
Foundations of Excellence

Awards Checklist

Introduction

The purpose of the awards section of Foundations of Excellence is to recognize and reward all the successes of fraternal organizations at Stetson University. Overall, the awards section was created to mirror and support the accreditation portion of Foundations of Excellence. The primary goal of Foundations of Excellence Awards is to showcase and acknowledge the achievements of *all* fraternal organizations on campus.

Justifications for Revision

As discussed in the accreditation section, the general Foundations of Excellence program had been minimally altered since its creation. In contrast to the accreditation justifications, the main reason for revising the awards portion is to recognize all successes of all chapters. . In the earlier version of Foundations of Excellence, very little went into gauging excellence and not everyone that succeeded was recognized. This version of Foundations of Excellence awards includes purposeful recognition for success in individual foundation areas as well as overall excellence.

Overall Framework

The awards portion of Foundations of Excellence is designed to offer many opportunities for success at Stetson. The first section of the Foundations of Excellence awards is a point system checklist. Many of the components within this section are replicated from the accreditation process; there are also completely new components as well. This section of awards is structured similarly to accreditation, in that there are 9 foundation areas. Listed within each foundation area are the components, the possible point values per component, and the required evidence for each component. In the designated column, please indicate how many points your chapter earned per requirement. There will be scores for each foundation area. Then, there will be an overall score comprised of your nine foundation area scores, which will give you your final category rating. The next component of the Foundations of Excellence Awards is the chapter interview. The final component includes the chapter and individual awards applications and developmental response questions.

Timeline

September 2011: Awards 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, to answer any questions, and to plan next steps. This meeting is mandatory.

April 6, 2012: Awards packets are due

Mid April 2012: Awards packets are reviewed

Mid April 2012: Greek Awards Show

Awards Packet Scoring and Review

Each chapter is responsible for filling out the awards packet. The packet requires chapters to review each component within a foundation and indicate how many points are earned based on the specific achievement. For example, events have different point values based on attendance percentages. Please be sure to carefully review the different point values and the required evidence for each component. This will ensure your chapter understands how to maximize their successes. Be aware of labeling your evidence clearly and in the same manner as accreditation (e.g. the community service event should be labeled Community Engagement #1). As in accreditation, some requirements refer to the Advisor Verification Worksheet. You can use the same sheet as you did in accreditation, so you only need to submit the one copy.

The chapter is responsible for filling out and turning in the completed packet, including a totaled score. Fraternity and Sorority Involvement will review the awards packet, but it is on the honor of the chapter to be honest when filling out the packet. If you have any questions or are confused, please do not hesitate to reach out to the Assistant Director or Graduate Assistant for clarification.

This portion of awards is structured as a points system. Within each foundation area, your chapter will receive a category rating on a five star scale. Those ratings will then be averaged to determine your overall chapter rating, which is still on a five star scale. The following explains what each star rating means:

- One Star - Unacceptable; Chapter has not met minimum expectations.
- Two Star - Chapter has met some expectations, but still fails to meet minimum expectations.
- Three Star - Chapter has satisfactorily met minimum standards.
- Four Star - Chapter has satisfactorily met and demonstrated movement beyond minimum expectations.
- Five Star - Chapter has met and exceeded expectations.

One Star	Two Star	Three Star	Four Start	Five Star
0 - 130 points	131 - 261 points	262 - 392 points	393 - 523 points	524 - 651 points

Helpful Hints

Review the awards packet early on and plan ahead. You will find that many events offer more points for higher attendance, so encourage your chapter members to attend even though accreditation only requires 50% attendance. Also, be creative! There are many opportunities to co-sponsor an event or to fulfill multiple requirements with one event.

