



STANDARDS OF EXCELLENCE

Due on or before Monday Dec 15, 2008

TABLE OF CONTENTS

OVERVIEW AND CHAPTER PLAN.....	TAB 1
CHAPTER MANAGEMENT.....	TAB 2
F&SL EXPECTATIONS.....	TAB 3
ACADEMICS	TAB 4
SOCIAL RESPONSIBILITY.....	TAB 5
NEW MEMBER EDUCATION	TAB 6
COMMUNITY SERVICE.....	TAB 7
LEADERSHIP DEVELOPMENT.....	TAB 8
PUBLIC/ALUMNI RELATIONS.....	TAB 9
DIVERSITY EDUCATION.....	TAB 10
CHAPTER SIZE.....	TAB 11
ADVISOR EXPECTATIONS.....	TAB 12
FINANCIAL MATTERS.....	TAB 13

OVERVIEW AND EXPLANATION

Vision Statement: Fraternity and Sorority Life at the University of Central Florida will be a premier Greek community that fosters an inclusive environment committed to academic excellence, community engagement, personal and leadership development in a safe and supportive environment; while utilizing university and local community partnerships.

Therefore, the Standards of Excellence have been designed with several goals in mind:

- To improve scholastic and academic achievement within our chapters,
- To increase social responsibility among all members of the Greek community,
- To increase community service and engagement with campus and local communities,
- To increase the unity and enrich the diversity of the Greek community,
- To enhance student involvement on campus.

Greek organizations and Greek students are expected to comply with local, national/international organization policies; Diversified Greek Council (DGC), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), National Panhellenic Council (NPC) policies; the UCF Golden Rule/Code of Student Conduct; and all university and Office of Student Involvement (OSI)/Fraternity and Sorority Life (F&SL) policies. Though the Standards of Excellence are meant to be a comprehensive working document, they are not exhaustive. Fraternity and Sorority Life Standards do supplement and supersede national/international policies as required by Greek organizations. The university will continue to support national/international organizations' policies that are more rigorous than those outlined in the Standards of Excellence.

On or before **Monday Dec 15, 2008** the standards packet will be turned into the F&SL Office for final review. The date will be announced well in advance for each year the Standards of Excellence Packets are due. The Standards of Excellence Packet will be used as the criteria for the annual Greek Awards which will be held in spring of each year.

As chapters strive to meet and exceed the Standards of Excellence, the university is open to assisting in the growth process as much as possible. University resources are available to Greek Chapters, Student Leaders and Organizational Members. For more information about resources available please visit OSI website at www.getinvolveducf.com.

STANDARDS OF EXCELLENCE CERTIFICATION FORM

The signature of the Chapter President and the countersignature of the Chapter Advisor are required.

Chapter President:

I, _____ (print name) as President of the _____ chapter of _____ fraternity/sorority confirm that the attached documentation is a factual account of the programs and services initiated and implemented by the chapter during spring and fall 2008 academic year.

Signature _____ Date _____

Chapter Advisor:

I, _____ (print name) as Chapter Advisor to the _____ chapter of _____ fraternity/sorority confirm that the attached documentation is a factual account of the programs and services initiated and implemented by the chapter during the spring and fall academic year.

Signature _____ Date _____

CHAPTER PLAN

1. During the spring semester of each academic year, chapters must develop a comprehensive chapter plan (goals) that encompasses the following areas:

- Academics/Scholastic Goals,
- Risk Management Policy and Social Responsibility,
- New Member Education Goals,
- Community Service Expectations,
- Leadership Development Goals,
- Public/Alumni Relations Role,
- Diversity Education Goals,
- Chapter Size/Recruitment Goals,
- Advisors Role,
- Financial Matters/Projected Budget(please submit a summary, specific records are not require)

The Chapter plan should be developed with the chapter's advisor. The advisor and chapter president must sign-off on the submitted chapter plan.

2. Each chapter is required to submit a Standards of Excellence Packet each semester.

3. When requested, F&SL will assist chapters in developing their chapter plan.

Please attach a copy of your chapter's plan

CHAPTER MANAGEMENT

Strong internal operations are signs of a good chapter. It is imperative that chapters maintain strong internal operations, provide leadership experiences for those in leadership positions, guide the membership and provide members with a strong working organization.

Each chapter will be graded on the criteria listed below. The following page contains a Chapter Management checklist which must be completed to gain credit for this section

_____ **10 points** The chapter conducts weekly chapter meetings.

_____ **10 points** The chapter has weekly executive board (cabinet) meetings.

_____ **10 points** Each chapter officer is to have a working notebook, which is updated each semester.

_____ **10 points** Each chapter conducts an officer transition workshop at least once annually.

_____ **10 points** (5 per semester) The chapter conducts a goal setting retreat each semester. **Please attach goal sheets from the spring and fall 2008 semesters.**

_____ **10 points** Has the chapter devised a code of standards or membership contract of which outlines members' expectations? **Please attach a copy of this membership contract or code of standards.**

_____ **10 points** Chapters shall be in good standing with their national/ international headquarters. National consultants from the national/ international office are encouraged to visit yearly

_____ **Total (70 points possible)**

Chapter Management Checklist

Please write either Yes or No on the line following the subsequent statements:

- ★ The chapter conducts weekly chapter meetings _____
- ★ The chapter has weekly executive board (cabinet) meetings _____
- ★ Each chapter officer has a working notebook, updated semesterly _____
- ★ Each chapter conducts an officer transition workshop once annually _____
- ★ The chapter conducts a goal setting retreat each semester
Please include goal sheets from each retreat _____
- ★ The chapter has devised a code of standards or membership contract which outlines membership expectations **Please include a copy of this membership contract or code of standards** _____
- ★ The chapter is in good standing with national/international headquarters _____

Signature Chapter President

Date

Signature Chapter Advisor

Date

F&SL EXPECTATIONS

As chapters strive to meet and exceed the Standards of Excellence, Fraternity and Sorority Life is here to assist each chapter in the implementation of their chapter plan. It also has some very basic expectations of each of its chapters.

Points will be given based on the following scale:

_____50 points The chapter membership (new-members and current members) are free of conduct for which disciplinary action was taken. **This information will be verified through the Office of Student Conduct based on your chapter roster.** Actions for which disciplinary action may be taken include, but are not limited to: academic dishonesty or cheating, possessing and/or providing false and misleading information, disruptive conduct, personal abuse, sexual abuse, larceny/property damage, hazing, unlawful possession, possession and/or use of a firearm arm, alcoholic beverages violation, misuse of computing and telecommunications resources, and gambling. **For a complete list and descriptions of the Rules of Conduct, please refer to the Golden Rule section 3.a. at <http://www.osc.sdes.ucf.edu/> or contact the Office of Student Conduct.**

Percentage of chapter free of any conduct violations	Total Possible Points
91-100% of chapter is free of student conduct violations	50 points
81-90% of chapter is free of student conduct violations	25 points
Only 80% or less of chapter is free of student conduct violations (meaning over 20% of the chapter has conduct violations)	0 points

F&SL EXPECTATIONS

_____ **10 points** Chapter Presidents are required to attend scheduled All-Presidents meeting sponsored by Fraternity and Sorority Life and Greek Council. *In the event a Chapter president cannot make a meeting, a replacement delegate must be sent.*

_____ **10 points** (5 points each semester) Submit **The Office of Student Involvement Update Form (OSI)** to Fraternity and Sorority Life on the date it is requested. This form may be found at the following website address.
http://www.osi.sdes.ucf.edu/clubsorgs/rso_regsystem/main.html

_____ **10 points** (5 points each semester) Submit **The Non-Hazing Compliance Form** as requested by Fraternity and Sorority Life on the date it is requested.

_____ **10 points** (5 points each semester) Submit **The Chapter's Crisis/Emergency Plan of Action** as requested by Fraternity and Sorority Life on the date it is requested.

_____ **10 points** (5 points each semester) Submit **The New Member Update Form** as requested by Fraternity and Sorority Life on the date it is requested.

