). Please submit a copy of the new member plan.</p>

## Alumni/ae and Advisors

Yes	No	Requirement
		1. Chapter has an active Chapter Advisor, who is a member of the Greek organization. Name: _____ Email: _____ Phone number: _____
		2. Chapter has an active Faculty/Staff Advisor, who is either a faculty or staff member at Stetson University (Faculty/Staff Advisor does not need to be a member of the Greek organization). Name: _____ Email: _____
		3. Chapter consultant meets with the Assistant Director of Fraternity and Sorority Involvement. FSI will verify this information.
		4. Chapter hosts at least one event for or with alumni/ae annually with at least 50% of active chapter membership in attendance. Please attach attendance sheet and brief description of event.
		5. Chapter communicates with chapter alumni/ae via newsletters or e-newsletter at least once each semester. Please attach copies of each newsletter.
		6. Chapter maintains website with updated contact information that communicates within and outside the membership. The website must be linked to the Fraternity and Sorority Involvement website and the chapter's inter/national organization's website. FSI will verify this information. Chapter web address: _____

## Ritual and Values Integration

Yes	No	Requirement
		1. Chapter attends a Fraternity and Sorority Involvement sponsored speaker or program with at least 50% active chapter membership in attendance. Please attach attendance sheet.
		2. Ritual is used as required by the inter/national organization (see advisor verification worksheet).
		3. Initiation is attended by at least 1 alumni/ae (see advisor verification worksheet).
		4. Equipment is in good shape and stored properly (see advisor verification worksheet).
		5. Chapter knows creed/mission. Please attach creed/mission with signatures from every active member.
		6. Chapter hosts an alcohol free brotherhood/sisterhood event once a year with at least 50% of active chapter membership in attendance. Please attach attendance sheet and brief description of event.
		7. Chapter hosts an internal values congruence educational program with at least 50% of active chapter membership in attendance (see advisor verification worksheet). Please attach attendance sheet.

## Chapter Operations

Yes	No	Requirements
		1. Appropriate chapter leadership or designee attends all Office of Fraternity and Sorority Involvement sponsored leadership programs annually. FSI will verify this information.
		2. Chapter facilitates a Leadership Retreat each year that serves as a strategic planning session as well as transition for new officers. This retreat must be a completely DRY event and held within one month of officer elections. Each individual chapter should host the retreat, it should not be a regional retreat held by national chapter organizations. Please attach attendance sheet and see advisor verification worksheet.
		3. Chapter must complete Office of Student Involvement Student Leadership assignment. Please attach copy of assignment.
		4. Chapter updates officer lists on OrgSync. FSI will verify this information.
		5. Chapter has updated constitution/bylaws on file with the Office of Student Involvement. FSI will verify this information.
		6. Chapter leadership completes SMART goals sheet and sets 3-5 goals annually. Please use attached SMART goals sheet.
		7. Chapter president or designee attends 90% of respective council meetings (IFC or Panhellenic). FSI will verify this information.
		8. Chapter president or designee attends 90% of monthly president's roundtable meetings. FSI will verify this information.
		9. Chapter maintains facility to University and House Corporation standards. FSI will verify this information with Housing.
		10. Chapter meets University house capacity requirements at the beginning of each semester with chapter members. FSI will verify this information with Housing.
		11. Chapter has had two or less health and safety violations per semester. FSI will verify this information with Housing.
		12. Chapter has completed house improvement(s) within the last year or submits a timeline/plan for future improvement projects. Please attach list of house improvements or submit plan for future improvements.
		13. Chapter has treasurer or finance officer. Name: _____ Email: _____
		14. Chapter treasurer or finance officer attends Fraternity & Sorority Involvement sponsored training. FSI will verify this information.
		15. Chapter submits a written annual budget or has advisor verification of budget's existence (see advisor verification worksheet).
		16. Chapter is in good standing with chapter's council dues. FSI will verify this information.
		17. Chapter shows proof insurance policy. Submit a copy to the Assistant Director of Fraternity and Sorority Involvement.
		18. Chapter uses accountant, Greek financial service, or alumni financial advisor. Name: _____
		19. Chapter is in good standing with inter/national organization (e.g. financial, judicial, philanthropic, etc requirements). Please submit documentation.

## Risk Management

Yes	No	Requirements
		1. Chapter is in good standing with all council and Stetson University policies (not found responsible in any judicial hearings). FSI will verify this information.
		2. All members, including new members, are provided a list of expectations or established code of conduct that each member signs. Please attach copy.
		3. Chapter has a functioning judicial board/judicial review process. Give brief description of board composition and list of incidents in which individuals were found responsible, but do not identify any individual(s) involved.
		4. Chapter follows event registration process for all on-campus events. Chapters must register all events through OrgSync. Please submit confirmation of event registration for all events.

## Recruitment, Retention, and Persistence

Yes	No	Requirements
		1. Chapter has complied with all IFC/Panhellenic council recruitment policies (not found responsible in any recruitment related judicial hearings). FSI will verify this information.
		2. Chapter initiates 80% of new members. Please attach list of new members and indicate whether or not they successfully completed requirements for initiation.
		3. Chapter retains 80% of active members from previous academic year. Please provide rosters showing active members for each semester. Include previous spring semester, current fall semester, and current spring semester rosters.

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# Foundations of Excellence Accreditation

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## Advisor Verification Worksheet

Please check all requirements that have been met by the chapter.

- Chapter facilitates a DRY Leadership Retreat each year that serves as a strategic planning session as well as transition for new officers. The retreat is hosted by the chapter and is not part of a regional retreat held by the inter/national organization.
- Ritual is used as required by the inter/national organization.
- Initiation is attended by at least 1 alumni/ae.
- Ritual equipment is in good shape and stored properly.
- Chapter hosts an internal values congruence educational program with at least 50% active chapter membership in attendance.
- Chapter has an annual budget that is approved by an advisor and is voted on by the chapter.
- Chapter has a functioning judicial board or judicial review process.

*As the advisor for \_\_\_\_\_, I attest that all indicated requirements have been met by the chapter.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

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# Foundations of Excellence

## Event Attendance Sheet

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\*Please place in the appropriate section for each submission in the corresponding packet

Foundation Area: \_\_\_\_\_

President's approval signature: \_\_\_\_\_

Total needed at Event: \_\_\_\_\_ (=50% of total current chapter membership)

**Chapter:** \_\_\_\_\_

NAME	Student ID
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