

FIVE STAR CHAPTER EVALUATION PROGRAM
For the GREEK COMMUNITY
of Tennessee Technological University



**The Awards packet is to be completed and
submitted to the Office of Greek Life by:
4:30 p.m., Friday, February 3, 2012**

PURPOSE

In the effort to better facilitate management and quality of sorority and fraternity chapters, to increase and strengthen the communication between individual chapters and the University community, Office of Greek Life and the Greek community as a whole, and to better identify the University's expectations of its Greek chapters, the Office of Greek Life has implemented the Five Star Evaluation Program.

The Five Star Evaluation Program serves to assist the University Greek community in general and each chapter in particular in functioning at the most effective and efficient levels possible. The program also intends to help provide for the best possible experience for individual members. The Five Star Evaluation Program promotes and encourages achievement of stated fraternal values and ideals of the pursuit of excellence in the areas of scholarship, brotherhood/sisterhood, service, leadership, self-governance, and social advancement.

The Five Star Evaluation Program serves to assess chapters on the minimum standards they should be meeting to be viable and successful members the University Greek community and of their (Inter) National organizations. In doing so, the Office of Greek Life can more accurately target and provide assistance to individual chapters in the specific areas in which they may have fallen short of the minimum standards.

In addition, the University understands that Greek achievements and excellent chapters often go unnoticed; the Five Star Evaluation Program serves as tool to publicly recognize those chapters who meet or exceed the minimum requirements in each of the six areas of evaluation and the program as a whole. The program is not meant to be a competition between the chapters; it is meant to be an aid in helping each chapter to be its best, as it is possible for each chapter to achieve Five Star Chapter status.

METHOD OF EVALUATION

All chapters will be evaluated annually (January 1, 2011 through December 31, 2011) on each of the six areas. Participation in the Five Star Evaluation is **MANDATORY**. Failure of any chapter to submit the Five Star Evaluation will result in immediate **Social Probation** until the packet is completed. Furthermore, any chapter that submits a packet after the deadline will not receive any awards for the year. The Director of Greek Life is responsible for the evaluations. It is the responsibility of the chapter president to ensure that each of the area's components has been completed and that the necessary forms, reports, and verification are submitted by the deadline set by the Office of Greek Life.

*Packets are due **Friday, February 3, 2012***

Each area will be evaluated separately with the possibility of receiving commendations in the individual areas of evaluation. Area commendations will be awarded to those chapters receiving **90% of the total possible points in the area of evaluation**. Chapters that receive commendations in all of the six areas will be awarded Five Star Chapter status.

A **Chapter of the Year** award will be given to the chapter in each governing council (Panhellenic, NPHC, and IFC) that accumulates the highest number of points in the Five Star Evaluation **over the course of 2011**. In the event of a tie in points, the chapter with the highest grade point average (average of spring and fall semesters) will be given the Chapter of the Year award.

Chapters will be recognized in the spring of each academic year for their efforts and accomplishments in the Five Star Evaluation Program.

AREAS OF EVALUATION

The **six** areas of evaluation are as follows:

- *Scholarship*
- *Membership Development*
- *Community Service/Philanthropy/Alum Involvement*
- *Risk Management and Social Activities*
- *Campus Involvement*
- *Chapter Management*

PROGRAM CATEGORIES OF ACHIEVEMENT AND CRITERIA

- Five Star Chapter -- Commendations in all six areas of evaluation
- Four Star Chapter -- Commendations in five of the six areas of evaluation
- Three Star Chapter --Commendations in four of the six areas of evaluation
- Two Star Chapter -- Commendations in three of the six areas of evaluation
- One Star Chapter -- Commendations in two of the six areas of evaluation

PROGRAM INCENTIVES

- The Director of Greek Life will submit a congratulatory letter to the organization's (Inter) National Headquarters, Faculty Advisor, Chapter Advisor, and to the campus organization's general membership.
- Each Five Star Chapter will receive a trophy.
- All chapters receiving commendation will be recognized at the Greek Awards Banquet.
- All chapters will be recognized on the Greek Life web page with their evaluation status listed.
- The chapter receiving the most total points overall in their respective council (i.e. IFC, Panhellenic, and NPHC) will be recognized as Chapter of the Year and awarded with a trophy. *See Method of Evaluation (above) for details.*

INSTRUCTIONS

- Items that have been "grayed out" are on file with the Greek Life office therefore they DO NOT have to be included in the Five Star Evaluation packet.
- The packet must be submitted in a binder or be spiral bound.
- Include the checklist for each area of evaluation in the packet.
- Attach all supporting materials (signed rosters, officer names, program descriptions, policies, by-laws, etc.) immediately after each area of evaluation checklist.
- Submit the packet on or before the designated due date.

