



**UNIVERSITY OF CALIFORNIA,
LOS ANGELES**
Fraternity & Sorority
Chapter Standards of Excellence

11/19/2008

Introduction

The fraternity and sorority community at University of California, Los Angeles has had a long and rich history, dating back to 1919. Since that time, fraternities and sororities have had a continued, and active presence on campus. The University is supportive of the goals and ideals of the fraternity and sorority community, which complement the mission of the institution. These ideals include academic achievement, personal development, leadership, campus involvement, community service and civic responsibility.

The Chapter Standards of Excellence at UCLA aim to challenge the Greek community and its membership to live up to these common ideals upon which our respective organizations were founded. Knowing that individual member's and chapter's actions reflect on all Greeks at UCLA and nationwide, our Greek community can only be as strong as its weakest link. The Chapter Standards of Excellence program will challenge all UCLA Greeks to have integrity – steadfast adherence to the oaths we took as we make lifelong commitments to our respective organizations.

By providing a set of standards that reflect these common principles, The Standards of Excellence program will provide Greeks at UCLA a level of accountability, with an opportunity to seek distinction. In the end, the goal of The Standards of Excellence is simple: As members of fraternities and sororities, we should be better for our affiliation, the campus improved for our involvement and the greater community enhanced for our contribution.

To improve the overall quality of the fraternity and sorority experience at University of California, Los Angeles, the Senior Associate Director and selected Greek student leaders set out to develop a Fraternity and Sorority Chapter Standards of Excellence. The group was given the following charge:

- Develop a set of recommended minimum performance standards that social fraternities and sororities must meet in order to maintain on-campus status. Areas of evaluation might include academic achievement, member development, compliance with university policies, community service, chapter management, and campus involvement, etc. The recognition standards defined for each area should be specific and measurable and must be attainable by all chapters.
- Recommend actions to be taken if a chapter fails to attain the recognition standards. This may include suggested timelines for chapters to come into compliance with the standards and suggestions for resources to assist chapters having difficulty attaining the minimum standards.
- Develop a set of recommended “standards of excellence” that represent attainable goals that reflect the operations of the “ideal” chapter.
- Recommend meaningful and significant ways that the University can provide recognition and incentives to high performing chapters based on the standards of excellence.

- Recommend a process and procedure for an annual assessment to measure the performance of chapters in comparison to the minimum standards and standards of excellence.

The Chapter Standards of Excellence program serves to assist the University Greek community in general and each chapter in particular in functioning at the most effective and efficient levels possible. The program also intends to help provide for the best possible experience for individual members.

The Chapter Standards of Excellence program serves to assess chapters on the minimum standards they should be meeting to be viable and successful members the University Greek community and of their (inter)national organizations. In doing so, The Office of Fraternity and Sorority Relations can more accurately target and provide assistance to individual chapters in the specific areas in which they may have fallen short of the recognition standards.

In addition, the University understands that Greek achievements and excellent chapters often go unnoticed; therefore, the Chapter Standards of Excellence program serves as a tool to publicly recognize high performing chapters.

METHOD OF EVALUATION

All chapters will submit a self-evaluation annually, at the conclusion of the academic year, according to the following standards. The Office of Fraternity and Sorority Relations is responsible for reviewing and scoring the evaluations. It is the responsibility of each chapter to ensure that each of the area's components have been completed and that the necessary forms, reports, and verification are submitted between January 4 and January 31. The annual self-evaluation shall include activities for the twelve-month period beginning January 1 and ending December 31. It is strongly recommended that each chapter assign one of its officers (e.g., the awards chair, council delegate) the responsibility of maintaining the required documentation throughout the year. The Office of Fraternity and Sorority Relations will provide the self-evaluation form to each chapter on a computer disk and will provide notebooks with instructions for collecting the required documentation. A training session for the chapter officers responsible for documentation will be held in January of each year. Each area (Membership Development, Chapter Management, External Relations, and Policy Compliance) will be evaluated separately with the possibility of receiving commendations in the individual areas of evaluation. Each chapter's self-evaluation and documentation forms are considered **confidential**, for the review only by the chapter, its advisors, its (inter)national organization (if applicable), and The Office of Fraternity and Sorority Relations staff. Upon request, the documentation forms and disk will be returned to the chapter after they have been reviewed and scored.

Documentation for many of the standards can be fulfilled by verification from an advisor. For the purposes of the self-evaluation, the advisor providing the certification must either be the chapter's faculty/staff advisor at the University or a chapter advisor or regional officer designated by the (inter)national organization (if applicable). In addition, the advisor providing the certification must submit a letter stating that he or she has attended an average of at least one chapter or executive board meeting per month over the prior year and maintains regular communication with the chapter leadership.

A chapter is required to meet 60% of the standards points that apply to their organization (some standards only apply to national organizations or residential organizations) and all of the standards designated as recognition standards in order to remain in good standing with the

University. A chapter that fails to attain this recognition level shall be required meet with their designated FSR Advisor of The Office of Fraternity and Sorority Relations to develop written Performance Standards for Improvement. A review of the chapter's progress shall be made at the end of the fall quarter and must be performing at 60%. There will be no imposed sanctions on the chapter during the fall quarter, and no sanctions imposed the following winter quarter if the chapter has attained the mid-year benchmarks for the Performance Standards for Improvement. If the chapter has failed to attain the agreed upon mid-year benchmarks for the Performance Standards for Improvement during the fall quarter, the chapter will lose social privileges during the winter.