_____ **10 points** (5 points each semester) All **Social Event Registration Form (SERF)** must be completed and submitted to Fraternity and Sorority Life 5 days prior to any social gathering. Please visit our web page for specific details regarding the social event registration process.

_____ **10 points** (5 points each semester) All **Safety Action for Events (SAFE)** must be completed and submitted to Fraternity and Sorority Life for any events with over 150 people. Please visit our web page for specific details regarding the social event registration process.

_____ **10 points** (5 points each semester) All **Activity Review Forms** must be completed and submitted to Fraternity and Sorority Life for any events for more than one chapter (*I.E. Hosting a Greek Wide Philanthropy*). Please visit our web page for specific details regarding the social event registration process.

_____ **Total (130 points possible)**



**FRATERNITY / SORORITY
NON-HAZING COMPLIANCE FORM
Spring / Fall Semester
SAMPLE FORM**

For additional copies go to the forms section: www.greeklife.sdes.ucf.edu

RETURN COMPLETED FORM BY: TBA

TO: Fraternity and Sorority Life (407) 823-2072
Student Union 154

We certify that **ALL** activities sponsored by, required by, or found to be group related to fraternity/sorority members or pledge/associate members comply with the University of Central Florida Hazing Policy (*as printed on the reverse side of this form*) and with the State of Florida Hazing Law.

We have informed our fraternity/sorority members and pledge/associate members of the UCF Hazing Policy contents. This policy will be read to our members and pledge/associate members on a semesterly basis.

We understand that failure to uphold the UCF Hazing Policy will result in referral to the University Judicial Officer for an **organizational violation** of the UCF Hazing Policy (meaning the fraternity/sorority will face charges) and/or referral to the University Judicial Officer for an **individual violation** of the UCF Hazing Policy (meaning that individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activities or the failure of our organization or individual members to uphold this policy in whole or in part, may cause our **personal referral** to the University Judicial Officer if we had prior knowledge of the hazing violation and did not take the necessary steps to stop the hazing from occurring (meaning that participating in a hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze).

Our signatures below certify that we have read, understand, and agree to abide by the UCF Hazing Policy.

Fraternity/Sorority Name

Signature of Chapter Advisor

Date

Signature of Chapter President

Date

Signature of Pledge/New Member Educator

Date



DEFINITION OF HAZING

(As per UCF's *The Golden Rule* and The State of Florida)

The University does not condone hazing in any form and defines hazing to include but not limited to:

- a. Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or association with, any organization operating under registration with the University.
- b. Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- c. Any activity that could subject the individual to mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.
- d. Forcing or requiring the violation of University policies, federal, state, or local law.
- e. Any activity, as described above, upon which the initiation or admission into or association with a University organization may be directly or indirectly conditioned, shall be presumed to be a "forced" activity, the willingness of an individual to participate in such an activity notwithstanding.

This definition applies to acts conducted on or off campus whenever such acts are deemed to constitute hazing.



CHAPTER EMERGENCY/CRISIS PLAN - SAMPLE FORM
Due: TBA

Every fraternity and sorority at UCF is required to have a chapter emergency/crisis plan to prepare for potential emergencies which may harm members and/or guests. This form must be on file with F&SL before a Social Event Registration Form (SERF) will be approved. Please complete this form and keep a copy for your records/ use.

Organization Name: _____

Name of Affiliated Council (please check): ___ DGC ___ IFC ___ NPHC ___ PAN

Chapter President and Primary Contact:

Name Cell Phone Alternate Phone Email

Chapter Vice President and Secondary Contact:

Name Cell Phone Alternate Phone Email

Chapter Risk Manager and Third Contact:

Name Cell Phone Alternate Phone Email

Chapter Advisor and Primary Advisor Contact:

Name Cell Phone Alternate Phone Email

Faculty Advisor and Secondary Advisor Contact:

Name Cell Phone Alternate Phone Email

(Inter) National Headquarters Primary Contact:

Name Cell Phone Alternate Phone Email

When an emergency / crisis occurs, our chapter follows the following procedure:

Please attach your national headquarters policy.

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Crisis Management Procedures

The following guidelines should be used in the event of a tragedy or crisis that occurs on or off chapter property.

Examples of such situations include, but are not limited to:

- The death or serious injury of a member
- Any injury or incident involving a member and/or a non-member at or during a chapter function.
- Any injury or incident involving a member and/or a non-member that occurs on chapter property.
- Fire in the chapter facility.

Membership Education

Be sure all members of the chapter understand that the president is in charge of every emergency situation. The president should consult with other members who may possess more expertise or insight. However, the final decision rests with the president.

In the event the president is absent, the next ranking officer assumes control. All officers should know where to find a copy of the chapter's crisis management procedure.

All new members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis procedures in your fraternity/sorority new members program each semester.

General Procedures

If a crisis occurs at the chapter facility, **CLOSE THE CHAPTER FACILITY AT ONCE!** The president cannot give instruction and maintain control if members are leaving and strangers are entering. Permit only your members, alumni, appropriate officers, and university officials to enter the chapter facility. If a crisis occurs at a location other than a chapter facility at which the chapter is sponsoring the event, identify a common meeting place at once and give instructions under the same closed-meeting status.

In nearly all situations, the president's first call should be to 911. If the emergency situation is a fire, dial 911 (or UCFPD at 407-823-5555.) Do not hesitate to call the police regardless of the situation. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.

Before you leave the phone, please make the following calls: Belinda Boston-Director, Fraternity and Sorority Life. Call at ANY hour: Office-407-823-2072 or cell-321-626-9209. She will discuss the situation with you and, in serious cases, will be with the chapter as soon as possible. If you cannot reach Belinda, call Andy Hughes, Graduate Coordinator, Fraternity and Sorority Life: Office-407-823-2072 or cell 407-595-7947, Dr. Kerry Welch, Director of Office of Student Involvement at the Office-407-823-6471 or cell-407-341-8511.

If there is an emergency with water, electrical or physical structure of a Greek Park facility, please contact Greg Mason, Director of Fraternity/Sorority Housing and Development. Office 407-823-3445 or cell 407-758-8531

Your chapter adviser or a member of the House Corporation Board. Have a discussion with these individuals prior to any emergency situation and come to an agreement of who is to be notified.

Notify your Head Resident (i.e. house mother, resident scholar, etc.)

Assemble all chapter members for a chapter meeting. Dependant upon the situation, this meeting may need to include out of house members and new members. It is important that you and your chapter members remain calm until the situation is under control. Explain to them that there is an emergency situation and that the chapter is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until the Director of F&SL, your Chapter Adviser, or representatives from UCF Police have arrived. Instruct your members that they are not to make statement to anyone other than the police or fire officials. The Director of the Office of Student Involvement or chapter president will make any appropriate statements to the media after the situation is under control and the content of any statement has been discussed.

Please, do not notify parents. In the event of a serious accident or illness, the medical personnel or the appropriate university official will notify the parents and advise them of the student's physical situation. Find out the visitation wishes of family and coordinate this with chapter members.

In the event of a death, officials will notify the parents. You should always have parent/guardian information on file to make available to the proper authorities. Do not remove any personal items from the deceased member's room. Do not let members enter the room. Temporarily move the deceased member's roommate to another room in the house and allow only authorized personnel to enter the room. If possible, keep the doors locked. Ask the family what their wishes are with regards to the member's possessions. You may offer to pack them in boxes, but the family will more than likely want to do this themselves. Before they arrive, make sure any borrowed items are returned. When they arrive, have empty boxes available and offer to help. Understand that this is a difficult time for them and they may want privacy. Do not hold or conceal items or information to save feelings. Coordinate member attendance at the funeral or memorial service. It is, of course, proper to send sympathy cards and notes, flowers, etc. Most of your general fraternities have a memorial ritual pertaining to the chapter. Check your own individual procedures and offer it to the parents in advance of final arrangements.

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate action should be discussed with your chapter adviser and/or the Director of F&SL.

The Director of F&SL will initiate the notification of proper university officials concerning course work, class attendance, withdrawals, tuition refunds, etc. During the next business day, contact your fraternity/sorority headquarters to notify them of the event. The headquarters' staff is supportive and can offer advice for dealing with the situation.