AREA OF EVALUATION I: SCHOLARSHIP

TOTAL POINTS POSSIBLE	<u>420</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>378</u>

GRADES

Semester Chapter GPA	Points
3.0 and above	80
2.99-2.89	70
2.88-2.79	60
2.78-2.69	50
2.68-2.59	40
2.58-2.49	30
Below 2.48	0

POINTS

CRITERIA

20 pts/sem	The chapter semester grade point average must meet or exceed the all women's/men's semester average.
20 pts/sem	The chapter semester grade point average must meet or exceed the all sorority/fraternity semester average.
20 pts/sem	The new member group or association class maintains a 2.50 grade point average or higher during their associating semester.
40 pts/yr	The chapter has an elected/appointed scholarship officer who is responsible for implementing and overseeing the chapter's scholarship program and monitoring members' academic performances and arranging special programs to meet the chapter's and individual members' needs in this area.
20 pts/sem	The chapter sponsors/attends two scholarship related programs per year with at least 80% attendance at each program. (Examples include: study skills, time management, resume writing, career success, test taking skills, etc.)

POINTS**CRITERIA**

20 pts/yr	The chapter has a written scholarship program that includes an academic policy/procedure for those members not meeting the chapter's minimum GPA requirements to be in academic "good standing." This program may be the (Inter) National program with local additions.
15 pts/sem	At least 80% of all members have grade point averages above a 2.00 each semester.
10 pts/yr	The chapter has grade release forms (Bio Cards) for all members on file in the Office of Greek Life.

SCHOLARSHIP CHECKLIST

The chapter has an elected/appointed **scholarship officer**

- Include the name of the officer**

The chapter sponsors/attends **two** scholarship related programs **per year**. Write the dates the programs in the space provided. **Attach:**

- A sheet with the title(s) of the program**
- Member signed roster(s)**
- Any supporting materials from program**

The chapter has a written **scholarship program** that includes an academic policy/procedure for those members not meeting the chapter's minimum GPA requirements to be in academic "good standing.

- Attach a copy of it.**

Total Points Earned

AREA OF EVALUATION II: MEMBERSHIP DEVELOPMENT

TOTAL POINTS POSSIBLE	<u>340</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>306</u>

POINTSCRITERIA

30 pts/sem	The chapter has at least 75% retention of its new member group or associate class per semester.
40 pts/yr	Hazing Compliance forms are signed by the chapter president and new member educator and are on file in the Office of Greek Life.
30 pts/yr	The chapter has a written Association/New Member Education program on file in the Office of Greek Life. The program may be the (Inter) National program with local additions.
40 pts/yr	The chapter has an elected/appointed new member educator who is responsible for implementing the new member association program and overseeing new members.
20 pts/sem	The chapter sponsors/attends two fraternal values or social/personal issues program each year with at least 80% attendance. (Examples include: eating disorders, sexual assault, self-esteem, leadership development, ethical decision making, etiquette, the meaning of ritual, etc.)
30 pts/yr	The chapter conducts retreat or meeting for new members each year.
20 pts/sem	The chapter abides by all rules and guidelines set forth by their governing council or the Office of Greek Life pertaining to membership recruitment. Any infractions will result in no points for this item and a deduction of 10 pts per incident.
30 pts/yr	The chapter conducts a chapter retreat focusing on chapter values, recruitment, and/or sister/brotherhood with at least 75% participation.
30 pts/yr	The chapter conducts an executive officers retreat or meeting . This may be related to officer transition or executive (officer) planning.

MEMBERSHIP DEVELOPMENT CHECKLIST

The chapter has a written **Association/New Member Education program**. The program may be the (Inter) National program with local additions.

- Attach a copy of it.**

The chapter has an elected/appointed **new member educator**

- Include the name of the officer**

The chapter sponsors/attends two **fraternal values or social/personal issues program each year** with at least 80% attendance. Include for each program:

- date and location of program(s)**
- title of program(s)**
- member signed roster(s)**

The chapter conducts **retreat or meeting for new members** each year. Include:

- date and location of retreat/meeting**
- list of new members in attendance, and**
- an outline of general topics covered**

The chapter conducts a **retreat** focusing on chapter values, recruitment, and/or sister/brotherhood with at least 75% participation. Include:

- date and location of retreat**
- list of new members in attendance**
- outline of activities or events**

The chapter conducts a **chapter retreat** focusing on chapter values, recruitment, and/or sister/brotherhood with at least 75% participation. Include:

- date and location**
- list of members in attendance**
- outline of activities or events**

The chapter conducts an **executive officers retreat or meeting**. This may be related to officer transition or executive (officer) planning. Include:

- date and location**
- list of officers in attendance**
- outline of each officer's goals for the upcoming year.**

Total Points Earned

**AREA OF EVALUATION III:
COMMUNITY SERVICE/PHILANTHROPY**

TOTAL POINTS POSSIBLE	<u>290</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>261</u>