If a chapter fails to attain the recognition level a second consecutive year, the chapter will lose social privileges and be required to develop new Performance Standards for Improvement, with mid-year benchmarks equivalent to the recognition standard. A review of the chapter's progress will be made at the end of the fall quarter. If the chapter has attained the mid-year benchmarks, social privileges will be reinstated. If the chapter has failed to attain the agreed upon mid-year benchmarks to the Performance Standards for Improvement, the Senior Associate Director of the Office of Fraternity and Sorority Relations will withdraw affiliation ("on-campus status"). A decision to withdraw recognition may be appealed to the Director for the Center for Student Programming.

If a chapter fails to attain the recognition level a third consecutive year, the chapter's on-campus status will be suspended, subject to appeal to the Director for the Center for Student Programming.

A chapter that has its on-campus status (affiliation) suspended may apply for re-recognition anytime after one quarter. The Director for the Center for Student Programming may grant re-recognition if the chapter is able to demonstrate that it is performing at the recognition level (60%). A decision to deny re-recognition may be appealed to the Director for the Center for Student Programming.

A chapter that attains 80% of the standards points shall be designated as a Silver Laurel Chapter and shall receive the following recognition and incentives: [to be determined]

A chapter that attains 90% of the standards points *and all* of the standards designated as requirements for the highest level of achievement shall be designated as a Gold Laurel Chapter and shall receive the following recognition and incentives: [to be determined]

Awards will be also presented to chapters who attain 90% of the points in each of the four evaluation categories.

The chapter in each Greek governing council that has the highest percentage of overall points shall be recognized during the University's Greek Week activities. The second place and third place chapter in each council will also be recognized. The chapter in each council that has the most improvement in number of overall points shall also be recognized with a plaque.

The standards are intended to be dynamic so that the "bar" can be adjusted each year as chapters progress. After each evaluation period, the FSR Staff will appoint a committee (which will include fraternity and sorority student leaders, Greek alumni, chapter advisors, and Student Affairs staff) to review the standards and recommend revisions. Chapter presidents, chapter advisors, and (inter)national officers will be given an opportunity to provide input to the committee as part of the review process.

Standards

Section I - Membership Development

A. ACADEMIC ACHIEVEMENT – 130 POINTS

University of California, Los Angeles provides a range of academic programs and the opportunity for all students to prepare themselves to assume roles in society. The academic progress of all chapter members considered collectively indicates the relative strength and vitality of the chapter itself. Above average collective academic performance insures a chapter's relevance to the mission of University of California, Los Angeles. The standards outlined below have been shown to be standard practices that help fraternity and sorority chapters to perform well academically.

- 1. Chapter GPA** - Maintain a chapter grade point average equal to or higher than the all undergraduate men's/women's quarterly average. Chapters below the all undergraduate men's/women's average must show improvement each quarter to meet the all men's/women's average.

Documentation: The Office of Fraternity and Sorority Relations provides the information for this section. Be certain chapter rosters are up to date to ensure it accurately reflects chapter performance.

Fall Quarter

- _____ 15 points if chapter's fall quarter GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's fall GPA exceeds the all undergraduate men's/women's average, up to a maximum of 15 points
- _____ 5 points if chapter's fall GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter by at least .10

Winter Quarter

- _____ 15 points if chapter's winter quarter GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's winter GPA exceeds the all undergraduate men's/women's average, up to a maximum of 15 points
- _____ 5 points if chapter's winter GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter by at least .10

Spring Quarter

- _____ 15 points if chapter's spring quarter GPA equals or exceeds all undergraduate men's/women's average
- _____ 1 additional point for each .01 that the chapter's spring GPA exceeds the all undergraduate men's/women's average, up to a maximum of 15 points
- _____ 5 points if chapter's spring GPA is below the all undergraduate men's/women's average but the chapter GPA improved from previous quarter by at least .10

In order to qualify as a Gold Laurel Chapter, a chapter must be above the all undergraduate men's/women's average during fall, winter, and spring quarters.

2. **Academic Success Program** - Submit a written academic success program for initiated and new members and demonstrate how the plan is being implemented. (A sample program format is included in the Chapter Standards of Excellence Resource Guide.)

Documentation: Provide a copy of written academic success program. This may be the inter/national program, however it must demonstrate localization to UCLA and the local chapter.

_____ 15 points/year

3. **Academic Success Presentations** – Points will be awarded for academic related presentations hosted with at least 50% attendance of the entire chapter, up to a maximum of 20 points per year. Presentations should be conducted by a trained presenter.

★ *Co-Programming Idea*

Documentation: Letter or form signed by the presenter including the topic, date, location, length of program, and number of attendees.

_____ 10 points Event #1

_____ 10 points Event #2 (20 points maximum)

4. **Academic Recognition Programs** – Use a process of recognition activities to identify and honor those members who have excelled academically. Examples of recognition activities include, but are not limited to, recognition dinners or ceremonies, certificates or awards to members for academic performance, advertisements in the *Daily Bruin* congratulating members for their academic achievements, and incentives and rewards for members who excel academically.

Documentation. Brief description of your chapter's method of recognizing members for their academic achievements.

_____ 5 points/year

5. **Individual Member Standards** – Establish and enforce minimum individual expectations for academic performance (a minimum 2.25 cumulative GPA is recommended) and make use of a process of constructive activities to identify and help those members who are on academic probation. Members who fall below the chapter's standard should show documentation of progress report evaluations from their instructors. The chapter should have a program (e.g. tutoring, study hours, etc.) to assist members having academic difficulty.

Documentation – Description of the standards, enforcement mechanisms, and assistance programs and signature of chapter advisor verifying that the requirements are enforced and that an academic assistance program has been utilized. Do not include any personally identifiable information in your documentation.