Fire Procedure

Each chapter providing common housing should take the following steps each semester:

□ Create a rooming chart that resembles the house floor plan. List the residents of each room directly on the floor plan. Note any information next to the individual's name that may become important to the fire department (i.e. crutches, physical challenges, etc.)

Note: Please note the placement of beds and who is assigned to each on the floor plan; this is in addition to the room assignments.

□ Make three copies of the document. Give one to the Director of F&SL Housing, one to the Office of F&SL, and keep the original in a publicized place (Head resident's quarters, chapter president's room or the chapter room.) Should a fire occur, you will need to assist the fire department in determining if anyone was left in the facility, and if so, where they might be found. The floor plan can be of great benefit at a point when chapter officers may not have time to recall numerous names and room assignments.

□ Each chapter with houses should coordinate/hold a timed fire drill each semester. A planned escape route and an alternate route should be permanently affixed to the back of the door of each room. Work with UCF Police, Orange County Fire and Rescue and your alarm monitoring company to arrange planned fire drills.

□ Select/Identify a common meeting place outside of the facility at which all members will meet if a fire occurs. The designated spot can be a parking lot or a neighbor's porch, etc.

If a fire occurs:

All members should meet at the pre-identified common meeting place outside of the facility. First, get a copy of the rooming list and take attendance. Next, make note of any individuals who are missing and try to determine their status. These steps must take place quickly and efficiently! One representative of the chapter should transmit information to the fire department. Other officers should begin calling those individuals identified in the general emergency procedures. A list of necessary numbers should be kept with all copies of the floor plan. Keep chapter members together. Under no circumstances should any member of the chapter return to the burning building. Nothing is more important than your lives. Again, maintain established lines of authority. The fire department and/or police will not deal with numerous people giving instructions.

Special Note:

In any emergency, use extreme tact and caution in your actions and statements. It is our hope that this plan will never have to be utilized, however, in the case an emergency arises; following the outlined procedure should ease the situation for all concerned.



SOCIAL EVENT REGISTRATION FORM (SERF)

Revised November 14, 2008

All social events sponsored by a fraternity or sorority at the University of Central Florida must be registered with Fraternity and Sorority Life. Social events that must also have a Safety Action for Event (SAFE) form are events that involve the use of alcohol, and/or have more than 150 attendees, and/or occur outside or events taking place on RWC property. Please keep in mind that SAFE forms are due 15 days in advance and SERF forms are due 5 business days in advance. Forms received after 5:00 PM will be processed on the next business day. Please refer to the OSI website at www.osi.sdes.ucf.edu for more information regarding the SAFE forms and to the F&SL website at www.greeklife.sdes.ucf.edu for the SERF Policy and Guidelines.

Name of Sponsoring Organization: _____

Name of other organization(s) participating (events with more than five [5] organizations require the completion of an additional SERF form):

1. _____
2. _____
3. _____
4. _____

Type of Event (please check): BYOB Third Party Licensed Vendor Dry Other _____

Name of Event: _____

Location of Event: _____

Date of Event: _____ Time: From _____ Until _____
Month Date Year

Sponsoring and Participating Organization(s) President Signatures:

1. _____
Sponsoring Organization President's Name (Printed) President's Signature President's Phone Number
2. _____
Participating Organization President's Name (Printed) President's Signature President's Phone Number
3. _____
Participating Organization President's Name (Printed) President's Signature President's Phone Number
4. _____
Participating Organization President's Name (Printed) President's Signature President's Phone Number
5. _____
Participating Organization President's Name (Printed) President's Signature President's Phone Number

Sponsoring and Participating Organization(s) Social Chair Signatures:

1. _____
Sponsoring Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
2. _____
Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
3. _____
Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
4. _____
Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
5. _____
Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number

Sponsoring Organization Advisor:

1. _____
Sponsoring Organization Advisor's Name (Printed) Advisor's Signature Advisor's Phone Number

ADDITIONAL SOCIAL EVENT INFORMATION:

Identification - Name of person(s)/company verifying age and identification of guests at the event:

Security - Name and total number of security guards present at event:

Transportation Provided (Please check only if your event requires transportation):

Bus: _____
Bus Company Name Bus Company Phone Number

Taxis: _____
Taxi Company Name Taxi Company Phone Number

Sober drivers: List of sober drivers attached

Expected Numbers of Guests: _____ Maximum Capacity of Event Location: _____

**Information due at least one (1) business day prior to the event:
(Only complete for social events involving alcohol)**

List of sober monitors (names and PIDs or birth dates) attached: _____
Submission Date

Guest list (names and PIDs or birth dates) attached: (if applicable) _____
Submission Date

Proof that Third Party Vendor may serve alcohol attached: _____
Submission Date

Please use the below link to verify if your venue has an up-to-date state liquor license and attach a copy of the vendor license web page to this form. <https://www.myfloridalicense.com/wl11.asp>

Attach printed materials publicizing event (if applicable) _____
[NOTE: Printed materials due when the SERF form is submitted] Submission Date

THIS FORM MUST BE SUBMITTED SIGNED BY ALL NECESSARY PARTIES (AND DATE STAMPED) TO F&SL AT LEAST FIVE (5) BUSINESS DAYS (M,T,W,TH,F) PRIOR TO THE SOCIAL EVENT. ALL FORMS RECEIVED AFTER 5:00PM WILL BE PROCESSED THE NEXT BUSINESS DAY. ADDITIONAL SOCIAL EVENT INFORMATION MUST BE SUBMITTED BASED ON THE DATES LISTED ABOVE. . (Example: If event is on Monday on the 12th of the month the SERF form must be submitted by the previous Monday on the 5th of the month.)

THE SUBMISSION OF A LATE OR INCOMPLETE FORM WILL RESULT IN A \$50 FINE FOR THE FIRST VIOLATION, \$100 FINE FOR THE SECOND VIOLATION, \$150 FINE FOR THE THIRD VIOLATION AND SOCIAL PROBATION FOR THE FOURTH VIOLATION. FAILURE TO SUBMIT A FORM AT ALL WILL RESULT IN A REFFERAL TO THE OFFICE OF STUDENT CONDUCT.



Social Event Registration Form (SERF) Policy & Guidelines

Revised November 14, 2008

Policy

- I. All social events sponsored by a fraternity or sorority at the University of Central Florida must be registered with Fraternity and Sorority Life. Social events that must also have a Safety Action for Event (SAFE) form are events that involve the use of alcohol, and/or have more than 150 attendees, and/or occur outside or events taking place on Recreational and Wellness Center (RWC) property. Please keep in mind that SAFE forms are due 14 days in advance and SERF forms are due 5 business days in advance. (e.g. Monday-Friday: 8:00 AM-5:00 PM) Forms received after 5:00 PM will be processed the next business day. Please refer to the OSI website at www.osi.sdes.ucf.edu for more information regarding the SAFE form. Please refer to the SERF Policy and Guidelines at www.greeklife.sdes.ucf.edu for more information.
- II. A gathering of three (3) or more people of the same fraternity or sorority could be considered a social event and thus we encourage you to register all events that have the appearance of a social gathering. These events include but are not limited to: Grab-A-Dates, Socials, Date Functions, Formals and Semi-Formals, Fundraisers, Closed Socials, Parent and Alumni Events, Capture the Flag, etc.
- III. A completed copy of the F&SL SERF must be submitted to F&SL no later than five (5) business days prior to the date of the social event. When a completed form is submitted to F&SL on time, it must be date stamped. Then a receipt copy of the form will be given to the applicant for the fraternity or sorority's records. Upon review of the **completed** form, F&SL will email the chapter president within two (2) business days either approving or disapproving the social event. Any questions regarding the approval or disapproval of social events should be directed to the Director or Assistant Director of F&SL.
- IV. All social events sponsored by a fraternity or sorority, on or off campus, involving alcohol must be either a BYOB Function or a Third Party Licensed Vendor Function. In the event of BYOB functions, please follow the specified guidelines.
- V. Failure to submit a complete SERF will result in a \$50 fine for the first violation, \$100 fine for the second violation, \$150 fine for the third violation, and social probation for the fourth violation.
- VI. All printed materials publicizing a social event must be submitted to F&SL for approval no later than five (5) business days prior to the date of the social event.