Community Service Projects Chapter Participated In		Points
6	60	
5	50	
4	40	
3	30	
2	20	
1	10	
0	0	

POINTS

CRITERIA

40 pts/yr	The chapter conducts one large-scale community service project each year for the town of Cookeville or the University with at least 80% chapter participation. (Examples include: Adopt-A-School, hosting a teenage dance, planting flowers, volunteering at a nursing home, etc.).
40 pts/yr	The chapter requires each member to perform a designated number of community service hours each semester.
40 pts/yr	The chapter conducts one large-scale philanthropic project each year . (Examples include: All-Sing, Basketball tournament, Bowling Tournament, 5-K Race, Butt Roast, etc.).
30 pts/yr	The chapter shall raise a minimum of \$100 during the year for its local or Inter/National Philanthropy.
40 pts/yr	The chapter has an elected/appointed community service/philanthropy officer who is responsible for coordinating, overseeing, and reporting all community service and philanthropic projects for the chapter and its individual members.
20 pts/sem	The chapter participates in three or more (other) chapter's philanthropies. Participation may be monetary or physical..

COMMUNITY SERVICE/PHILANTHROPY CHECKLIST

Community Service Projects List

Include a list of projects the chapter participated in throughout the year.

The chapter conducts **one large-scale community service project each year** for the town of Cookeville or the University with at least 80% chapter participation.

Include:

- date and location of project**
- who benefited from the project**
- names of participating members**

The chapter requires each member to perform a **designated number** of community service hours each semester.

Include:

- a copy of the chapter's community service by-law or policy**
- spreadsheet with each member's community service hours listed**

The chapter conducts **one large-scale philanthropic project each year.**

Include:

- date and location of project**
- organization or cause benefited**
- amount of money donated**

The chapter shall raise a minimum of **\$100** during the year for its local or Inter/National Philanthropy.

Include:

- total amount of money donated through philanthropic events**

The chapter has an elected/appointed **community service/philanthropy officer.**

- Include the name of the officer.**

The chapter **participates** in three or more (other) chapter's philanthropies.

- Include a list of philanthropies participated in each semester.**

Total Points Earned

AREA OF EVALUATION IV: RISK MANAGEMENT

TOTAL POINTS POSSIBLE	<u>280</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>252</u>

POINTSCRITERIA

40pts/yr	The chapter has an elected/appointed risk management officer or other-named officer whose duties include, but are not limited to, coordinating risk management programs, overseeing social functions, being responsible for adherence to the University, local chapter, and (Inter)National alcohol/social/risk management policies and fire code/safety compliance.
30 pts/sem	The chapter sponsors/attends two risk management related program each year with at least 80% attendance at each program. (Examples include: alcohol/drug issues, hazing issues, fire safety, crisis management, and rape/sexual assault awareness, etc.).
30 pts/sem	The chapter co-hosts, with at least one other Greek organization, at least one alcohol-free social function/mixer each semester with at least 50% attendance from each chapter involved. (Examples of such functions include: roller-skating, movies, ice cream socials, game nights, etc.).
30 pts/sem	The chapter registers all social functions/parties with the Office of Greek Life within the timeline set forth in the social event policy. Failure to do so will result in no points for this item and the loss of ten points for each unregistered function. Chapters will be evaluated each semester.
30 pts/yr	The chapter has a written risk management/social/alcohol policy . This policy may be the (Inter) National policy with local additions.
30 pts/yr	The chapter passes an annual fire safety inspection of the chapter property. The report from the inspection, including maximum living and total maximum occupancy, must be filed yearly with the Office of Greek Life. The report may come from the fire department official or local fire inspector.

RISK MANAGEMENT CHECKLIST

The chapter has an elected/appointed **risk management officer**.

- Include the name of the officer**

The chapter sponsors/attends **two risk management related program each year** with at least 80% attendance at each program. Include for each program:

- date and location of program(s)**
- title of program(s)**
- member signed roster(s)**

The chapter co-hosts, with at least one other Greek organization, at least **one alcohol-free social function/mixer** each semester.
Include:

- date and location of the function**
- description of the activity**

The chapter has a written **risk management/social/alcohol policy**. This policy may be the (Inter) National policy with local additions.