_____ 10 points/year

6. **Faculty/Staff Advisor** – Have an active UCLA faculty member or staff member as faculty advisor.

Documentation: (1) name, department, campus address, campus phone, and e-mail must be on file with The Office of Fraternity and Sorority Relations (2) written job description outlining the role and/or duties of the faculty advisor, and (3) brief statement from the faculty/staff advisor documenting how the advisor was involved with the chapter.

_____ 10 points/year

B. MEMBERSHIP ORIENTATION AND EDUCATION – 90 POINTS

The strength of any Greek-letter organization is its membership. The skills, experience, personalities, and attitudes of each member defines the levels of attainment possible for the chapter in leadership, scholarship, social awareness, involvement, and career preparation. These qualities are also indicative of the way the chapter maintains its traditions and imparts them to future generations. Maintenance of the basic principles of Greek-letter organizations is influenced by the ability of the Greek community as a whole, and each of its member chapters in particular, to anticipate and address relevant issues. The standards of this section provide focus for a chapter's processes for inducting new members into the organization, and its programs for developing the full potential of each member.

1. **Written Education Program** – Utilize a written education program for new member education and a continuing education program for all members. (A sample program format is included in the Chapter Standards of Excellence Resource Guide.)

Documentation (submit all of the following): (1) copy of the chapter's written new member education program (this may include the national program but must be localized for UCLA), (2) schedule and description of all new member activities excluding bona fide esoteric ritual ceremonies of the inter/national organization, and (3) copy of the chapter's written plan for the continuing education of all members of the chapter.

Alternative Documentation: In lieu of (1) and (2) above, a chapter advisor can complete a form provided by The Office of Fraternity and Sorority Relations that includes a checklist of new member education program components and a statement certifying that the advisor has reviewed the chapter's written new member education program and that all activities are in compliance with the UCLA anti-hazing policies.

_____ 20 points/year

A chapter must meet this standard in order to qualify the recognition level.

2. **New Member Forum** - The required percentage of new members and the new member educator or representative attend the New Member Forum fall and spring quarters. The required percentage is 80% for chapters that have more than 20 or more new members that semester, 75% for chapters with 11- 20 new members, and 70% for chapters with 10 or less new members. All percentages are rounded down for this section. For example, if a chapter has 13 new members, the requirement is: $13 \times 75\% = 9.75$ rounded down is 9. Events include (tentative):

Fall Quarter
New Member Forum

Spring Quarter
New Member forum

Documentation: The vice presidents of the Greek governing councils will be responsible for recording attendance at each of the events.

_____ 15 points/fall quarter
_____ 15 points/spring quarter

(Not applicable for winter quarter in which there are no new members in the chapter. If a chapter has new members during the winter quarter, it is the expectation that the new members attend the spring New Member Forum)

- 3. Chapter Educational Programs** – Host, co-host, sponsor or co-sponsor a minimum of two personal development educational programs per year, with attendance by a minimum of 50% of the chapter membership at each program. Acceptable programs include but are not limited to: social responsibility, leadership development, personal financial management, service learning, time management, health issues, career development, campus involvement, social etiquette, values and ethics, gender issues, sexual responsibility, diversity issues, cultural issues, and current events. (Do *not* include academic skills workshops, risk management workshops, alcohol and other substance abuse workshops, external leadership programs since those are included in other categories.) Programs should be conducted by trained presenters. **One must focus on cultural awareness/diversity issues. No more than two should be on the same topic.**

★ *Co-Programming Idea*

Documentation: Submit attendance “sign-ins” of programs. Include the date, time, location, length of program, presenter contact information, and description for each program.

_____ 10 points Event #1 *Suggested Fall*
_____ 10 points Event #2 *Suggested Winter*
_____ 10 points Event #3 *Suggested Spring*
_____ 10 points Event #4 (40 points/year maximum)

C. LEADERSHIP DEVELOPMENT – 40 POINTS

Membership in Greek organizations offers students many opportunities to develop their leadership potential. Greek organizations not only provide training in the principles of leadership, they are laboratories in which these principles can be tested. Each member is actively involved in decision-making processes, teaching and encouraging students to utilize their leadership talents in the chapters and on the University of California, Los Angeles campus.

- 1. External Leadership Programs** - 15% of the chapter participates in at least one external leadership program per year. Examples of programs include but are not limited to leadership workshops offered by the Centers for Student Programming (Bruin Leaders Program, etc.), leadership conferences offered by international or national organizations (national/regional fraternity leadership conferences and conventions, Undergraduate

Interfraternity Institute, Western Regional Greek Leadership Association Conference, LeaderShape, Center for Women and Men, programs offered by SAA, etc.) and leadership programs offered by other colleges and universities (EXCEL, etc.). Fraternity and Sorority Relations will make every effort to inform chapters of the availability of such programs, workshops, and conferences.

Documentation: List of members with the name of the conference(s)/workshop(s) attended with verification of attendance (letter from the sponsoring organization, etc.)

_____ 10 points/year

- 2. Additional Participation in External Leadership Programs** – One point, up to a maximum of 10 points, will be awarded for each additional one percentage point, above 15% of members who attend external leadership programs. (For example, if a total of 22% of members attended an external leadership program, the chapter will get the 10 points in the category above and an additional 7 points for this category.)

Documentation: Same as above.

