Elevation

In Pursuit of Fraternal Excellence

Philosophy
The Office of Fraternity and Sorority Life believes each chapter has the opportunity to elevate their organization and collectively elevate the entire fraternity and sorority community through the continuous process of improvement. The Elevation accreditation program allows chapters the opportunity to determine the best pathway for their success. The program is not a ‘one size fits all’ model, but instead encourages CSU chapters to assess their current reality, determine goals to fit their individual needs, develop action plans to meet their established goals, and reflect on successes and opportunities for improvement. Chapters have the opportunity to continually grow and improve; achieving the goals they set for themselves in each of seven priority areas created to provide congruence with the commonly shared values of fraternities and sororities at CSU expressed in the CLIMB.

Eligibility
All chapters are required to complete each of the seven priority areas each year, including the submission of all requested forms and documentation. The seven priority areas include Academic Achievement, Harm Reduction, Philanthropy & Community Service, Membership Development, Membership Recruitment & Retention, Chapter Management, and External Relations.

Outcomes
Chapters that meet the Elevation minimum expectations and requirements (receiving 75% of available points) will be considered “accredited” by the Office of Fraternity and Sorority Life. Chapters receiving 75-85% of available points are required to meet with their Office of Fraternity and Sorority Life staff liaison twice per semester the following cycle. Chapters receiving less than 75% of available points will meet with an Office of Fraternity and Sorority Life Chapter Advocate three times each semester in addition to meeting with their staff liaison. Chapters receiving less than 50% of available points will have their executive committee meet at the beginning of the semester with their staff liaison to develop a plan to ensure the chapter meets minimum requirements, in addition to meeting with the staff liaison and the Chapter Advocate at least three times per semester. Failure to comply with outcomes expectations may result in restricted privileges including participation in community wide programming and other social events.

Format
Each priority area includes several sections detailed below:

- **Assessment**: The chapter is asked to conduct an assessment to identify areas of strength and areas of improvement for the given priority area. The chapter should intentionally conduct the assessment in order to understand their current reality and the needs of chapter members, which will allow the chapter to more accurately create chapter goals and an action plan for the priority area. Chapters should consider assessing current members’ beliefs and experiences related to the area as well as external data points (e.g. GPA, chapter surveys, retention statistics, etc.). Following the assessment, chapters should utilize the results to establish chapter goals for improvement related to the priority area. Additionally, chapters should utilize chapter members, officers, advisors, and their inter/national organization for assistance in assessing the current reality in order to develop meaningful chapter goals.

- **Action Plan**: Based on the initial assessment and established goals, the chapter is asked to develop an action plan that outlines the steps the chapter will take to achieve their goals throughout the calendar year. The action plan should directly address the findings from the previously conducted assessment. The action plan can include expectations and programs provided by the chapters inter/national organization. Overall, the chapter’s action plan should outline all steps the chapter will be taking to reach their goals related to the priority area, as well as dates for completion of action items, and how they will know if they have achieved the goals.
• **Revisions to the Action Plan:** At the beginning of the second semester, the chapter has the opportunity to submit any revisions to the action plan submitted in the previous semester. These revisions should take into consideration the chapter’s updated plans, as well as modifications related to any learning or changes in chapter culture/behavior throughout the previous semester. If the chapter does not wish to revise their action plan, they can submit their original action plan with a short reflection on why the action plan was not revised.

• **Reflection:** Each priority area includes an opportunity for chapters to reflect on the action plan that was created and implemented over the calendar year. Chapters should consider what was successful and areas for future improvement. The chapter should identify recommendations for the future related to their efforts in that priority area. Ideally, the reflection is designed to assist the chapter’s transition process from one officer to the next.

• **FSL Expectations:** The FSL expectations section includes paperwork and minimum expectations for attendance expected by the Office of Fraternity and Sorority Life. Deadlines for paperwork are provided in each section.

• **Outcomes:** If chapters are successful and high performing in the given priority area, it is expected the chapter will achieve the outcomes outlined for each area.

