

## Spring 2018 National Pan-Hellenic Council Checklist

SOE BINDER TAB #	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
1) ACADEMICS	2.5 Chapter GPA <b>AND</b> 2.5 New Member Class GPA.	Bronze	End of Semester (Official Grade Report)	N/A
	Chapter GPA within +/- .1 of the All Men/Women's GPA <b>AND/OR</b> New Member GPA within +/- .1 of the All Men/Women's GPA.	Silver (+15 pts per achievement)	End of Semester (Official Grade Report)	
	Chapter GPA is .1 above the All Men/Women's GPA <b>AND/OR</b> New Member GPA is .1 above the All Men/Women's GPA.	Black & Orange (+15 pts per achievement)	End of Semester (Official Grade Report)	
2) COMMUNITY SERVICE AND/OR PHILANTHROPY PROJECTS	One (1) Chapter wide community service <b>OR</b> philanthropy project per semester. <b>AND</b> one (1) one educational program.	Bronze	April 20 <sup>th</sup> , 2018 (Member Roster that includes explanation, date, service hours, and percentage of chapter participating)*	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) Chapter wide community service/philanthropy projects <b>OR</b> two (2) educational programs. One project or program must be campus based.	Silver (+10 pts)	April 20 <sup>th</sup> , 2018 (Member Roster that includes explanation, date, service hours, and percentage of chapter participating)*	
	Three (3) Chapter wide community service/philanthropy projects <b>OR</b> three (3) educational programs. One project or program must be campus based.	Black & Orange (+10 pts)	April 20 <sup>th</sup> , 2018 (Member Roster that includes explanation, date, service hours, and percentage of chapter participating)*	
3) CHAPTER ADVISING (c)	Chapter has one (1) faculty/staff advisor (Organizational membership is not required)	Bronze	March 2 <sup>nd</sup> , 2018 (CreekSync Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has one (1) Grad advisor who is an initiate of the organization <b>AND</b> attends two (2) meetings per semester.	Silver (+5 pts)	April 20 <sup>th</sup> , 2018 (Verification Letter from Advisor with proof of mtg. attendance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has an active Graduate Chapter to affiliate with and attends two (2) on or off-campus meetings per year.	Black & Orange (+5 pts)	April 20 <sup>th</sup> , 2018 (Verification Letter from Regional or Executive office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) MEETING ATTENDANCE	Minimum delegation requirement present at President's Meetings <b>AND</b> no more than two (2) absences per semester.	Bronze	End of Spring Semester (Official Minutes)	N/A

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5) ACCOUNTS PAYABLE	Chapter is in good financial standing with Inter/National Office.	Silver (+10 pts)	April 20 <sup>th</sup> , 2018 (Verification Letter from Regional/District Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) CHAPTER MEETINGS	Weekly Chapter Meeting held on campus (Date, time & location required).	Bronze	March 2 <sup>nd</sup> , 2018 (Copy of reservation confirmation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) INVOLVEMENT	60% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.	Silver (+10 pts)	April 20 <sup>th</sup> , 2018 (Roster including member name and organization(s) or job)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	100% of the chapter membership is involved in at least one (1) other campus organization <u>OR</u> has a part-time job.	Black & Orange (+10 pts)	April 20 <sup>th</sup> , 2018 (Roster including member name and organization(s) or job)	
8) MEMBERSHIP INTAKE PAPERWORK	All signed documents, forms, and compliance agreements that are a part of the NPHC Membership Intake Guidelines must be filed with the Greek Life Office.	Bronze	January 19 <sup>th</sup> , 2018 (Notice of intent to conduct/not conduct intake form and hazing compliance forms. All must be signed by Grad Advisor).	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) INTAKE	Chapter Intake schedule must be submitted a minimum of ten (10) business days prior to Intake. Accreditation paperwork must be submitted with schedule. Intake must be alcohol free.	Bronze	10 days prior to intake (Comprehensive event schedule including dates, proof of approval from Regional or Executive Office, and a scheduled/completed meeting to review policies with the Greek Life Office). <b>Verification of aspirants form and all grade verification forms must also be filed at this time. All forms must be signed/approved by the Grad Advisor.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Spring 2018 National Pan-Hellenic SOE Checklist

TAB	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
10) CHAPTER LEADERSHIP	Active officers or committee chairs for: Scholarship, Standards, Membership, and Community Service	Bronze	January 12 <sup>th</sup> , 2018 (Chapter Leadership Roster)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter participates in an Officer Training/Transition which is facilitated by an Advisor, Regional Officer, or a University Official.	Bronze	March 2 <sup>nd</sup> , 2018 (Verification Letter from Facilitator of Officer Training and Transition and a copy of the agenda)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) or more officers have attended a state, regional, or inter/national conference within the 2017-2018 Academic Year.	Black & Orange (+5 pts)	April 20 <sup>th</sup> , 2018 (Verification Letter from Executive Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11) ADMINISTRATION	All required and/or requested documentation must be completed and submitted on-time.	Bronze	March 2 <sup>nd</sup> , 2018 & April 2 <sup>nd</sup> , 2018 (CreekSync Roster Updated (graduated members removed and New Members added, Accreditation paperwork submitted, etc.))	<input type="checkbox"/> Yes <input type="checkbox"/> No
12) PROGRAMMING	Participation in all Greek Programs as requested (ex: Greek Week, Risk Management Programming, Speakers, Workshops, Etc.)	Bronze	April 20 <sup>th</sup> , 2018 (Roster including member name, date, location and title of program attended)*	<input type="checkbox"/> Yes <input type="checkbox"/> No
13) RISK MANAGEMENT AND CONDUCT	Chapter fully insured with liability coverage.	Bronze	March 2 <sup>nd</sup> , 2018 (Copy of current Insurance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter completes one (1) Risk Management program with outside facilitation.	Bronze	April 20 <sup>th</sup> , 2018 (Verification letter from facilitator and copy of program description/agenda)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adherence to all inter/national organization policies and procedures not covered in the Standards of Excellence program.	Bronze	April 20 <sup>th</sup> , 2018 (Verification Letter from Executive Office and the Greek Life Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has had no more than one (1) conduct infraction in the 2017-2018 Academic Year	Silver (+10 pts)	April 20 <sup>th</sup> , 2018 (Verification from Greek Life Office)	N/A
	Chapter has no conduct infractions in the 2017-2018 Academic Year	Black & Orange (+10 pts)	April 20 <sup>th</sup> , 2018 (Verification from Greek Life Office)	

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14) MEMBERSHIP	Chapter membership must be within 90% of chapter average for NPHC organizations.	Silver (+10 pts)	End of Semester (CreekSync Roster)	N/A
	Chapter membership must be at <b>OR</b> above NPHC Chapter Average.	Black & Orange (+10 pts)	End of Semester (CreekSync Roster)	
15) ALUMNI RELATIONS	A Spring Newsletter or E-Letter is sent out to Alumni.	Bronze	April 20 <sup>th</sup> , 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*Chapter participation in Philanthropy Projects and Greek Wide Programming must be equal to or more than 60% of chapter in order for it to count towards SOE or Awards.**

IN ORDER FOR STANDARDS OF EXCELLENCE TO BE COMPLETE, A VERIFICATION FORM

**Signed by Chapter President AND Advisor** MUST BE SUBMITTED by April 20<sup>th</sup>, 2018 that states all items have been reviewed, are accurate, and completed to the best of the chapter's ability.

For Silver and Black and Orange Level Recognition:

Silver = 60-85 additional points in eligible categories

Black & Orange = 60-80 additional points in eligible categories