_____ 10 points/year

- 3. Individual Leadership Positions, Non-Greek** – Two points for each one percent of the membership who holds a volunteer *executive* office (on the organization's executive board) in a campus organization or community organization (excluding Greek-related organizations), serves as a UCLA tour guide, Dance Marathon Committee Member, Student Alumni Association, a peer academic mentor, or serves as an ASUCLA executive officer or Councilmember, etc., up to a maximum of 10 points.

Documentation – List of members, organization and office held, and term of office.

_____ 10 points/year

- 4. Individual Leadership Positions, Greek-Related** – Five points for each one percent of the membership who holds an executive office in a Greek-related organization (other than the chapter), up to a maximum of 10 points. This includes the six Greek governing councils, Order of Omega, Greek Week, GASA, Rho Lambda, Gamma Sigma Alpha, etc.

Documentation – List of members, organization and office held, and term of office.

_____ 10 points / year

Section II. – Chapter Management

A. PARTICIPATION – 50 POINTS

Chapters are successful when they collaborate with other chapters and fully participate in the activities of respective Greek governing Council (Asian Greek Council, Interfraternity Council, Latino Greek Council, Multi-Interest Greek Council, Panhellenic Council, National Pan-Hellenic Council).

Documentation for all components of this category will be maintained by The Office of Fraternity and Sorority Relations.

1. **Attendance at Council Meetings** – Chapter delegate present at a minimum of 80% of the Greek Council meetings.

_____ 15 points

A chapter must meet this standard in order to qualify for the recognition level.

2. **President’s Leadership Series** – Presidents (or vice president) are present at a minimum of 80% of the President’s Leadership Series meetings.

_____ 10 points

A chapter must meet this standard in order to qualify for the recognition level.

3. **FSR Registration** – All required officers or designated alternates attend the FSR Affiliation and chapter registration session during the fall quarter.

- a. **AGC, LGC, MIGC, NPHC** – Fall Quarter

- b. **IFC, Panhellenic** – Winter Quarter

_____ 5 points

A chapter must meet this standard in order to qualify for the recognition level.

4. **All Greek Campus Involvement Activities** – It is the expectation that all chapters must participate with their Greek Week Pairings in both Blue and Gold Week activities as well as Greek Week to foster Greek unity.

_____ 10 points Blue and Gold Week fall quarter – 25% of chapter must participate in at least 1 event.

_____ 10 points Greek Week spring quarter – participation required of all events

A chapter must meet this standard in order to qualify for the recognition level.

B. FINANCIAL MANAGEMENT – 50 POINTS
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Sound financial management is essential to the successful operation of a chapter. Through discipline, consistent bookkeeping, proper budgeting, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security.

- 1. Checking Account** – The chapter has its own checking account with double signatures required for checks written beyond a specific monetary limit specified in the chapter's bylaws or (inter)national policy.

Documentation: Pay council dues with a chapter check and a copy and identification of the section of the bylaws or (inter)national policy regarding signature authority.

_____ 5 points

- 2. ASUCLA Funding** – Chapter applies for ASUCLA funding.

Documentation: Signed coversheet of application included.

_____ 5 points

- 3. Budget** – The chapter has a budget, approved by the chapter.

Documentation: Copy of the budget (a one page summary sheet broken down by expense categories is sufficient), signed by the chapter treasurer and advisor that a copy of the budget has been filed with that (inter)national office (if applicable).

_____ 9 points fall quarter

_____ 7 points winter quarter

_____ 9 points spring quarter

A chapter must meet this standard (both semesters) in order to as a Gold Laurel chapter.

- 4. Financial Policies** – The chapter strictly enforces a financial discipline (financial requirements for a member to remain in good standing) as prescribed by the chapter's bylaws or (inter)national fraternity/sorority policy.

Documentation: Copy of the financial discipline policy, with a statement by the treasurer and chapter advisor that they are strictly enforced.

_____ 10 points

- 5. Council and University Debts** – The chapter has paid all dues, fees and assessments to their Council and the University on time.

Documentation: Maintained by The Office of Fraternity and Sorority Relations.

_____ 5 points

A chapter must meet this standard in order to qualify for the recognition level.

C. Goals and Action Plans – 20 points

Successful organizations regularly establish goals and objectives and develop strategies and action plans to achieve those goals.

- 1. Goal Setting** – The chapter conducts at least one goal setting session each semester and establishes specific written goals and objectives, approved by the membership. A chapter that only conducts an annual goal setting session can obtain full credit by conducting a review of goal progress each semester.

Documentation: Brief description of (1) the chapter's goal setting process including dates and locations of goal setting/review sessions; (2) process for goal selection, approval and review; and (3) list at least three significant goals for each quarter and progress made toward goal attainment.

_____ 10 points/fall, winter or spring

_____ 10 points/fall, winter, or spring

A chapter must meet this standard (both semesters) in order to qualify as a Gold Laurel Chapter.

D. ALUMNI AND/OR ADVISOR GUIDANCE – 30 POINTS

Successful student organizations have active advisors to assist with organizational development, provide continuity, and ensure compliance with University and (inter)national fraternity/sorority policies (if applicable).

- 1. Chapter Advisor** - The chapter has an advisor (either alumni/graduate or faculty/staff) who attends at least one chapter or executive board meeting per month and maintains regular communication with the chapter.

Documentation: Letter signed by chapter advisor and president.

_____ 10 points/year

A chapter must meet this standard in order to qualify for the recognition level.

- 2. Campus Chapter Advisor Meetings** – The chapter advisor, or another member of the advisory board, attends at least 50% of the meetings for chapter advisors for their respective Council per year.

Documentation maintained by The Office of Fraternity and Sorority Relations.

_____ 20 points/year

E. EXECUTIVE BOARD TRAINING AND TRANSITION – 20 POINTS

1. **Officer Notebooks** - Each chapter officer has a notebook, handbook or manual.