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**2016 Elevation Due Date Checklist**

Elevation accreditation is awarded on a calendar year cycle. The award period begins on January 1, and ends on December 31. The Elevation accreditation program has due dates throughout the calendar year, as outlined below:

**January 2016:**
- Attendance at the Fraternity & Sorority Leadership Institute

**January 29, 2016:**
- Chapter Facility Information Form (if applicable)
- Chapter Live-In Roster (if applicable)
- Chapter Roster Update
- Hazing Compliance Form
- Notice of Membership Intake/Recruitment Intent
- SMART-design Scholarship Plan
  (Not required if the chapter meets or exceeds the respective all-women’s or all-men’s GPA in the previous semester.)
- Spring Chapter Contact Information Form

**February 5, 2016:**
- Priority Area Assessments
- Proof of Liability Insurance (and updated as expired)
- Risk Management Policy and Emergency Procedures
- Web Update Form

**February 19, 2016:**
- Priority Area Action Plans

**By February 29, 2016:**
- RamLink Student Organization Registration Completion

**March 11, 2016:**
- Chapter President Check-In with assigned OFSL Staff Liaison
  (Meetings cannot be scheduled to occur before February 8th, please schedule at least a week in advance to ensure staff schedules can accommodate the chapter)
- Chapter Roster Update
May 6, 2016:
- Chapter Roster Update
- Spring Community Service and Philanthropy Report
- Spring Leadership Development Report

September 2, 2016:
- Chapter Facility Information Form (if applicable)
- Chapter Live-In Roster (if applicable)
- Chapter Roster Update
- Fall Chapter Contact Form
- Hazing Compliance Form
- Notice of Membership Intake/Recruitment Intent
- Priority Area Action Plan Revisions
- SMART-design Scholarship Plan
  (Not required if the chapter meets or exceeds the respective all-women’s or all-men’s GPA in the previous semester.)
- Web Update Form

By September 30, 2016:
- Chapter President Check-In with assigned OFSL Staff Liaison
  (Meetings cannot be scheduled to occur before September 5th, please schedule at least a week in advance to ensure staff schedules can accommodate the chapter)

October 14, 2016:
- Chapter Roster Update

November 18, 2016:
- Priority Area Reflections

December 9, 2016:
- Chapter Roster Update
- Fall Community Service and Philanthropy Report
- Fall Leadership Development Report
The primary aim of fraternities and sororities is to assist members in their academic efforts. All chapters should actively work to support members in their academic efforts, promote lifelong learning, and create opportunities for growth and improvement related to academic excellence.

**Assessment**
At the beginning of each calendar year the chapter evaluates their academic program, as well as their previous year’s academic achievement, and sets goals for improvement. [10 points]
*Documentation must include a written summary of the results of the assessment and chapter goals for improvement. [Due February 5, 2016]*

**Have you thought about this?**
At the beginning of each semester, pull a group of relevant officers together to review the previous semester’s academic achievement and the chapter’s academic program. Look for trends, including strengths and areas of improvement. Discuss any changes needing to be made that will help the chapter reach its academic goals. Don’t forget to take minutes to document what was discussed!

**Action Plan**
You’ve assessed the current state of your chapter’s academic program and set goals to improve, but what is your step by step plan to achieving those goals? Following the completion of evaluation and goal setting, the chapter should develop the plan for achieving goals. [15 points]
*Documentation includes a summary of the action plan, not to exceed five pages. [Due February 19, 2016]*

**What does Current Research Recommend?**
Based on current research and best practices, we recommend having the following items in your chapter’s academic program:

- **Academic Assistance Programs**
  - Programs for members who fail to meet academic requirements
  - Procedures to monitor academic progress of members throughout semester
  - Information, resources and strategies for improvement provided to members

- **Academic Workshops**
  - Related to academic skill building and/or post-collegiate planning that have been coordinated by, presented to, or attended by the chapter.