Foundations of Excellence

Awards Checklist

CAMPUS INVOLVEMENT

	Points possible	Our chapter	Evidence
1. Chapter must co-sponsor one event or program with another Stetson Greek organization.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not co-sponsor event	-10		
2. At least 75% of chapter membership is involved in at least one other campus organization or activity at the University or has an on-campus part time job.	5	()	Submit roster with listed organizations
3. Chapter must co-sponsor one event or program with a Stetson non-Greek organization.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not co-sponsor event	-10		
4. Chapter participates in Greenfeather. Chapter must participate in at least 3 events with at least 50% active chapter membership attendance to earn points.	10	()	Submit attendance sheet(s)
5. Chapter attends University athletic events.		()	Submit attendance sheet(s)
Chapter can earn up to 10 points TOTAL for this criteria (e.g. if you have 100% attendance at two athletic events, then you have earned the maximum points. If you have 50% attendance at ten different athletic events then you have earned the maximum points.)			
100% attendance	5		
75% attendance	3		
50% attendance	1		

	Points possible	Our chapter	Evidence
6. Chapter attends Fraternity and Sorority Involvement sponsored Homecoming/Alumni Weekend event.		()	Submit attendance sheet(s)
100% attendance	5		
75% attendance	3		
50% attendance	1		
7. Chapter participates in Greek Week. Award points per event. Chapter can earn up to 40 total points. EXAMPLE: Your chapter has 100% attendance at Greek Sing and 70% at Olympics, but do not attend the Kick Off you give yourself 9 total points (10 + 4 + -5 = 9)		()	Submit attendance sheet(s)
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not attend Greek Week event	-5		
8. Chapter participates in Relay for Life.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not participate in Relay for Life	-10		
9. Chapter sponsors sustainability project/initiative.	2	()	Provide description of project with attendance sheet.
10. Chapter supports another chapter's sustainability project/initiative.	1	()	Provide description of how your chapter supported the project.
11. Chapter participates in at least 5 intramural sports annually.	5	()	This will be verified by FSI with Wellness & Recreation
12. At least 10% of chapter is involved in one of the following: GAMMA, Order of Omega, IFC/PHC Executive Council Board, Academic or Leadership Honorary society (e.g. Phi Beta Kappa, Omicron Delta Kappa, etc) or is an officer for another student organization.	4	()	Provide roster with list of organizations and positions next to individuals.

	Points possible	Our chapter	Evidence
13. Chapter participates in or attends 4 other Greek organization's programs annually. Award attendance points per event.		()	Submit attendance sheets for all events
EXAMPLE: Your chapter attended 4 other events and at one event you had 90% attendance, then 70%, 50% and 100% means 8+4+1+10=23. If your chapter did not attend at least 4 events, you must assess the -10 points per event missed.			
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not participate in other Greek organization's program	-10		
14. Chapter hosts/plans at least one event/program to build positive relationships with faculty/staff members each year.		()	Submit description of event and attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not host faculty/staff event	-10		
15. Chapter has utilized the campus newspaper to positively promote itself throughout the academic year.	2	()	Submit copies of printed articles

COMMUNITY ENGAGEMENT

	Points possible	Our chapter	Evidence
1. Chapter plans and executes at least one group hands-on community service project each year.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not plan/execute community service project	-10		
2. Chapter co-sponsored a community service project.	5	()	Submit description of event and attendance sheet
3. Chapter plans and executes at least one philanthropic project/event each year, raising money for either their local or national charity.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Does not plan/execute community service project	-10		
4. Chapter co-sponsored a philanthropy project/event.	5	()	Submit description of event and attendance sheet
5. Chapter raises money for philanthropy. Award points based on average raised per member (total raised/total number of members)		()	Total philanthropy money raised=\$ Number of chapter members=
\$50 raised per member	25		
\$40 raised per member	20		
\$30 raised per member	15		
\$20 raised per member	10		
\$10 raised per member	5		
Chapter does not raise money for philanthropy	-25		

	Points possible	Our chapter	Evidence
6. Chapter members do community service. Award points based on chapter total community service hours/total number chapter members		()	Total community service hours= Number of chapter members=
10 hours per member	15		
9 hours per member	12		
8 hours per member	8		
7 hours per member	6		
6 hours per member	4		
5 hours per member	2		
Chapter does not do community service	-15		