Documentation: Statement from chapter president and table of contents for each manual. A copy of the title page of an officer notebook provided by an (inter)national organization is sufficient.

_____ 10 points/year

2. **Transitional Meeting** – A transitional meeting with incoming/outgoing officers (held each quarter, unless officers are elected annually).

Documentation: Date, location and agenda for the transition meeting(s). Specify terms of office.

_____ 10 points/year

F. CHAPTER MEETINGS – 15 POINTS

1. **Attendance** – An average of two-thirds of the active members attend regular chapter meetings.

Documentation: List of chapter meetings and number of members present at each, signed by the secretary or president.

_____ 10 points/year

2. **Minutes** – Minutes recorded and distributed or made available to members and advisors.

Documentation: Statement signed by the chapter advisor indicating that minutes are recorded and explaining how they are distributed or made available.

_____ 5 points/year

G. ADMINISTRATION – 20 POINTS

- 1. On-Campus Status Forms** – Chapter submits FSR affiliation forms, including chapter rosters, new member registration cards on-time and complete.

Documentation provided by The Office of Fraternity and Sorority Relations.

_____ 10 points/fall quarter

A chapter must meet this standard in order to qualify for the recognition level.

- 2. Chapter Bylaws** – Chapter maintains up-to-date bylaws (reviewed annually by the chapter) and provides copies to all members.

Documentation: Current copy of the bylaws and a brief statement providing the date and process for the annual review of the bylaws. If an (inter)national organization has a policy that prohibits the release of local bylaws, a letter from the (inter)national organization stating that the bylaws can be reviewed by The Office of Fraternity and Sorority Relations staff in the presence of the chapter president will suffice in lieu of submitting a hard copy.

_____ 5 points/year

A chapter must meet this standard in order to qualify for the recognition level.

- 3. Standards Self-Evaluation and Awards Applications** – Chapter's annual Standards of Excellence self-evaluation and Council awards applications are turned in on time. Five points will be deducted from final score for each day the self-evaluation is late, for a possible total of minus 25 points.

Documentation: Provided by The Office of Fraternity and Sorority Relations.

_____ 25 points/year

A chapter must meet this standard in order to qualify for the recognition level.

Section III. – External Relations

A. CAMPUS INVOLVEMENT – 70 POINTS

Greek organizations are structured as small communities within the larger campus community. Involvement in campus life outside of the Greek community is highly encouraged for all chapter members. Extracurricular involvement of chapter members, chapter participation in campus events enhances the campus image of Greeks and enriches the collegiate experience of chapter members.

1. **Clubs and Organizations** – At least 50% of the membership has joined at least one other non-Greek-related campus or community organization. This can include on-campus organizations at UCLA and community organizations (religious organizations, service and civic organizations, political organizations, ASUCLA boards and committees, academic honoraries, inter-collegiate sports clubs/teams, non-Greek intramural sports leagues, pre-professional organizations, academic honoraries, residence hall councils, etc.).

Documentation: List of chapter members and the organizations to which they belong.

_____ 15 points if at least 50% of the membership has joined another organization

_____ 10 additional points if at least 70% of the membership has joined another organization

2. **Campus Activities** – There are a variety of ways that chapters can support campus events. Accordingly, for this component chapters can accumulate up to 45 points for participation, at various levels, of campus events:

★ *Co-Programming Idea*

- Having at least 20% of the chapter attend an event of a non-Greek campus organization (5 points)
- Submit applications for the Chancellor’s Humanitarian Award and the Vice Chancellor’s Service Awards (5 points)
- Participation in a campus-wide event by tabling, being on panel presentations, hosting receptions, or planning events to promote assist with such events as Parent’s Weekend, Blue and Gold Week, etc. (5 points)
- Participation in the “Adopt-a-Floor” program with the residence halls (5 points for each event held)
- Collaborating with other student organizations to co-sponsor an event or speaker. Co-sponsorship includes a financial contribution (at least 10% of the event budget), promotion of the event, attendance by least 25% of the chapter members at the event, and assisting with on-site management. (20 points)
- Participation in peer education programs (for example FratManers, SHAB) that make presentations to classes, leadership conferences, and organizations dealing with social issues, health issues, etc. (e.g., sexual assault, alcohol and substance abuse, etc.) (5 points per member involved as a peer educator, speaker, panelist, etc.)
- Participation in an academic peer mentoring program (5 points per member)

- Chapter supports an athletic team through participation by attending the event and support of a “Good Luck” type pre-game activity. Example – Cookies/treats and appreciation-type signs after practice or team dinners event. (10 points)

Documentation: List of activities with brief descriptions, date, location, and attendance and a letter or other written verification from the sponsoring organization/department.

_____ 45 maximum points/year

B. ALUMNI AND FAMILY RELATIONS – 45 POINTS

Alumni and parents can assist a chapter in a variety of ways including advising, financial support, and networking. Successful chapters, therefore, nurture their parents and alumni by maintaining frequent communication and hosting activities.

- 1. Newsletters / Routine Communication** – The chapter sends at least two newsletters per year to *both* alumni and parents. This can either be the same newsletter distributed to both groups, or separate newsletters for each. The newsletters can be mailed, sent as an email, or presented at an alumni chapter meeting. Each chapter can decide which alumni are included. For example it might include just alumni who were initiated at UCLA or it might include all alumni of the (inter)national organization residing in Los Angeles. (*New organizations without local alumni can receive full credit by mailing newsletters to parents only.*)

Documentation: Copy of the newsletters / presentation.