- **Academic Recognition Programs**
  - Individual recognition of members for academic excellence
  - Individual recognition of members for academic improvement

- **Offering Scholarships**
  - To members from local chapter, advisory board, inter/national organization and/or alumni organizations

- **Academic Emphasis in New Member Program**
  - New member meetings focused on academics
  - Procedures to monitor academic progress of new members
  - Information, resources and strategies for improvement provided to new members

- **Faculty Involvement and Interaction with Chapter**
  - Interaction with Chapter's Faculty/Staff Advisor
  - Academic mentoring/assistance provided by faculty
  - Recognition provided by chapter for faculty members
Revisions to the Action Plan
You’ve been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

Documentation includes one of the following options: [Due September 2, 2016]
- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

Reflection
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]

Documentation includes a written reflection on the success of your action plan, not to exceed three pages. This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due November 18, 2016]

- In your reflection in this area the chapter should address how academic endeavors and outcomes reflect Lifelong Learning & Critical Thinking as well as Meaning-Making & Purpose, particularly how the chapter strategized with the Office of Fraternity and Sorority Life and/or other campus partners to academically motivate members, support underperforming active and new members respectively, and how the chapter met or made meaning of not meeting chapter/council/(inter)national GPA expectations.

FSL Expectations
- The chapter submits a SMART-design scholarship plan if they did not meet the respective all-women’s or all-men’s GPA in the previous semester. [5 points each semester]

Documentation includes the scholarship plan of the chapter, not to exceed three pages. [Due January 29, 2016 and September 2, 2016 respectively.]

If the chapter meets or exceeds the respective all-women’s or all-men’s GPA, this expectation does not have to be completed.

Outcomes
Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).

- Chapter term GPA meets or exceeds the respective all women’s or all-men’s GPA each semester. [10 points each semester]
- Chapter New Member Class term GPA meets or exceeds the all-university GPA each semester. [5 points each semester]
Harm Reduction is an important component of the fraternity and sorority experience. Harm reduction includes the promotion of a healthy lifestyle, understanding membership expectations, and the accountability measures associated with failure to meet them.

Assessment
At the beginning of each calendar year the chapter conducts an assessment to identify the current needs of their harm reduction approach. This assessment should address three major areas: knowledge of chapter members surrounding policies/laws, effectiveness of enforcement and accountability strategies, and needs of the membership in the area of harm reduction. Based upon this assessment, the chapter should create goals for increasing chapter competencies in each of the areas throughout the calendar year. [10 points]

Documentation must include a written summary of the results of the assessment for each of the three areas and chapter goals for improvement. [Due February 5, 2016]

What do we mean by the 3 major areas?

Knowledge of Policies: Do your members know the chapter, fraternity & sorority community, and University policies to which they are held accountable? Do they need some additional training in this area to increase their level of understanding?

Effectiveness of Enforcement and Accountability Strategies: Have/are you implementing your policies? Where could you do a better job? When members make poor decisions, are you using strategies to help them live up to chapter expectations?

Chapter Harm Reduction Needs: How can you help your members be safer? What are some areas in which they could benefit from more information so that they might make educated decisions? For example, are they aware of the effects of alcohol consumption? Or, could they benefit from stress reduction strategies? Would information on nutrition improve their overall health?

Action Plan
You’ve assessed the current state of your chapter’s harm reduction efforts, and set goals to improve them, but what is your step by step plan to achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in each of the three areas. [15 points]

Documentation includes a summary of the action plan, not to exceed five pages. [Due February 19, 2016]

Revisions to the Action Plan
You’ve been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

Documentation includes one of the following options: [Due September 2, 2016]

- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

Reflection
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]

Documentation includes a written reflection on the success of your action plan, not to exceed three pages. This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due November 18, 2016]

- In your reflection in this area the chapter should address any policy violation that occurred throughout the calendar year and specifically if they chose to reach out to the Office of Fraternity and Sorority Life and/or
the inter/national organization prior to being found responsible to ask for help in areas in which chapter activities or procedures may be in conflict with policies in light of Meaning Making & Purpose. Chapters should also reflect on how efforts in harm reduction reflect on Building Coalitions and Connections, particularly on the well-being of members and challenge to elevate the status quo.