SCHOLARSHIP

	Points possible	Our chapter	Evidence
1. Chapter GPA shall meet or exceed a 2.25 GPA each semester. Award 5 points per semester where you meet this requirement.	10	()	Spring '11= Fall '12=
2. Chapter maintains an active scholarship program.	15	()	Attach scholarship program
3. Chapter's cumulative GPA should exceed all men/all women GPA. Award points for each semester. Spring '11 All Men/Women GPA= Spring '11 GPA= Fall '12 All Men/Women GPA= Fall '12 GPA=		()	See two columns to left.
.26+ above the average	50		
.25 above the average	40		
.20 above the average	35		
.10 above the average	30		
.05 above the average	25		
At the All Mens or Womens average	20		
Below the All Mens or Womens average	-20		
4. New member/non-initiated member GPA is:		()	Fall New Member GPA =
Above 3.5	10		
3.25 to 3.49	8		
3.0 to 3.249	5		
2.9 to 2.999	3		
2.8 to 2.899	2		
2.7 to 2.799	1		
2.41 - 2.699	0		
Below 2.4	-5		
Below 2.0	-15		
Below 1.5	-30		
5. Chapter has academic/scholarship chair.	2	()	Name:
6. Academic/scholarship chair attends Student Success Academic Coaching training.	4	()	FSI will verify with Student Success.
7. At least 50% of chapter members attend at least one GPS session.	2	()	Provide list of members and attended session(s).

MEMBER DEVELOPMENT

	Points possible	Our chapter	Evidence
1. Chapter organizes, facilitates, attends, and participates in educational programs over the course of the entire school year.			
Award points per attendance at each individual event. EXAMPLE: Your chapter attended 5 programs with 50% attendance at each equals 1+1+1+1+1=5 total points		()	Submit attendance sheets for every program
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Award points per number of programs (must have at least 50% attendance to count). EXAMPLE: Your chapter covered 8 program topics, and had varying attendance at each but all had at least 50% attendance = 15 total points		()	Provide description of each program attended.
9 programs attended	20		
8 programs attended	15		
7 programs attended	10		
6 programs attended	5		
5 programs attended	1		
2. 100% of 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.	5	()	FSI will verify this information.
3. Chapter has new member plan.	8	()	Attach copy of new member plan and all pertinent documents

ALUMNI/AE AND ADVISORS

	Points possible	Our chapter	Evidence
1. Chapter has functioning alumni/ae board of at least 3 members that meets at least 4 times annually.	3	()	Attach list of board members and dates of meetings
2. Chapter has an active Chapter Advisor, who is a member of the Greek organization.	2	()	Name=
3. 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).	2	()	Name=
4. Chapter hosts at least one event for or with alumni/ae annually.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Chapter does not host alumni/ae event	-10		
5. Chapter communicates with chapter alumni/ae via newsletters or e-newsletter at least once each semester.	2	()	Submit copies of what is sent
6. Chapter consultant meets with Asst. Director of Fraternity and Sorority Involvement.	1	()	FSI will verify this information.
7. Chapter maintains an updated website that communicates within and outside the membership and is linked to the Fraternity and Sorority Involvement website and inter/national website.	1	()	Chapter web address =

RITUAL AND VALUES INTEGRATION

	Points possible	Our chapter	Evidence
1. Chapter attends a Greek wide guest speaker on a topic relevant to our Greek community.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Chapter does not attend speaker	-10		
2. Ritual is used as required by the inter/national organization.	5	()	Accreditation advisor verification sheet
3. Initiation is attended by at least 1 alumni/ae member.	3	()	Accreditation advisor verification sheet
4. Equipment is in good shape and stored properly.	1	()	Accreditation advisor verification sheet
5. Chapter knows creed/mission.	5	()	Attach sheet with chapter member signatures
6. Chapter hosts an alcohol free brotherhood or sisterhood event once a year.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Chapter does not host brotherhood/sisterhood event	-10		
7. Chapter hosts an internal values congruence educational program.		()	Submit attendance sheet
100% attendance	10		
90% attendance	8		
80% attendance	6		
70% attendance	4		
60% attendance	2		
50% attendance	1		
Chapter does not host values congruence program	-10		