_____ 5 points/fall quarter
 _____ 5 points/spring quarter

- 2. Alumni Events** – The chapter sponsors at least two events per year for alumni (e.g., Founder’s Day dinner, Blue and Gold Week tailgate, BBQ’s, Holiday Parties, Alumnae teas, UCLA Day events May 9th, 2009, etc.). (*This section is not applicable to new organizations without local alumni.*)

Documentation: Copy of the invitation for the event.

_____ 5 points	Event #1	<i>Suggested Fall</i>
_____ 5 points	Event #2	<i>Suggested Spring</i>

- 3. Family Events** – The chapter sponsors at least one event per year for family members (Mom or Dad’s Day, Family Weekend tailgate, Presents, etc.). It is strongly encouraged that one event coincide with the UCLA Family Weekend and that the chapter not plan any conflicting events that weekend.

Documentation: Copy of the invitation for the event.

_____ 10 points/year

4. Other Parent and/or Alumni Involvement Activities – The chapter can accumulate up to 15 additional points per year through the following activities:

- Additional parent or alumni events (5 points per event)
- Have a parent or alumnus/alumna speak to the chapter on career development, leadership, etc. (5 points)
- Involve parents, alumni, or alumni club (other than chapter advisors) in community service projects (1 point for each parent and/or alumnus/alumnae who participates, up to 10 points total)
- Have a parent from your chapter participate in a parent’s panel (e.g., the Parents Panel at Residence Hall move-in, Parent Orientation, Parent’s Weekend workshops, etc.) (5 points)
- Present an award to an outstanding parent or alumnus/alumna (5 points)
- Have an Alumni Big Brother/Sister program, where new members are paired up with alumni for activities (10 points)
- Have a Parents Advisory Board or Parents Club for your chapter (10 points)

Documentation: Description of the activity, dates, names or parents and/or alumni who participated, and signature of chapter advisor as verification.

_____ 15 points maximum/year

A chapter must receive a minimum total of 30 points in the Alumni and Parents categories in order to qualify as a Gold Laurel Chapter.

C. COMMUNITY SERVICE – 85 POINTS

Greek organization mission statements reflect a commitment to the service of others. Community service has been shown to provide value-added educational experiences. To assist chapters in fulfilling their mission and providing members an opportunity to learn from helping others, the following standards were developed. While raising money for charitable organizations clearly provides a valuable service to the community, the emphasis on these standards is more direct means of serving the community (such as tutoring children, volunteering at a homeless shelter, building a home with Habitat for Humanity, beach clean-ups, etc.).

1. Direct Community Service – The chapter sponsors at least one **direct** community service project (not a fund-raiser) per year with the participation of at least 60% of the chapter membership for at a minimum of three hours. This can include Greek philanthropy tournaments sponsored by the chapter that include a direct service component. Do **not** include community service performed as part of a judicial sanction.

Documentation: A letter from the beneficiary on official letterhead including the date, description of the project, number of participants and total number of hours.

★ *Co-Programming Idea*

_____ 50 points

2. **Other Community Service** – The chapter can earn up to 35 additional points through examples of the following:

- Additional community service projects involving at least 60% of the chapter membership for a minimum of three hours. (15 points)
- Smaller scale projects that involve at least 25% of the chapter (5 points)
- Participation in a charity walk/run (e.g. AIDS Walk, Breast Cancer Walk, ALS Walk, Race for the Cure, etc.) (1 point for each participant *with sponsorships*, or assisting with logistics – staffing check-in tables, set-up/clean-up, etc. – for at least three hours, up to 15 points)
- Hosting a charity tournament that raises money to benefit a charity (15 points)
- Participating in a direct community service project sponsored by another organization (1 point for each member who volunteers a minimum of 3 hours of community service, up to a 10 points)
- Contributing to a blood drive (1 point for each member who donates blood, up to 15 points)
- Community clean-ups (1 point for each member who picks up litter, etc. for a minimum of one hour, up to 10 points)
- Team participating in UCLA’s Dance Marathon (1 point for each member who participates for at least three hours, up to 10 points)
- Conducting a fund raiser (car wash, bake sale, etc.) that raises money for a charitable cause (5 points)

Do **not** include community service performed as part of a judicial sanction.

Documentation: A letter from the beneficiary on official letterhead including the date, description of the project, number of participants and total number of hour or dollars raised. If service does not directly benefit a specific organization or agency, a letter from the chapter advisor can suffice.

✪ *Co-Programming Idea*

_____ 35 maximum points/year

A chapter must receive a minimum total of 65 points in the Community Service categories in order to qualify as a Gold Laurel Chapter.

D. FACULTY/STAFF RELATIONS – 10 POINTS

Recognizing that chapters would not exist without the university, chapters should take action to educate the University’s faculty and staff about chapter life and events.

1. **Faculty/Staff Programs** – The chapter conducts a minimum of one annual program to recognize or interact with faculty/staff. This might include a Faculty Appreciation Dinner, recognition of outstanding faculty and staff, inviting faculty and staff (Greek Life Staff, CSP Advisors, SAA Staff, ASUCLA Events Office Staff, etc) to speak to the chapter, distributing a newsletter to key faculty/staff, sponsoring an appreciation day for a university department, etc.

Documentation: Description of the activity, including date, and names of faculty and staff who participated OR letter from University department.

_____ 10 points/year

A chapter must attain this standard in order to as a Gold Laurel Chapter.

E. GREEK RELATIONS – 20 POINTS

In addition to participation in Council and All-Greek activities, effective community building occurs when chapters do activities with one another.