General Guidelines for all Social Events

The following guidelines must be met in order for a social event to be approved by F&SL.

- I. **The sale of alcoholic beverages by the sponsoring organization is prohibited.**
- II. **No alcoholic beverages may be purchased through the chapter treasury nor may the purchasing of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.**
- III. **Entrance:** All social events at which alcohol beverages are served/consumed must have at least two (2) active members and/or one (1) executive member from the sponsoring organizations present at the venue's entrance and sober throughout the entire event. A list of members working the entrance must be submitted to F&SL at least one (1) business day prior to the event.

- IV. **Identification:** All persons shall have their identification and age checked at the entrance to the event. All persons under the age of 21 will not be allowed to bring or use alcohol at the event. Every organization must have a system for determining which guests are of legal age. It is strongly recommended that the event security monitors the age and identification verification.
- V. **Security:** All social events at which alcohol beverages are served/consumed must have at least one certified security guard, who is in no way affiliated with the sponsoring organization. More security guards may be required for large social events.
- VI. **Sober monitors:** At least 10% of the sponsoring organizations' active membership present must be sober at the event and monitor the safety of all guests. A list of sober monitors and their birth dates or PIDs must be submitted to F&SL at least one (1) business day prior to the event.
- VII. **Duration:** Events at which alcoholic beverages are served/consumed may not last longer than five (5) hours. Events longer than five (5) hours must be approved by F&SL.
- VIII. **Containers:** There shall be no alcohol served by use of a common container. Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
- IX. **Safe Environment:** The location of the event must be clean and free of potential hazards.
- X. **Crisis Management Plan:** The sponsoring organization must have a crisis management plan prepared and rehearsed prior to the event and on file with F&SL. This plan must be submitted in writing to F&SL at the beginning of the fall semester by the indicated due date. Contact information for local emergency services, local police, university, and alumni advisors should be posted in visible areas throughout the venue.
- XI. **Transportation:** Safe transportation (i.e. buses, sober drivers, taxis) must be provided for every organization sponsored social for members and guests.
- XII. **Alternate Beverages and Snacks:** Snack food and non-alcoholic beverages must be available at the event.
- XIII. **Enclosed Area:** If the sponsoring organization is permitted to conduct a social event in an on campus fraternity house, alcohol beverages must be served and consumed within an enclosed area of the building.

Type of Event Specific Guidelines

The following guidelines must be met (in addition to the General Guidelines for all Social Events) in order for the social event to be approved by F&SL.

I. Bring Your Own Beverage Function

- a. **A Bring Your Own Beverage (BYOB) Function** is considered to be a social event which requires all members and guests to provide their own alcoholic beverage.
- b. **Guest List:** A guest list must be submitted to F&SL at least one (1) business day prior to the event. The number of individuals in attendance must be in accordance with the venue's fire codes for maximum capacity. **All guests must be invited by personal invitation only.**
- c. **Limits:** The limit on the amount of alcohol shall be one (1) six-pack of 12 oz beers, or one (1) four-pack of 12 oz wine coolers, or four (4) mini bar bottles of 50 ml of liquor per person per event. No bottled beverages are allowed throughout the event. Bottled beverages must be poured into a cup.
- d. **Entrance:** There shall be one main entrance to the event. The entrance shall serve four purposes:
 - To ensure every person entering the event is either a member or a guest
 - To check identification of individuals entering the event
 - To ensure that no visibly intoxicated person is admitted to the event, and
 - To ensure that no one is permitted to leave the event with an opened alcoholic beverage

Several exits must be made available due to fire codes and laws; however, exits cannot be used as entrances; only one entrance shall be used.

- e. **Security:** The certified security guard will be present to legitimately check members' and guests' Identification (IDs).
- f. **Wristbands:** Wristbands will be issued only to those of legal drinking age. No one will be permitted to possess, obtain, or use any alcoholic beverages without wearing a wristband and being of legal drinking age.
- g. **Serving Area:** There is to be only one (1) serving area monitored by sober members who are of legal drinking age. Member servers will serve all beverages but may not consume alcoholic beverages before or during the event. No alcohol may be distributed from any other area during the event. Servers will not serve any persons who are visibly intoxicated. A list of servers and their birth dates must be submitted to F&SL at least one (1) business day prior to the event.
- h. **Collection and Distribution:** Upon entry into the event, a person of legal drinking age, must obtain a wristband and then drop off their alcohol at the serving area and exchange it for the proper amount and type of tickets (i.e. a six-pack of beer for six (6) tickets designated for that brand of beer). A person may only receive a beverage in exchange for a ticket and may only receive one beverage at a time. The sponsoring organization will be responsible for monitoring the event to make sure no one is drinking without a wristband, and that no person is in possession of more than one (1) alcoholic beverage at a time. No bottled beverages are allowed throughout the event. Bottled beverages must be poured into a cup.
- i. **Containers:** All beverages packaged in a glass container must be served in a plastic cup.
- j. **Event Closing:** Upon the conclusion of the event, guests may exchange tickets for remaining alcohol. Sober monitors must then escort all guests and unopened alcohol off the premises.

II. Dry Event

- a. All other social events which do not involve the use of alcohol.

III. Third Party Licensed Vendor Function

- a. A **Third Party Licensed Vendor Function** is considered to be a social event in which the use of alcohol is monitored and distributed by a professional agency **independent** of the sponsoring organization. This type of event may take place on or off campus. There shall be no alcohol served by use of a common container unless monitored by the professional agency, **which is required to use a cash bar system (by the cup)**. Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
- b. **Third Party Responsibilities:** The sponsoring organization must ensure that the Third Party Vendor meets the following requirements:
 - Provide a copy of insurance permit to F&SL at least five (5) business days prior to the event.
 - Monitor the location's entrances and exits
 - Provide necessary security to ensure the proper safety for all guests
 - Check the identification of each member and guest to ensure that, if they choose to drink, they are of the legal drinking age
 - Snack food and non-alcoholic beverages must be provided

If you have any questions regarding the policy, please contact F&SL staff for clarity. Failure to comply with any part of this policy will result in fines or the loss of hosting social event privileges.

University of Central Florida

Safety Action for Event (SAFE) Approval

Purpose:

The purpose of this form is to enforce policies for events or activities that could possibly result in some degree of harm to persons or in some amount of defacement or damage to public or private property (deemed to be potentially hazardous).

Procedure:

Events may be sponsored by staff, faculty, active registered student organizations (as defined by The Golden Rule) as well as Office of Student Involvement and its agencies. Events sponsored by active registered student organizations (as defined by The Golden Rule) as well as the Office of Student Involvement and its agencies may only be scheduled after the activity has been planned and approved by the Office of Student Involvement. To register an event, a representative of an active registered student organization must complete a Safety Action for Events (SAFE) Approval form, which can be obtained through the Office of Student Involvement. Submission of the completed form begins the process and assists in obtaining special support services such as Police, Physical Plant, and Insurance Office. If the organization desiring to sponsor an event does not deliver to OSI a signed (by the organization advisor) SAFE form **at least 15 calendar days prior** to the date of the scheduled event, the organization may be denied use of university facilities and may not be able to conduct the event.

Conditions

By signature on the final side of this form, applicant agrees to abide by all conditions of UCF Regulation 6C7-4.0292, which are reproduced below and to reimburse the University in advance of the event for all costs of police protection that the University deems necessary.

(1) Scope

- (a) This rule applies to the holding of potentially hazardous events on University controlled property. Excepted from this rule are official events which are scheduled annually in University publications (classes, orientation, registration, etc.).
- (b) A potentially hazardous event is defined as any activity that could possibly result in some degree of harm to persons or in defacement or damage to public or private property. Examples include, but are not limited to: Bonfires; Use of firearms, explosives or munitions; Fireworks; Helicopter or other aircraft landings; Low level aircraft demonstrations or fly-bys; Motor vehicle races; Gatherings in excess of 150 persons, excluding campus athletic events.