**FSL Expectations**
- The chapter submits its organization’s proof of liability insurance to the Office of Fraternity and Sorority Life and provides updated proof if a certificate of insurance expires during the calendar year. [2.5 points] [Due February 5, 2016]
- The chapter submits its organization’s risk management policy and emergency procedures to the Office of Fraternity and Sorority Life. [2.5 points] [Due February 5, 2016]
- The chapter submits the Hazing Compliance Form to the Office of Fraternity and Sorority Life each semester. [2.5 points per semester] [Due February 5, 2016 and September 2, 2016]

**Outcomes**
*Chapter does not need to submit documentation for the following. These outcomes will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).*
- Chapter has not had any disciplinary action or violations of fraternity/sorority policies, council policies, or Colorado State University policies related to members’ behavior or harm reduction concerns during the calendar year. Chapters who are found responsible in formal conduct processes through their councils or the University will lose the full 10 points. Chapters who participate in informal processes, such as Rams Taking Responsibility*, and find themselves responsible for violating council or University policy will lose half of the total points available. In both instances chapters who have been found responsible for violating these policies have the opportunity to earn back five points in this section by submitting a narrative discussing what was learned from the violation and how the chapter has changed practices to address the behavior. [10 points]

*Rams Taking Responsibility is an informal process under which student organizations engage in an accountability process outside of the formal conduct process with the University. This option is offered on a limited basis and while, these reports do not show up in the University’s conduct records, engaging in this process as a student organization is captured for Elevation purposes.
Community service and philanthropy are important components of the fraternity and sorority experience. Community service includes the giving of our time and abilities to provide individuals or organizations with hands-on support. Philanthropy involves the raising of awareness and funds to assist with the mission of a charitable organization.

**Assessment**
At the beginning of each calendar year the chapter conducts an assessment to identify the successes and current needs of both their community service and philanthropic areas. Based upon these assessments, the chapter should create goals for both areas. [10 points]

*Documentation must include a summary of results of the assessment for both community service and philanthropy, and chapter goals for improvement. [Due Feb. 5, 2016]*

**Action Plan**
You’ve assessed the current state of your chapter’s community service and philanthropic efforts, and set goals to improve them, but what is your step by step plan to achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in both of the areas. [15 points]

*Documentation includes a summary of the action plan, not to exceed five pages. [Due February 19, 2016]*

**Revisions to the Action Plan**
You’ve been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

*Documentation includes one of the following options [Due September 2, 2016]*

- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

**Reflection**
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]
Documentation includes a written reflection on the success of your action plan, not to exceed three pages. This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due November 18, 2016]

- In your reflection in this area the chapter should address key components of community service and philanthropy as it relates to Change Agents, particularly how chapter members better understand social and systemic issues connected to philanthropy and service opportunities, and how engagement in the process of giving back to society will continue through individual actions after a member’s time at CSU.

FSL Expectations

- The chapter participates in at least one University/council-sponsored community service project each semester (i.e. CSUnity, BASE Camp, Cans Around the Oval, etc.). [2.5 points each semester] [Verified by the Office of Fraternity and Sorority Life]
- The Philanthropy Registration form is submitted correctly prior to all philanthropic activities sponsored by the chapter. [5 points] [Verified by the Office of Fraternity and Sorority Life on an on-going basis]
- The Community Service and Philanthropy Report is submitted on time each semester. [2.5 points each semester] [Due May 6, 2016 and November 18, 2016 respectively]

Outcomes

Chapter does not need to submit documentation for the following. These outcomes will be verified by the Office of Fraternity and Sorority Life as indicated in the Community Service and Philanthropy Report (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).