CHAPTER OPERATIONS

	Points possible	Our chapter	Evidence
1. Appropriate chapter leadership attends all Office of Fraternity and Sorority Involvement sponsored leadership programs annually.	5	()	FSI will verify this information
2. Chapter facilitates a DRY Leadership Retreat each year that serves as a strategic planning session as well as transition for new officers.	6	()	Accreditation advisor verification sheet
3. Chapter completes Office of Student Involvement Student Leadership assignment.	3	()	Attach copy of assignment
4. Chapter updates officer lists on OrgSync.	1	()	FSI will verify this information
5. Chapter has updated constitution/bylaws on file with the Office of Student Involvement.	1	()	FSI will verify this information
6. Chapter sets 3-5 SMART goals annually.	2	()	Attach filled out SMART goals worksheet
7. Chapter president or designee attends 90% of respective council meetings (IFC or Panhellenic).	1	()	FSI will verify this information
8. President or designee attends 90% of monthly president's roundtable meetings.	1	()	FSI will verify this information
9. Chapter maintains facility to University and House Corporation standards.	5	()	FSI will verify with Housing & Res Life
10. Chapter meets University house capacity requirements at the beginning of each semester with chapter members.	6	()	FSI will verify with Housing & Res Life
11. Chapter has had 2 or less health and safety violations per semester.	2	()	FSI will verify with Housing & Res Life
12. Chapter has completed house improvement(s) within the last year or has timeline for planned future projects.	1	()	Attach house improvement plan or timeline
13. Chapter has treasurer or finance officer.	1	()	Name:
14. Chapter treasurer or finance officer attends Office of Fraternity & Sorority Involvement sponsored training.	1	()	FSI will verify this information
15. Chapter has a written annual budget.	2	()	Accreditation advisor verification sheet

	Points possible	Our chapter	Evidence
16. Chapter is current with chapter's council account.	1	()	FSI will verify this information
17. Chapter shows proof of insurance policy.	2	()	Submit copy
18. Chapter uses accountant, Greek financial service, or alumni financial advisor.	1	()	Name:
19. Chapter is in good standing with inter/national organization (e.g. financial, judicial, philanthropic, etc requirements).	8	()	Submit documentation from inter/national organization

RISK MANAGEMENT

	Points possible	Our chapter	Evidence
1. Chapter is in good standing with all council and Stetson University policies (not found responsible in any judicial hearings).	5	()	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.	2	()	Attach copy of what members sign
3. Chapter has a functioning judicial board/judicial review process.	2	()	Accreditation advisor verification sheet
4. Chapter follows event registration process for all on-campus events. Chapter must use OrgSynce to register all events.	10	()	Submit confirmation of every event registration

RECRUITMENT, RETENTION, AND PERSISTENCE

	Points possible	Our chapter	Evidence
1. Chapter has complied with all council recruitment policies (not found responsible in any recruitment related judicial hearings).	5	()	FSI will verify this information
2. Chapter retains at least 80% of active members from previous academic year (not including members who graduated).		()	Provide rosters for previous Spring, current Fall, and current Spring semesters
95 percent or higher retention of active members	5		
90 to 94 percent retention of active members	4		
85 to 89 percent retention of active members	3		
81 to 84 percent retention of active members	2		
80 percent retention of active members	1		
Chapter does not retain at least 80% of active members	-5		
3. Chapter initiates at least 80% of new members. Award points for whole academic year (number of members initiated throughout academic year/number of members offered membership throughout academic year)		()	Provide roster showing new members and indicate those who successfully were initiated
95 percent or higher of new members initiated	5		
90 to 94 percent of new members initiated	4		
85 to 89 percent of new members initiated	3		
81 to 84 percent of new members initiated	2		
80 percent of new members initiated	1		
Chapter does not initiate at least 80% of new members	-5		