(2) Required Approvals

- (a) Except as otherwise provided in (1)(a) above, any university or non-university person or organization must secure approval in advance or before conducting or publicly announcing intent to conduct a potentially hazardous event on University controlled property. In the case of a University employee, concurrence of the individual's supervisor is required in advance.
- (b) Applications for approval shall be made in writing to the Office of Student Involvement on the form entitled "Safety Action for Event Notification" **at least 15 calendar days** in advance of the proposed event, unless this time limit is waived by the director. The Environmental Health and Safety Office (EH & S), the Office of Student Involvement (OSI), or the Public Safety Office will, upon request, furnish the applicant with blank copies of this form. The form is also available at GetInvolveducf.com.
- (c) Each application shall be accompanied by proof of insurance as specified in paragraph (6) below.

- (d) The applicant must deliver to the Office of Student Involvement a completed form signed by the organization advisor. It is the organization's responsibility to monitor the progress of the form by contacting OSI staff prior to the event. OSI staff will circulate applications to the following University officials for their information and approval:

1. UCF Police Department
2. Director of Environmental Health and Safety
3. Director of Physical Plant
4. Insurance Officer (if insurance is required)
5. Director of Student Involvement (*Not staff events*)

When the application has been circulated among the above University officials, the application will be returned to OSI/SU 208 (*except staff events*). OSI staff or a designee will advise the applicant of the University's approval or disapproval.

(3) Cancellation or Termination

- (a) Application or approval for conducting a potentially hazardous event may be cancelled without penalty by either the applicant or the University upon written notice to the other party.
- (b) Any event may be terminated at any stage by the Patrol Commander or Shift Supervisor if that official determines that the event is not being conducted in strict accordance with the terms of the approved application or in the event of disruptive or unsafe situations.

(4) Applicant's Responsibility

In addition to securing University approval (on Form OSI-40) to conduct the event, applicants shall be responsible for ensuring:

- (a) The event is conducted as described in the approved application including any requirements thereon for clean up, extra security, etc.
- (b) All restrictions placed on the event by the University are followed.

(5) University Assistance

If facilities and personnel are available, the University may be able to assist applicants by providing security, clean-up crews, etc. at cost. However, there is no assurance that such assistance will be available for any specific event.

(6) Insurance Requirements

- (a) All potentially hazardous events must be covered by liability insurance in accordance with current university practices.
- (b) All applicants, including University departments, shall contact the University's Insurance Office to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such rider shall be charged to the applying department's account.
- (c) All other applicants must furnish, at their own cost, appropriate proof of adequate insurance from a surety firm licensed to do business in the State of Florida by the Florida Department of Insurance.

University of Central Florida
Safety Action for Event Approval

I. Sponsoring Organization _____

Ia. Is this organization an agency of OSI or SGA? ___ Yes ___ No

If yes, specify: ___ SGA Executive/Cabinet ___ CAB ___ VUCF
___ Late Knights ___ MSC ___ Homecoming

Ib. Is this organization formally associated with Fraternity & Sorority Life?
___ Yes ___ No

Ic. Is this a UCF staff, employee and/or faculty event? ___ yes ___ no

Note: If this is a staff event, bypass the first three signature lines (i.e. Organizational Advisor; Fraternity & Sorority Life Advisor; Director, OSI) and fax directly to Derrick Stockdreher, UCF PD at 407-823-5794. For approval notification, contact Steve Mammino at 407-823-6302.

II. Organization/Event Contact Name (person with the most knowledge of the event)

Name: _____
Local Address: _____
Local Phone: _____
E-Mail: _____

III. Activity

Title of Event: _____

Description of Event: _____

EH & S Checklist completed (page 5)? ___
Campus Location: _____
Date of Event: ___/___/___ Start Time: _____ End Time: _____
Estimated Attendance: # of UCF Students _____ # of Non-Students _____
Admission Fee (if applicable): _____
Merchandise sold at Event (please describe): _____

Food available at event (Describe and identify caterer)? _____

Note: If food is to be catered and the establishment is not on the business services approved caterers list you will need to provide a certificate of insurance from the vendor.

Alcohol to be available at event (please describe manner of distribution)? _____

IV. Public Safety (To be completed by Public Safety office).

Number of Police Officers Required: _____

Number of Fire/Rescue Personnel Required: _____

V. Applicant Signature and Agreement:

By signing below, the applicant understands and agrees to each of the following statements:

- To conform to the provisions of UCF Rule 6C7-4.0292 (Potentially Hazardous Events)
- To save and Hold Harmless the University of Central Florida from any injury or damage arising from this event except where applicant is a UCF employee or agent (acting within the scope of his/her employment or agency or is an individual who also falls under Florida Statutes 768.28.
- For student organizations:
 - To reimburse UCF in advance for any costs to the university arising out of the above.
 - That the University may withdraw its permission to hold this event at any time before or during the event if the applicant does not comply with all conditions or statements made in this application, by mutual consent, or in case of disruptive or unsafe situations.
 - That the organization is responsible for the conduct of all members, guests, visitors, etc. during the course of the event.
 - That the conduct of the organization it is under the purview of the Golden Rule and other applicable University policies.

General Requirements:

- *Provide fire extinguishers for all bonfires and cookouts;*
- *Provide trash receptacles and pick up all trash after all events;*
- *Adequate sanitary facilities shall be provided: toilets, water and waste receptacles available and in close proximity;*
- *Keep extension cords covered or routed so as to prevent trip hazards;*
- *Call 911 to report any emergencies;*
- *Do not block, chain or obstruct any exit, exit signage, aisle or passageway;*
- *Occupancy limits and UCF's "No Smoking" rule must be observed and enforced;*
- *Fire alarm and emergency lighting systems shall be operational and not tampered with*

Applicant's Signature: _____ Date: _____ Phone: _____

(Name: Type or Print): _____ email: _____

EVENT CHECKLIST

NO **If YES**

- | | | | |
|--|--------------------------|--------------------------|---|
| Will bleachers or chairs be used? | <input type="checkbox"/> | <input type="checkbox"/> | Attach drawing of layout for EH&S approval. |
| Will exhibit booths or displays be used? | <input type="checkbox"/> | <input type="checkbox"/> | Have EH&S approve layout and flame-retardants. |
| Will there be a laser show? | <input type="checkbox"/> | <input type="checkbox"/> | EH&S must approve laser setup. |
| Will smoke machines/ foggers or other chemicals be used? | <input type="checkbox"/> | <input type="checkbox"/> | Submit MSDS and ventilation plan to EH&S. Contact Physical Plant for fire alarm monitoring. |
| Will there be any pyrotechnics? | <input type="checkbox"/> | <input type="checkbox"/> | Have State Fire Marshall approve setup and demonstration. |
| Will there be a bonfire, torches? | <input type="checkbox"/> | <input type="checkbox"/> | Burn permit from EH&S is required. |
| Will food be cooked or sold? | <input type="checkbox"/> | <input type="checkbox"/> | Identify caterer, or what foods will be cooked (describe below). |
| Will electrical power be needed? | <input type="checkbox"/> | <input type="checkbox"/> | Check with Physical Plant for use of GFCI's. |
| Will there be a sound system and lighting? | <input type="checkbox"/> | <input type="checkbox"/> | Identify who will set up sound and lighting system (describe below). |
| Will there be a stage or inflatable? | <input type="checkbox"/> | <input type="checkbox"/> | Identify who will set up stage and provide layout/ location. If inflatables are brought indoors, EH&S will need fire retardant certificate. |
| Will there be carnival rides? | <input type="checkbox"/> | <input type="checkbox"/> | The State Agricultural Department must approve ride setup before the event. |
| Will there be animals present? | <input type="checkbox"/> | <input type="checkbox"/> | Attach animal handlers certificates. |
| Is the event an athletic activity? | <input type="checkbox"/> | <input type="checkbox"/> | Make provisions for first aid and / or ambulance services |
| Will there be a tent? | <input type="checkbox"/> | <input type="checkbox"/> | Professionals must assemble tents. For tents larger than 10"x10", EH&S must have flame spread rating. If tent uses stakes, a dig permit must be obtained from Physical Plant. |
| Will there be a demonstration or other activity not covered above? | <input type="checkbox"/> | <input type="checkbox"/> | Describe below. |