- The chapter donates money to a cause that is meaningful to their organization. [5 points]
- The chapter gives their time through service. [5 points]
Developing members throughout their membership experience is a hallmark of fraternity and sorority involvement. Chapters should be working to identify ways to keep members engaged throughout their time in the chapter as well as develop leadership and skills through programming and education.

Assessment
At the beginning of each calendar year the chapter conducts a needs assessment to determine elements of a leadership and membership development program that includes educational opportunities for members at each level of their membership (new member, active member, senior member). [10 points] 
Documentation must include a written summary of the results of the evaluations and goals for improvement. [Due February 5, 2016]

Action Plan
You've assessed the current state of your membership development program and set goals to promote lifelong engagement with the organization and meet the needs of members at every stage of their membership experience. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of membership development. [15 points] 
Documentation includes a summary of the action plan, not to exceed five pages. [Due February 19, 2016]

A strong membership development plan should include the following:
- Developmental opportunities for members at all levels (first year students through graduating seniors).
- Provide a strong officer transition program to build skills and set goals for newly elected officers each term.
- Be a continuation of the new member/intake program to help the newest members seamlessly acclimate into the chapter.
- Educational programs on a wide range of topics to help members learn and grow as a result of their membership.
- Several brotherhood/sisterhood events.
- Encourage involvement in other on campus opportunities and the pursuit of leadership roles in those organizations.
- Assistance getting connected to external leadership programs like the President's Leadership Program, REAL Workshops, etc.
- Participation in leadership programs sponsored by the inter/national organization.
- Senior engagement that promotes involvement and provides education about lifelong membership in the organization.
- Provides ritual education to all members throughout the membership experience in promotion of the organization’s values.

Revisions to the Action Plan
You’ve been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points] 
Documentation includes one of the following options: [Due September 2, 2016]
- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

Reflection
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]
Documentation includes a written reflection on the success of your action plan, not to exceed three pages. This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due November 18, 2016]

- In your reflection in this area the chapter should address strategies and outcomes of membership development considering **Inclusivity & Social Justice**, particularly how conversations and events occurred within the chapter or the chapter attended, and in what ways the chapter has engaged in the integration of diverse perspectives, the elimination of oppression, and or personal investigation of identities and systems of injustice as it relates to the fraternity/sorority experience.

**FSL Expectations**

- The chapter submits the Leadership Development Report each semester to indicate member involvement in student and community organizations and to track leadership positions and participation. [2.5 points each semester] [Due May 6, 2016 and November 18, 2016 respectively.]

**Outcomes**

*Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).*

- Chapter members are engaged in campus and community opportunities as indicated on the Leadership Development Report. [5 points]
- The chapter engages with the inter/national organization. [5 points]
- The chapter provided intentional development for members at all levels. [5 points]
The selection of new members and the ways in which fraternities and sororities educate and prepare these new members for a lifetime of involvement in a fraternity and sorority is the lifeblood of Greek organizations. Chapters should diligently examine when and how intake or recruitment is conducted as well as the practices by which interested members are prepared for membership.

**Assessment**

At the beginning of each calendar year the chapter evaluates their membership intake/recruitment process and new member education program, as well as their previous semester's growth and new member retention metrics, and sets goals for improvement. [10 points]

*Documentation must include a written summary of the results of the evaluations and goals for improvement. [Due February 5, 2016]*

**Action Plan** [15 points] [Due February 19, 2016]

The chapter has a documented Membership Intake/Recruitment Action Plan. To be eligible for accreditation, documentation must include a written summary, no more than five pages, of the Chapter's Membership Intake/Recruitment Action Plan.

**What is a Membership Intake/Recruitment Action Plan?**

This plan should describe the chapter's intentions and approach in attracting and recruiting new members. Explain how the chapter’s recruitment or intake process incorporates the values of the organization. This is not simply submitting a copy of the inter/national organization’s Recruitment/Intake program (although that can be included), but rather represents the chapter's specific plan to generate interest in membership continuously throughout the year.

The chapter has a documented New Member Education Program. To be eligible for accreditation, documentation must include a written summary, no more than five pages, of the Chapter's New Member Education Program.