- 1. Greek Relations Activity** – Chapter conducts one joint alcohol-free non-social activity with another Greek chapter each quarter with the participation of at least 51% of the chapter membership. Activities can be, but are not limited to community service projects, educational programs, and cultural events, etiquette dinners, sporting activities, etc. At least one of the two events must be between a chapter in a general fraternity/sorority council (IFC or Panhellenic) and a chapter from a culturally based council (MIGC, AGC, LGC, or NPHC). Example – Greek Week Pairing. (Note: Educational programs and community service projects included in other categories can also be included in this section for additional points if the program is done with another Greek chapter.)

Documentation: Brief description of the activity including date, location and number of participants from each chapter.

★ *Co-Programming Idea*

_____ 10 points for an event with a general Greek chapter and a culturally based Greek chapter

_____ 5 points for the second event (can be done with a chapter from any council)

_____ 5 points for the third event (can be done with a chapter from any council)

A chapter must attain all 20 points of this standard in order to qualify as a Gold Laurel Chapter.

F. (INTER)NATIONAL FRATERNITY/SORORITY RELATIONS – 15 POINTS

Chapters that are affiliated with an (inter)national organization benefit from utilizing the services and programs of the organization and networking with other chapters. *Local organizations should leave this section blank and note that they are a local organization.*

- 1. Attendance at (Inter)national Organization Events** – The chapter has the required attendance at mandatory programs and events of the (inter)national organization (national or regional leadership conferences, conventions, etc.)

Documentation: Letter from the (inter)national headquarters or regional officer.

_____ 5 points/year

- 2. Magazine/Newsletter/Web Articles** – The chapter submits articles and photographs to that (inter)national magazine, newsletter, or is posted to a related website. *(This section is not applicable if there is no (inter)national publication.)*

Documentation: Copy of at least one article or photograph published in the (inter)national magazine, newsletter, or website or confirmation that at least one article was submitted.

_____ 5 points/year

- 3. Interaction with Other Chapters** – Chapter conducts at least one joint activity (social or non-social) with another chapter of the same affiliation. This can include Founders Day events etc. that involve two or more chapters. (*Organizations with 0 chapters within the Riverside, San Diego, and Santa Barbara areas are exempt from this standard.*)

Documentation: Letter from the other chapter describing the activity, including date and location.

_____ 5 points/year

G. PUBLIC RELATIONS – 20 POINTS

A positive public image is important to a successful Greek community, and chapters need to take pro-active steps to disseminate positive information about the UCLA Greek experience.

- 1. Public Relations Chair** – Chapter has an elected or appointed position with the main responsibility of coordinating positive relations with alumni, Greek, University, and Los Angeles communities.

Documentation: Copy of job description and name of member(s) holding the position during the past academic year.

_____ 5 points/year

- 2. Press Releases** – Public relations officer sends a minimum of two press releases per year to the campus and/or local media.

Documentation: Copy of press releases and copies of any published stories.

_____ 5 points/year

- 3. Local Web Site** – Chapter maintains and updates its own local web site, linked to the UCLA Office of Fraternity and Sorority Relations website and their (inter)national organization web site (if applicable).

Documentation: Printout of home page on the current website that is updated.

_____ 10 points/year

Section IV. Policy Compliance

An excellent Greek chapter places a strong emphasis on risk management, risk reduction, adherence to Greek and University policies, and encouraging responsible social events. It is the obligation of each chapter to provide a safe environment and to respect the rights of others.

A. RISK MANAGEMENT – 40 POINTS

1. **Risk Management Officer** - The chapter has an elected/appointed risk management officer or other-named officer other than the social chair whose duties include, but are not limited to, coordinating risk management programs, overseeing social functions, being responsible for adherence to the University, local chapter, and (inter)national alcohol/social/risk management policies (if applicable) and fire code/safety compliance.

Documentation: Copy of the section of the chapter's bylaws that indicate the duties of the position and the names of the member(s) who held the position during the year.

_____ 10 points/year

2. **Risk Management Educational Sessions.** The chapter sponsors/attends two risk management related programs per year with at least 80% attendance at each program. (Examples of such programs include: alcohol/drug issues, hazing issues, fire safety, crisis management, rape/sexual assault awareness, etc.). **At least one program per year must focus on alcohol and drug issues.** The Office of Fraternity and Sorority Relations will make every effort to inform chapters of the availability of such programs on campus throughout the year. Programs conducted as part of a judicial sanction are excluded. Programs should be conducted by a trained presenter.

Documentation: Letter or form signed by the presenter including the topic, date, location, length of program, and number of attendees.

★ *Co-Programming Idea*

_____ 10 points/fall quarter *Suggested Fall*
 _____ 10 points/winter or spring quarter *Suggested Winter*

3. **Additional Risk Management Educational Sessions** - 5 points will be awarded for each additional risk management-related program sponsored/attended with at least 50% attendance of the entire chapter, up to a maximum of 10 points per year. Programs conducted as part of a judicial sanction are excluded.

Documentation: Same as above

★ *Co-Programming Idea*

_____ 5 points Additional Event #1 *Suggested Spring*
 _____ 5 points Additional Event #2 (10 points maximum/year)

B. SAFE SOCIAL EVENTS – 40 POINTS

- Dry Events.** The chapter co-hosts, with at least one other Greek organization, at least one alcohol-free social function/exchange each quarter with at least 51% attendance from each chapter involved. (Examples of such functions include: movies, ice cream socials, game nights, sporting events, chapter dinners, etc.).

Documentation: Description of the event, including date, location and number of attendees per organization. Form must be signed by the presidents of the organizations co-hosting the event and their advisor.