DESCRIPTION:

REQUIRED APPROVALS

Organizational Advisor* (Date)

Director, Fraternity & Sorority Life (If Applicable)* (Date)

Director, Office of Student Involvement* (Date)

For UCF Police Department (Date)

Physical Plant (Date)

Environmental Health and Safety/Insurance (Date)

** If this is a staff event, bypass the first three signature lines (i.e. Organizational Advisor; Fraternity & Sorority Life Advisor; Director, OSI) and fax directly to Derrick Stockdreher, UCF PD at 407-823-5794. For approval notification, contact Steve Mammino at 407-823-6302.*

Comments:

Student organization representative:

I agree that this event will be conducted in accordance with the rules, regulations, and procedural requirements of the University of Central Florida. If any changes are made to the event, a representative of the organization will notify all concerned parties:

Name of Organization: Signature:

Date:

***OSI Staff Initial:** _____. A copy of this form is returned to the Office of Student Involvement once the UCF Police Department has approved. Any request to waive any or all parts of the approval process should be directed toward, and is at the discretion of the Director of Student Involvement. For further information on Student Organizations and Event Registration, please refer to the **Golden Rule**.



UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

Student Union 154 407-823-2072 FAX 407-823-2929
Forms available online: www.greeklife.sdes.ucf.edu

DATE AND TIME STAMP HERE

SAMPLE
FORM

ACTIVITIES REVIEW FORM

Revised November 7, 2008

All large scale events involving more than one chapter (for example: philanthropies, community service, fundraisers, etc.), excluding socials, that will occur during the spring 2008 term must be approved through the completion and submission of the Activities Review Form (ARF) by **Friday, February 2nd, 2008 at 5 p.m.** The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events. **Priority will be given to those forms submitted at the earliest time!**

Name of Sponsoring Organization: _____

Name of Affiliated Council (please check): DGC IFC NPHC PAN

Title of Event: _____

Type of Event: _____

Preferred Date: _____ Start Time: _____ End Time: _____

Back up Date: _____ Start Time: _____ End Time: _____

Location of Event: _____

Contact Name: _____

Phone Number: _____ Email: _____

Please describe your event in full detail:

OFFICE USE ONLY

Approved by: _____ Date Approved: _____ Comments: _____

Date Chapter Emailed (circle) Approved/Not Approved _____ By _____



ACTIVITIES REVIEW FORM

Revised November 7, 2008

Policy

All large scale events involving more than one chapter (for example: philanthropies, community service, fundraisers, etc.), excluding socials, that will occur during the spring 2008 term must be approved through the completion and submission of the Activities Review Form (ARF) by **Friday, February 1st, 2008 at 5 p.m.** The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events. **Priority will be given to those forms submitted at the earliest time!**

Procedures

- I. **As soon as possible** each chapter or council needs to submit the Activities Review Form to the Greek Council folder located in Fraternity and Sorority Life. These forms need to be turned in as soon as possible in order to get the date that you want.
- II. Every Tuesday, the Greek Council Secretary will review the folder, approving the forms and placing them onto the master Greek calendar found at <http://calendar.getinvolveducf.com/month.php?cid=11>
- III. Please include the preferred date of your event in addition to a second back-up date on the Activities Review Form in case the first date is already taken. If both dates are taken, then the Greek Council Secretary will contact you explaining the situation and determine a new date.
- IV. Upon the approval of your event, you will receive an email confirmation from the Greek Council Secretary with the name of your event and its official date that is on the calendar.
- V. For the whole 2008 Spring Semester, every Greek event needing the Activities Review Form, **MUST** be turned into the Greek Council in Fraternity and Sorority Life folder **NO LATER than Friday, February 1st, 2008 at 5pm!**

ACADEMICS

Academic excellence is based on the all-undergraduate GPA average. Chapters below the all-undergraduate average are considered below the academic standards. Chapters falling below the standard must work to increase their chapter average GPA by the amount of the previous semester (e.g. undergraduate GPA) until the academic standard is met. A Chapter must maintain a semester GPA of 2.5 in order to be active the next semester. Chapters falling below the semester GPA of 2.5 will not be allowed to participate in social or Greek activities the following semester.

In order to be a member of the Greek community all members must maintain a semester GPA of 2.5 or higher. In order to qualify to go through recruitment you must have a cumulative GPA of 2.5 as well.

Chapters failing to meet or exceed the all-undergraduate standard will be given 2 academic semesters (excluding summer) to meet that goal. Groups failing to meet the expectations or to show progress in this area will be placed on probationary status by Fraternity and Sorority Life.

Chapters placed on probation must arrange a meeting with the Director of Fraternity and Sorority Life and the Fraternity and Sorority Life Advisory Council. Chapters will be required to submit a plan for increasing the academic standards within their organization.

Active Member GPA Category	Total Possible Points (spring and fall 2008 grade reports combined)
Chapter average is .30 or more points above the all men's/women's average	100 points
Chapter average is at least .20 (but is not .30 points above the all men's/women's average)	80 points
Chapter average is at least .10 (but is not .20 points above the all men's/women's average)	60 points
Chapter average is at or above the all men's/women's average	50 points

ACADEMICS

____ **100 points** The Active Member GPA average is .30 or more points above the all men's/women's average.

____ **50 points** The chapter has developed and implemented a written chapter scholarship program that includes a scholarship mission statement, a statement on academic policies, information on programs and resources, and a rewards program. **Please attach the scholarship program utilized by your chapter. This program should include the following: study hours, incentive/recognition programs, scholastic requirements for pledging and initiation, special attention given to pledges/new members, scholastic requirements for active members and officers, and utilization of campus/national resources. Please include any additional topics/information.**

____ **25 points** The chapter has an appointed scholarship chairperson who is responsible for monitoring members' academic performance and arranging special programs to meet the chapter's and individual member's needs in this area. **Please include the name(s) of this person for each semester.**

____ **10 points** Chapters must achieve a 2.5 overall GPA to be in Good Standing with the university and respective council. (Chapters under this average must get permission to participate in social functions or intramural programs or in order to be eligible for additional fraternity/sorority on-campus housing options)

____ **10 points** Chapter president and members must maintain a 2.5 UCF GPA in order to eligible to hold office and be free of any holds on their record.

____ **Total (195 points possible)**

SOCIAL RESPONSIBILITY

Risk management and loss prevention are primary responsibilities for fraternal organizations. It is crucial that organizations follow their loss prevention/risk management policies, as well as promote a healthy environment for their members and guests.

Risk Management is a serious matter. We are encouraging chapter leaders to look at the larger issue of risk management and how to educate themselves, visiting guests and members on all issues of risk from issues of hazing allegation to the use of a fire extinguisher.

_____ **50 points** The chapter has developed and implemented a written chapter risk management program. **Please attach a description of the process of how the chapter informs all members of their responsibilities for knowing the chapter's national risk management policy.**

_____ **50points** (25 per semester) Each semester, chapters participate in and/or coordinate for 75% of the chapter an educational session on risk management. The session can cover topics such as: mental health, sexual assault, alcohol use/abuse, hazing or other topic as deemed necessary. **Please attach a summary of the activity including information such as the title and date of the program, along with a signature sheet verifying the participants in the session.**

_____ **40 points** (20 per semester) Chapter's social calendar includes at least two non-alcoholic social events per semester. This means no alcohol was used prior to, during, or after the event. **Please attach a description of each non-alcoholic social event, including the date and location of the event.**

_____ **25 points** Chapter has an elected or appointed a risk management officer and follows all risk management policies. **Please include the name(s) of this person for each semester.**

_____ **Total (165 points possible)**



Risk Management Program Verification Form - SAMPLE

In order to receive credit for your community service activity, 75% of your chapter has to be present. Please attach program sign in sheet of members attending or confirmed members attending from agency.

Please attach any flyers/material used during the program.