**Making the New Member Education Program Relevant!**

This is not simply submitting a copy of your inter/national organization’s New Member Education program (although that can be included), but rather represents the chapter’s outline of your new member education program, with specific dates and topics addressed. We recommend including the following items:

- Length and format of program (e.g. weekly meetings, small group meetings)
- Education provided on expectations of membership
- Education provided on history and purpose of organization
- Education provided on hazing and risk management
- Resources and support provided for academic achievement
- Information on mentoring programs utilized

**Revisions to the Action Plan**

You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

*Documentation includes one of the following options [Due September 2, 2016]*

- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.
Reflection
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done?

[15 points]
Documentation includes a written reflection on the success of your action plan, not to exceed three pages. This reflection should detail the ways in which your chapter has achieved the outcomes detailed in this priority area (see section below). [Due November 18, 2016]

- In your reflection in this area the chapter should address strategic initiatives and or conversations that considered Inclusivity & Social Justice as well as Building Coalitions and Connections, particularly how the chapter gained awareness and acceptance of prospective and new members through personal investigation of identities, and progress involving new members’ connections to campus resources, chapter networks, and CSU/Fort Collins that promote the welfare of the student in the collegiate experience and helping them feel like part of the community.

FSL Expectations
- The chapter submits the Notice of Membership Intake/Recruitment Form. [5 points each semester] [Due January 29, 2016 in the spring semester; Due September 2, 2016 in the fall semester]

Outcomes
Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).

- Chapter retains new members through their first semester of membership (maximum points will be awarded for chapters retaining 90% or more of new members; some points will be awarded for chapters retaining at least 80% of new members) [5 points each semester]

- Within their first year of membership, 80% or more of first year affiliates attend at least two events in the New Member Series track (maximum points will be awarded for chapters with 80% or more of new members in attendance; some points will be awarded for chapters with at least 70% of new members in attendance) [5 points each semester]
A high-performing chapter is one that is attentive to detail in all areas of chapter operations on campus. A chapter that excels in the area of chapter management is organized, efficient, and timely.

**Assessment**
At the beginning of each calendar year the chapter evaluates chapter management and sets goals for stronger operational management based on identified strengths and areas of improvement. [10 points]

*Documentation must include a written summary of the results of the evaluations and goals for improvement. [Due February 5, 2016]*

**Action Plan**
You've assessed the current state of your chapter management and set goals to promote better organization and efficiency. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of chapter management. [15 points]

*Documentation includes a summary of the action plan, not to exceed five pages. [Due February 19, 2016]*

**Revisions to the Action Plan**
You've been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

*Documentation includes one of the following options [Due September 2, 2016]*

- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

**Reflection**
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]

*Documentation includes a written reflection on the success of your action plan, not to exceed three pages. [Due November 18, 2016]*

- In your reflection in this area the chapter should address the commitment to **Lifelong Learning & Critical Thinking**, particularly how current practices in chapter organization and management, encourage sound decision-making, reflection on interests and passions of the chapter, and how the action plan designed new or maintained previous strategies with this in mind throughout the year.

**FSL Expectations**
Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life.

- The chapter president or designated representative attended the Fraternity and Sorority Leadership Institute in January 2016. [5 points]
- The chapter president or designated representative attended all Chapter Presidents Forums hosted by the Office of Fraternity & Sorority Life. [10 points]
- The chapter met with their OFSL Staff Liaison the required amount of times each semester. [2.5 points each semester]
The chapter registers as a CSU student organization via RamLink. [2.5 points] [Verified by the Office of Fraternity and Sorority Life on February 29, 2016]

The chapter is in good financial standing with their respective governing council. [2.5 points]

The chapter attended 90% of the council meetings for their respective council. [2.5 points]

Chapter has a minimum of one active graduate/alumni chapter advisor. [2.5 points]

The chapter met attendance expectations at all programs in the Officer Workshop Series. [5 points each semester] [Verified by the Office of Fraternity and Sorority Life on an on-going basis]

Chapter should submit documentation for the following.