- Include the policy**

Total Points Earned

AREA OF EVALUATION V: CAMPUS INVOLVEMENT

TOTAL POINTS POSSIBLE	<u>180</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>162</u>

Percentage of Chapter Involved in 2 or more Co-curricular Activities	Points
80% or more	70
70%-79%	60
60%-69%	50
50%-59%	40
40%-49%	30
30%-39%	20
20%-29%	10
Below 20%	0

POINTS

CRITERIA

5 pts/member	Bonus points will be awarded for each member holding an executive office or leadership position outside of the chapter. (Holding a position on IFC/NPC/NPHC executive board is considered to be outside the chapter). Indicate member's leadership positions on the co-curricular activities list.
40 pts/yr	The chapter has an elected/appointed public relations officer who is responsible for all chapter advertising, press releases, publications, etc.
30 pts/yr	The chapter participates in at least two all-campus or all Greek events each year . (Examples include: Homecoming, Parents Day/Weekend, Great Move-In Day, Welcome Week, Greek Week, etc.)
20 pts/sem	The chapter is a fully participating member of its respective council (IFC, PC, NPHC), i.e. is actively and consistently represented at all meetings and other required events each semester. (Absence from more than 2 meetings per year will result in a loss of 10 points)

CAMPUS INVOLVEMENT CHECKLIST

Percentage of Chapter Involved in 2 or more
Co-curricular Activities

- Include a list of each member's co-curricular**

Bonus points will be awarded for each member holding an **executive office or leadership position** outside of the chapter.

- Attach a list of each member's leadership positions on the co-curricular activities list**

The chapter has an elected/appointed **public relations officer**

- Include the name of the officer**

The chapter participates in at least **two all-campus or all Greek events** each year.

- date and location of the event**
- description of the activity**

Total Points Earned

AREA OF EVALUATION VI: CHAPTER MANAGEMENT

TOTAL POINTS POSSIBLE	<u>300</u>
NUMBER OF POINTS TO RECEIVE COMMENDATION	<u>270</u>

POINTSCRITERIA

10 pts/sem	The chapter has its current officer list on file in the Office of Greek Life.
10 pts/sem	The chapter has its current membership roster on file in the Office of Greek Life.
10 pts/yr	The chapter has its current chapter advisors list on file in the Office of Greek Life and updates it as necessary.
30 pts/yr	The chapter has a faculty advisor . This person must be employed by the University and does not need to be and alumnus of the organization.
10 pts/sem	The chapter submits all necessary reports and forms to its respective council, the Office of Greek Life, and/or the University in a timely manner. Failure to do so will result in no points for this item and the loss of five points for each late item. Chapters will be evaluated each semester.
30 pts/yr	The chapter has an elected/appointed officer who is responsible for the chapter's internal judicial/standards proceedings and whose job description is outlined in the chapter's internal judicial/standards board policy/procedures or other appropriate document.
20 pts/sem	The chapter pays all bills each semester to its respective council and/or the University in a timely manner.
20 pts/yr	The chapter has a written policy enforcing internal financial discipline . This may be a part of any of the above stated documents and/or the (Inter) National policy with local additions.
20 pts/sem	The chapter is in compliance with all University, Council, and (Inter) National policies. Failure to do so will result in no points for this item and a loss of 20 points per non-compliant act. Chapters will be evaluated each semester.

POINTSCRITERIA

20 pts/yr	The chapter maintains its residence or meeting space in a neat and orderly fashion and respects the neighborhood environment by developing a community agreement with its surrounding residents.
20 pts/yr	The chapter has an elected/appointed alumni relations officer who is responsible for coordinating and overseeing all contact with and events including alumni members.
20 pts/yr	The chapter hosts at least one event each year that involves direct interaction between its membership and alumni . (Examples include: Homecoming, Alumni brunches, Parents Weekend/Day events, end-of-the-year recognition banquets, etc.)
10 pts/yr	The chapter maintains a minimum of yearly contact with its general alumni membership. (Examples of such contact include: newsletters, general letters, etc.).

CHAPTER MANAGEMENT CHECKLIST

The chapter has its current **chapter advisors** list on file in the Office of Greek Life and updates it as necessary.

Include:

- a current list of the chapter's advisory board with **phone and e-mail**

The chapter has a **faculty advisor**. **Include:**

- Your faculty advisor's **name, phone, and e-mail**

The chapter has an **elected/appointed officer** who is responsible for the chapter's **internal judicial/standards**.

- Include the name of the officer**

The chapter has a written **policy enforcing internal financial discipline**.

- Include a copy in or with the packet.**

The chapter has an elected/appointed **alumni relations officer**

- Include the name of the officer**

The chapter hosts at least one event each year that **involves direct interaction between its membership and alumni**. **Include:**

- date and location of the event**
- description of the event**

The chapter maintains a minimum of **yearly contact** with its general alumni membership.

- Include a copy of newsletter or other document.**

Total Points Earned

Signature Verification

We, the officers and advisor for _____ (**chapter name**), attest to the enclosed information as being accurate. By providing our signatures to this verification, we indicate that we are in good standing with our Inter/National Office, Tennessee Tech University, and the Interfraternity Council, Panhellenic Council, or National Pan-Hellenic Council.

President:

Printed Name Signature Date

Executive Officer:

Printed Name Signature Date

Advisor:

Printed Name Signature Date