Greek Organization: _____

Risk Management Organization/ Agency Presenting: _____

Organization Contact: _____ Phone: _____

Email: _____

Risk Management Program Event: _____

Date: _____ Begin Time: _____ End Time: _____

Hours Attended: _____ # of Members Attending: _____

Description of risk management program attended:

Name of Facilitator (print)

Signature

Date

Name of Chapter President: (print)

Signature

Date

Name of Chapter Advisor (print)

Signature

Date

NEW MEMBER EDUCATION

It is the estimation of the IFC, Panhellenic, NPHC, and DGC that the new member education program is essential to the positive development of chapter members. Hazing, as defined by the State of Florida and the University of Central Florida, is totally unacceptable. The membership intake and/or new member program must be conducive to the strong academic performance of every new member.

It is essential that all members going through recruitment with an organization be approved by F&SL. If your Chapter conducts recruitment separate from a formal Council Recruitment Process you must submit names and PID to F&SL so that a “hold check” may be conducted. ***Chapters must also receive written permission from the Director of F&SL before beginning a membership intake or recruitment process.*** Chapters found engaging in a recruitment or intake process without written consent run the risk of being placed on social probation or new members not being recognized by the university. National Offices will also be contacted regarding the underground or unapproved process.

_____ **50 points** The chapter has an appointed new member chairperson who adheres to a written new member education program that promotes scholarship and academic achievement, offers leadership opportunities, encourages campus involvement, clearly expresses values and expectations for conduct, and provides opportunities for personal development. **Please submit a copy of your chapter’s new member education program outline.**

_____ **20 points** The chapter is not found in violation for any major membership intake violations (as defined by each Council) or hazing charges by the IFC, Panhellenic Council, NPHC, DGC, or the university. (A minor Panhellenic recruitment infraction, for example, would not count as a “major” violation.)

_____ **15 points** New members are made aware of the chapter’s national risk management policies, UCF Golden Rule, and the Florida Hazing Statute. **Please explain how new members are made aware of these policies**

_____ **10 points** To be a new member (pledge) or in an intake class, a student at UCF must have a cumulative Grade Point Average of at least 2.5 (this may be higher per the respective Governing Council or Chapter).

_____ **Total (95 points possible)**

COMMUNITY SERVICE

Chapters are expected and encouraged to assist the community by providing hours of service, fundraising, and assistance to various charities, and service organizations. Chapters should track all service hours and events in which they participate.

The chapter should set a standard for community service within their organization. Each member actively participates in community service either within their organization or individually. Hours should be compiled and community service forms documenting these hours should be kept at hand to submit to the F&SL. *These community service events do not include your chapter's sponsored philanthropy event.*

We have included a standard form for documenting service hours. If your chapter uses their own forms, please submit a copy.

Also, include a list compiling the different organizations and service projects members of the chapter have been involved in.

COMMUNITY SERVICE

Points will be given based on the following scale

Chapter Member Community Service Hours	Total Possible Points (spring and fall 2008 hours combined)
Chapter average is at least 90% of 5 hour per member per semester	100 points
Chapter average is at least 80% of 5 hour per member per semester	80 points
Chapter average is at least 70% of 5 hour per member per semester	60 points
Chapter average is at least 60% of 5 hour per member per semester	50 points
Chapter average is at least 50% of 5 hour per member per semester	20 points

For example: If a chapter has 100 members, in order to receive 50 points, 90 members have to complete 5 service hour each.

_____ **100 points** At least 90% of the Chapter completes 5 hour per member **per semester.**

_____ **50 points** The chapter conducts one large-scale community service/philanthropy project per year. This project should involve at least 75% of the chapter. **List the date and description of the community service/philanthropy project, how much money was raised or pounds of food, etc. Please attach a confirmation letter from the charity/organization for which the community service project was completed.**

_____ **25 points** The chapter has an elected or appointed community service/philanthropy chair. This person is to monitor the community involvement of the chapter. **The community service chair will sign a statement that he/she has kept up-to-date on the community involvement as well as state the amount of hours completed and or money raised by the chapter.**

_____ **Total (175 points possible)**

Statement of Community Service Involvement

Community Service Chair:

I, _____ (print name) as Community Service Chair of the _____ chapter of _____ fraternity/sorority confirm that I have monitored and documented the amount of community service hours completed by our chapter as well as the amount of money raised. During **spring** 2008 our chapter completed _____ hours of service and raised _____ dollars and or _____ pounds of food.

Signature

Date

Community Service Chair:

I, _____ (print name) as Community Service Chair of the _____ chapter of _____ fraternity/sorority confirm that I have monitored and documented the amount of community service hours completed by our chapter as well as the amount of money raised. During **fall** 2008 our chapter completed _____ hours of service and raised _____ dollars and or _____ pounds of food.

Signature

Date



Community Service Verification Form

In order to receive credit for your community service activity, 75% of your chapter has to be present. Please attach program sign in sheet of members attending or confirmed members attending from agency.

Greek Organization: _____

President Name: _____ Phone: _____

Community Service Agency/ Organization: _____

Agency/Organization Contact: _____ Phone: _____

Email: _____

Community Service Event: _____

Date: _____ Begin Time: _____ End Time: _____

Hours Completed: _____ # Members Attended: _____

Description of service performed:

Name of Chapter President: (print) Signature: _____ Date: _____

Name of Chapter Advisor: (print) Signature: _____ Date: _____

LEADERSHIP DEVELOPMENT

A fraternity or sorority chapter's image is formed greatly by its involvement in campus activities. Co-curricular involvement of chapter members, chapter participation in annual campus events, campus leadership positions held by chapter members, and inter-Greek relations are only some of the ways a chapter may contribute to this image.

_____ **50 points** At least 75% of the chapter membership is affiliated with other clubs, organizations and honorary organizations NOT including intramurals. **Please attach a list of those members who hold membership/leadership position in other organizations at UCF.**

_____ **25 points** The chapter significantly participates in at least 3 of the following UCF campus-wide events including, but not limited to, Homecoming, Relay for Life, Dance Marathon, UMADD, Greek Week, and NPHC Greek Extravaganza. **Please indicate on a separate page which events your chapter participated in.**

_____ **15 points** Chapter submits at least 10% of their chapter to an honor society such as Orientation Team, President's Leadership Council, Order of Omega, Rho Lambda, Golden Key, Blue Key, and Omicron Delta Kappa, or any other honor related organizations. **Please attach a list of those members who have applied for or are members of these organizations.**

_____ **15 points** A leadership workshop is facilitated for at least 50% of the chapter membership throughout the year. This workshop/session can include a facilitator coming into your chapter or chapter members attending a workshop during UCF Leadership Week. **Please attach a name and date of those members who have attended and which leadership workshop/session they attended.**

_____ **10 points** Chapter participates in the UCF intramural program.

_____ **10 points** Chapter distributes awards for recognition of individual chapter members.

_____ **10 points** At least two undergraduate members attend the National Convention or Leadership Conference each year.

Please fill-in the following information:

Print Name of Conference Delegate

Date

Print Name of Conference Delegate

Date

_____ **Total (135 points possible)**



Leadership Verification Form

In order to receive credit for your community service activity, 75% of your chapter has to be present. Please attach program sign in sheet of members attending or confirmed members attending from agency.

Greek Organization: _____

President Name: _____ Phone: _____

Leadership Agency/ Organization: _____

Agency/Organization Contact: _____ Phone: _____

Email: _____

Leadership Event: _____

Date: _____ Begin Time: _____ End Time: _____

Hours Completed: _____ # Members Attended: _____

Description of leadership program attended:

Name of Chapter President: (print) Signature: Date:

Name of Chapter Advisor: (print) Signature: Date:

PUBLIC/ALUMNI RELATIONS

It is expected that chapter's will comply with all university policies and maintain proper communications and behavior to support positive and interactive relationships with the surrounding Greek, University and local communities. A chapter should maintain a presence as a "good citizen" and strive to instill in its membership a thorough understanding of the standards of these varying communities as well as an appreciation of positive relationships.