- The chapter provides regular OFSL Chapter Roster updates each semester. [10 points] [Spring 2016 Deadlines: January 29, 2016, March 11, 2016 and May 6, 2016; Fall 2016 Deadlines: September 2, 2016, October 14, 2016, and December 9, 2016]
- The chapter submits the Chapter Contact Information Form to the Office of Fraternity and Sorority Life each semester. [2.5 points each semester] [Due: January 29, 2016 and September 2, 2016 respectively]
- If applicable, the chapter submits the Chapter Facility Information Form, including a copy of the Chapter’s Live-In Membership Roster of members that live in the facility, each semester. [2.5 points each semester] [Due: January 29, 2016 and September 2, 2016 respectively]

Outcomes

Chapter does not need to submit documentation for the following (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).

- The chapter is financially solvent. [2.5 points]
- The chapter practices sound document management and conducts regular and organized meetings. [2.5 points]
- The chapter practices effective officer transitions. [2.5 points]
- The chapter effectively manages a comprehensive chapter calendar. [2.5 points]
It is important for each chapter to have a positive image with its various publics, including inter/national organization, alumni, parents, and community members. Chapters should be proactive in disseminating accurate and positive information about the fraternity/sorority experience.

**Assessment**
At the beginning of each calendar year the chapter conducts an external relations analysis to determine opportunities for improved external relationships. [10 points]

*Documentation must include a written summary of the results of the evaluations and goals for improvement.* [Due February 5, 2016]

Who should we consider in external relations?
- Parents & families of members
- Inter/national organization
- Other fraternities & sororities
- Our own and other governing councils
- Alumni/ae
- CSU faculty and staff
- The Fort Collins community
- Unaffiliated students
- Potential members

**Action Plan**
You’ve assessed the current state of your external relations plan and set goals to help you advance your efforts. These goals should consider all constituents and address efforts to reach these groups including but not limited to parents and families of members, alumni/ae, potential members, the local community, and faculty and staff. How do you plan on achieving those goals? Following the completion of goal setting, the chapter should develop the plan for achieving goals in the area of external relations. [15 points]

*Documentation includes a summary of the action plan, not to exceed five pages.* [Due February 19, 2016]

**Revisions to the Action Plan**
You’ve been utilizing your action plan for a semester – is it working? Do you want to change anything? Tell us about it! [5 points]

*Documentation includes one of the following options* [Due September 2, 2016]
- The current action plan and the rationale behind not making any changes at this time. Explanation should not exceed 1 page.
- A revised action plan and an explanation of changes are being made at this time. Explanation should not exceed 1 page.

**Reflection**
As your term of office comes to a close, we want you to spend some time considering your plan and its effectiveness. What kind of impact did you have within your chapter? How will the impact be sustained? What suggestions do you have for future officers? What are you most proud of? What do you wish you could have done? [15 points]

*Documentation includes a written reflection on the success of your action plan, not to exceed three pages.* [Due November 18, 2016]

- In your reflection in this area the chapter should address awareness and commitment to **Building Coalitions and Connections**, particularly how connections to campus and Northern Colorado enhance the chapter through new/continued engagement, and how the chapter created and/or attended opportunities that benefit individual and collective personal wellness through healthy and diverse fellowship.

**FSL Expectations**
*Chapter does not need to submit documentation for the following. These criteria statements will be verified by the Office of Fraternity and Sorority Life.*
- The chapter meets participation expectations for Fall Incoming Student Move-In. [5 points]
• The chapter submits information to the Office of Fraternity and Sorority Life to update the FSL website as requested using the Web Update Form each semester. [2.5 points per semester] [Due February 5, 2016 and September 2, 2016 respectively.]

Outcomes
Chapter does not need to submit documentation for the following (but please be sure the chapter’s achievement of these outcomes is addressed in the reflection).
• The chapter has made improvements towards having a positive image and building relationships with its various publics. [5 points]