

Spring 2018 Panhellenic Association SOE Submission Check Sheet

SOE BINDER TAB #	PERFORMANCE INDICATOR(S)	LEVEL	DUE DATE & DOCUMENTATION	SUBMITTED
1) ACADEMICS	2.5 Chapter GPA <u>AND</u> 2.5 New Member Class GPA.	Bronze	End of Semester (Official Grade Report)	N/A
	Chapter GPA within +/- .1 of the All-Women's GPA <u>AND/OR</u> New Member GPA within +/- .1 of the All-Women's GPA.	Silver (+15 pts per achievement)	End of Semester (Official Grade Report)	
	Chapter GPA is .1 above the All-Women's GPA <u>AND/OR</u> New Member GPA is .1 above the All-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 <u>OR</u> philanthropy project per semester. One (1) Greek Philanthropy event.	Bronze	April 20 th , 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 <u>OR</u> philanthropy projects per semester. One project must be a campus based project.	Silver (+10 pts)	April 20 th , 2018 (Member Roster that includes explanation, date, service hours, and percentage of chapter participating)*	
	Three (3) Chapter wide community service <u>OR</u> philanthropy projects per semester. One project must be a campus based project with at least 60% of chapter in attendance.	Black & Orange (+10 pts)	April 20 th , 2018 (Member Roster that includes explanation, date, service hours, and percentage of chapter participating)*	
3) CHAPTER ADVISING	Chapter has one (1) faculty/staff advisor (Organizational membership is not required)	Bronze	March 2 nd , 2018 (CreekSync Verification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has one (1) chapter advisor who is an initiate of the organization <u>AND</u> attends two (2) meetings per semester.	Silver (+5 pts)	April 20 th , 2018 (Verification Letter from Advisor with proof of mtg. attendance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has an active alumni advisory board with a minimum of two (2) alumni serving <u>AND</u> they attend two (2) meetings per year.	Black & Orange (+5 pts)	April 20 th , 2018 (Verification Letter from Executive Office with proof of mtg. attendance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) MEETING ATTENDANCE	Minimum delegation requirement present at President's Meetings <u>AND</u> no more than two (2) absences per semester.	Bronze	End of Spring Semester (Verification from Greek Life Office)	N/A

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5) ACCOUNTS PAYABLE	Semester PHA dues paid on time (i.e. No late fees incurred).	Bronze	March 2nd, 2018 (PHC Invoice & Receipt)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Chapter is in good financial standing with Inter/National Office and the Panhellenic Association.	Silver (+10 pts)	April 20th, 2018 (Verification Letter from Executive Office or equivalent record)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) CHAPTER MEETINGS	Weekly Chapter Meeting held on campus (Date, time & location required).	Bronze	March 2nd, 2018 (Copy of reservation confirmation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) INVOLVEMENT	Must achieve minimum occupancy of designated room block/bed space in within their house.	Bronze	April 20th, 2018 (Verification Letter from University Housing)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	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 20th, 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 20th, 2018 (Roster including member name and organization(s) or job)	
8) NEW MEMBER EDUCATION PROGRAM	New Member Education Program due to Greek Life Office two prior to the recruitment period. Associate/new member program shall last no longer than eight (8) weeks.	Bronze	January 19th, 2018 (A timeline, agenda for the program, notification of all off campus events and travel, expectations of new members and educational programs planned is required).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9) RECRUITMENT	Chapter recruitment schedule must be submitted prior to recruitment. Events must be Alcohol-Free and must adhere to all guidelines and expectations as defined in the Fall Formal <u>AND/OR</u> COB Recruitment agreement.	Bronze	January 12th, 2018 (Comprehensive event schedule including dates, times, and locations/address).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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10) CHAPTER LEADERSHIP	Active officers or committee chairs for: Scholarship, Housing, Standards, Recruitment and Community Service	Bronze	January 12 th , 2018 (Chapter Leadership Roster)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Officer Transition Meeting and Leadership Retreat for incoming officers facilitated by an Advisor, University Official, or Leadership Consultant.	Bronze	March 2 nd , 2018 (Verification letter from the individual who facilitated and the agenda from the retreat)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two (2) or more officers attended a regional/national training conference over the 2017-2018 academic year.	Black & Orange (+5 pts)	April 20 th , 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 nd , 2018 and April 2 nd , 2018 (CreekSync Roster, Chapter Leadership Roster, and all forms submitted)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12) PROGRAMMING	Participation in Greek community programs (IFC, PHC, and NPHC) as requested (ex: Greek Week, Speakers, Workshops, Etc.)	Bronze	April 20 th , 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 nd , 2018 (Copy of <u>current</u> Insurance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Risk management policy that addresses social function guidelines, alcohol use/abuse, hazing, sexual assault/abuse & fire safety.	Bronze	January 19 th , 2018 (Copy of Risk Management Local <u>AND</u> Inter/National Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Completed the Risk Management Programs required by Inter/National Office. <u>And held one chapter Risk Management program with outside facilitation.</u>	Bronze	April 20 th , 2018 Copy of Inter/National Risk Management requirements and member roster of participants, date, and explanation of program.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chapter has had no more than one (1) judicial infraction in the last year.	Silver (+10 pts)	April 20 th , 2018 (Verification from Greek Office or paperwork from conduct meeting)	N/A

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RISK MANAGEMENT AND CONDUCT	Chapter has no judicial infractions within the 2017-2018 Academic Year.	Black & Orange (+10pts)	April 20th, 2018 (Verification from Greek Life Office)	N/A
14) MEMBERSHIP	Minimum chapter membership level must be consistent with expectations of individual council by-laws (40).	Bronze	End of Semester (CreekSync Roster)	N/A
	Chapter membership must be within five (5) members of Panhellenic Chapter Total following the informal recruitment period and initiation.	Silver (+10 pts)	End of Semester (CreekSync Roster)	
	Chapter membership must be at Panhellenic Chapter Total following the informal recruitment period and initiation.	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 20th, 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

For Silver and Black & Orange Level Recognition:

Silver = 60-85 additional points in eligible categories

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