Public Relations:

_____ **25 points** Chapter has an elected or appointed a Public Relations officer and oversees all public relations activities. **Please include the name(s) of this person .**

_____ **10 points** The chapter publishes one press release each semester (**Attach at least two press releases.**) ***At the time of the press release, you may submit it to F&SL to potentially publish in University newsletters and websites.**

_____ **10 points** The chapter submits articles to their national magazine. (**Attach a copy of an article from the national magazine. A photo copy will do. If your national organization does not have a magazine, please indicate this.**)

_____ **10 points** The chapter develops and maintains a web page that is linked with the Greek Council homepage. Please list the address on the following page.

Alumni Relations:

_____ **25 points** Chapter has an elected or appointed an alumni relations officer and oversees all alumni relations activities. **Please include the name(s) of this person.**

_____ **20 points** (10 per semester) The chapter publishes an alumni/ae newsletter at least once a semester. **Please attach a copy of each newsletter.**

_____ **20 points** (10 per semester) Chapter conducts an event with alumni/ae at least once a semester. **Please attach a description of that event.**

_____ **Total (120 points possible)**

Public/Alumni Relations Checklist

Please write either Yes or No on the line following the subsequent statements and fill-in other information where applicable:

Public Relations Chair:

_____ Print Name

- ★ The PR chair publishes several press releases each semester
Please include at least two press releases _____
- ★ The chapter submits articles to their National magazine
(write N/A if your organization does not publish a magazine)
Please include a copy of this article _____
- ★ The chapter develops and maintains a web page that is linked
with the Greek Council homepage. _____

The website address is: _____

Alumni Relations Chair:

_____ Print Name

- ★ The chapter has an appointed alumni relations chair _____
- ★ The chapter publishes an alumni/ae newsletter each semester
Please include a copy of each newsletter _____
- ★ Chapter conducts an event with alumni/ae at least once per semester.
Please include a description of the events _____

DIVERSITY EDUCATION

Each chapter will educate its members on issues related to diverse populations identified by ethnicity, race, religious preference, gender, sexual orientation, or disabilities through programs, seminars or group interactions.

_____ **50 points** During the academic year, 75% of the membership of each chapter, as a group, must participate in one diversity-oriented program or event. . This must be a program/event with a focus that is different from the chapter's norm. (For example: A sorority attending a women's program would not necessarily meet the diversity requirement, however a male fraternity attending a women's program would meet the requirement).Contact F&SL for clarification.

Chapters are required to have a form signed by the foundation or organization that sponsored or planned the diversity event. **Please attach the Diversity Education Form highlighting the Chapters involvement in the diversity program/activity.**

_____ **Total (50 points possible)**

CHAPTER SIZE/RECRUITMENT

As part of its comprehensive chapter plan, each chapter, in consultation with its advisors, will set a realistic goal but not a limiting goal, for the ideal size of its membership by the end of the year. Greek organizations falling below the four member rule are not considered in good standing with the university. It takes 12 members to form a student organization. If your Chapter requires assistance in this area please stop by the office for assistance.

A uniform membership size would be unrealistic to apply to all groups, however F&SL is interested in maintaining reasonable chapter sizes, therefore, F&SL will help individual chapters in achieving stated recruitment goals; when possible.

F&SL will help facilitate communication with unaffiliated students and will assist with registration of interested students when appropriate.

F&SL will assist chapters in forming positive relationships with the UCF Community.

Chapter recruitment goals must be consistent with the chapter's national/international policies and expectations.

_____ **25 points** The chapter has an elected or appointed a Recruitment/Rush chair. This person is to monitor the recruitment of the chapter. **Please attach a copy of the current recruitment chairperson's outline of his or her recruitment plans for the semester.**

_____ **10 points** The chapter has a recruitment workshop at least once a year. **Provide a brief description of them (include the date, location, and agenda).**

_____ **Total (35 points possible)**

ADVISOR EXPECTATIONS

A Chapter Advisor's Program will be provided through F&SL that will inform advisors of chapter expectations and provide information about available resources.

The F&SL will assist chapters in identifying advisors, particularly among the faculty and staff. A list will be maintained in F&SL that identifies faculty and staff members who are affiliated with Greek-letter organizations or interested in serving as an advisor.

Chapters should participate in the Diversified Greek Council, Interfraternity Council, National Pan-Hellenic Council and Panhellenic Council sponsored events, activities, and meetings per each Councils constitution.

All advisors are encouraged to obtain and regularly check an e-mail account, to which the majority of university correspondence may be sent.

Houses and properties should be maintained as per the Neighborhood Relations Standards. Please include and any house improvements. Maintaining of property applies to Greek Park I & II.

_____ **25 points** Chapters are required to have one campus/faculty advisor that is a member of the UCF staff or faculty. The advisor is not required to be an affiliated member of the organization he/she advises. Unaffiliated advisors need not be a part of private/ritual events of the chapter unless invited to do so.

Advisors must be at least three years removed from their undergraduate chapters to serve as a campus advisor. Active is defined as the advisor attending two chapter meetings a semester, meets with new members each semester, meets with scholarship chair as needed). Advisors are also expected to attend all recruitment activities where pledge classes are being assembled to gain knowledge or engage in a ritual for the organization. The chapter's advisor must sign the Annual Chapter Plan and other chapter reports as requested.

_____ **25 points** Chapter Presidents are required to meet with their advisory team at least twice a semester. **Please provide a brief description of the meetings (include the date, location, and agenda).**

_____ **Total (50 points possible)**

FINANCIAL MATTERS

Poor financial management of a chapter is likely to have negative effects on overall chapter management. Implications may include a poor credit rating, loss of necessary chapter programs, and deterioration of morals. Through consistent bookkeeping, qualified supervision, and fiscal control the chapter will build an atmosphere of fiscal responsibility and security.

Chapters should submit financial information within the Chapter Plan. The information submitted must be reviewed and signed by the chapter advisors.

The chapter must strictly enforce financial discipline as prescribed by the chapter's constitution & bylaws, or as mandated by their national/international organization.

At the request of the chapter, F&SL may serve as a resource for the resolution of the chapter's financial issues/disputes. When asked, F&SL will provide chapters with financial consulting advice.

_____ **20 points** The chapter should remain in good financial standing with the respective Greek council (DGC, IFC, NPHC, PAN), and all other agencies on time. Failure to pay the respective Greek council could result in a hearing with the respective council's judicial board

_____ **20 points** Chapter should remain in good financial standing with the national office. The chapter strictly enforces financial discipline as prescribed by the chapter's constitution and bylaws (or as mandated by the National headquarters, if applicable). **Chapter advisor, chapter treasurer, and chapter president will sign a statement attesting to the compliance with policies adopted by their chapter/national organization.**

_____ **10 points** An adequate book keeping system is maintained and financial communication has been kept current with all relative parties (i.e. Chapter advisor).

_____ **Total (50 points possible)**

Statement of Financial Standing

President:

I, _____ (print name) as president of the _____
chapter of _____ fraternity/sorority confirm that I have complied
with the financial policies adopted by our chapter/national organization.

Signature

Date

Chapter Advisor:

I, _____ (print name) as chapter advisor to the _____
chapter of _____ fraternity/sorority confirm that I have complied
with the financial policies adopted by our chapter/national organization.

Signature

Date

Chapter Treasurer:

I, _____ (print name) as president of the _____
chapter of _____ fraternity/sorority confirm that I have complied
with the financial policies adopted by our chapter/national organization.

Signature

Date

OVERALL TOTALS

- _____ **Total Chapter Management (70 points possible)**
- _____ **Total F&SL Expectations (130 points possible)**
- _____ **Total Academics (195 points possible)**
- _____ **Total Social Responsibility (165 points possible)**
- _____ **Total New Member Education (95 points possible)**
- _____ **Total Community Service (175 points possible)**
- _____ **Total Leadership Development (135 points possible)**
- _____ **Total Public/Alumni Relations (120 points possible)**
- _____ **Total Diversity Education (50 points possible)**
- _____ **Total Chapter Size/Recruitment (35 points possible)**
- _____ **Total Advisors Expectations (50 points possible)**
- _____ **Total Financial Matters (50 points possible)**

- _____ **Overall Total (1270 points possible)**