★ *Co-Programming Idea*

_____ 10 points *Suggested Fall*
 _____ 10 points *Suggested Winter*

- Additional Dry Event** – 5 points will be awarded for an additional alcohol-free social function co-hosted with at least 51% attendance of the entire chapter, up to a maximum of 5 points per year.

Documentation: Same as above.

★ *Co-Programming Idea*

_____ 5 points *Suggested Spring*

- Event Notification Forms.** The chapter files the required Social Event Planning and Notification Forms for all events where alcoholic beverages are consumed and/or which require a noise permit on time (at least 14 days in advance.) The form must be signed by the president, social chair and advisor of each sponsoring or co-sponsoring organization, must be complete, and must be submitted on time.

Documentation: The Office of Fraternity and Sorority Relations will keep notification forms on file, with the date received, along with a list of any events for which the required form was not submitted.

_____ 5 points/fall quarter (all forms complete and on time)
 _____ 5 points/winter quarter (all forms complete and on time)
 _____ 5 points/spring quarter (all forms complete and on time)

C. MEMBER CONDUCT – 40 POINTS

- Chapter Code of Conduct** – Chapter has a written Code of Conduct or membership contract which includes member expectations regarding alcohol and drugs, hazing, fighting, and other risk management issues. The Code must be signed by every member each quarter and a copy of the University's policies on Alcohol and Other Drugs and Hazing shall be attached to each member's copy. It is also recommended that copies of the (inter)national organizations risk management policies also be attached, if applicable.

Documentation required – copy of the Code of Conduct with attachments and an affidavit

signed by all members indicating that they received and signed the Code of Conduct form. (In lieu of submitting the signatures of members, the advisor can submit a letter verifying that an affidavit has been signed by all members.)

_____ 20 points/year

A chapter must attain this standard in order to qualify as a Gold Laurel Chapter.

2. **Chapter Judicial/Standards Board** - The chapter has an internal discipline board or process that handles violations of the chapter's Code of Conduct. It is strongly recommended that an advisor be part of the process. It is also strongly recommended that the chapter utilize the intervention programs offered by the UCLA Office of Counseling and Psychological Services regarding alcohol/drug abuse, anger management, and civility.

*Documentation required – Copy of the chapter's judicial procedures and sanctioning guidelines or brief description of the chapter's process for internal discipline. Note: Records of chapter judicial actions shall **not** be required.*

_____ 20 points/year

D. COMPLIANCE WITH CAMPUS POLICIES – 80 POINTS

1. **Incentive for Compliance** - Chapters shall comply with the UCLA "Greek Guidelines" and Greek Council Social Event Management Guidelines. Each chapter shall receive 80 points, and 50 points shall be deducted for each major violation (hazing, alcohol at recruitment, new member or philanthropy events, widespread underage drinking at an event, drug sales or use at a chapter event or in a chapter facility, common source of alcohol at a chapter event, and having hard alcohol at a chapter event that is not held at a licensed establishment). 15 points shall be deducted for all other violations. (Note: The maximum total deductions for violations is 80).

A chapter with ANY major violation, as defined and determined through the Council and/or university judicial process, shall automatically be considered ineligible as a Gold or Silver Laurel Chapter.

Documentation required – Copies of administrative sanction letters or judicial board decisions.

_____ 80 points/year

E. FACILITY MANAGEMENT — 50 POINTS

Chapters are expected to maintain safe living environments and maintain them to standards appropriate for a residential community. *This section only applies to chapters that have chapter houses.*

- 1. Fire Inspections.** Residential chapters must be in compliance with all municipal fire codes. Twenty points will be deducted if the Los Angeles Fire Department notifies The Office of Fraternity and Sorority Relations that the chapter has failed both an initial inspection and a re-inspection.

Documentation required – Copy of the chapter’s most recent fire inspection report.

_____ 20 points/year

- 2. Fire Drills.** Residential chapters must conduct one fire drill per quarter.

Documentation required – Copy of the chapter’s evacuation procedures and a statement signed by the Risk Management Chair and Chapter Advisor indicating the date the fire drills were conducted.

_____ 5 points/fall quarter

_____ 5 points/winter quarter

_____ 5 points/spring quarter

- 3. Chapter House Appearance.** Residential chapters must pass all Chapter House Appearance Inspections conducted per the respective Greek council’s guidelines. *This section only applies to residential chapters.*

Documentation required – Copy of the chapter’s inspection reports.

_____ 15 points/year

POINT ELIGIBILITY:

*The following chapters will be eligible for **1000 points***

(National and housed):

<u>IFC</u>	<u>Panhellenic</u>
ΑΕΠ	ΑΔΠ
ΑΓΩ	ΑΕΦ
ΒΘΠ	ΑΦ
ΔΣΦ	ΧΩ
ΔΤΔ	ΔΔΔ
ΦΚΨ	ΔΓ
ΠΚΑ	ΓΦΒ
ΠΚΦ	ΚΑΘ
ΣΑΕ	ΚΔ
ΣΧ	ΚΚΓ
ΣΝ	ΠΒΦ
ΣΦΕ	
ΣΠ	
ΘΧ	
ΘΔΧ	
ΘΞ	
Triangle	
ZBT	

The following chapters will be eligible in a different point category

(Inter/national/regional and unhoused):

<u>IFC</u>	<u>Panhellenic</u>
ΔΚΕ	ΑΔΧ
	ΦΣΡ
<u>LGC</u>	<u>MIGC</u>
ΓΖΑ	ΑΕΩ
ΛΘΑ	ΑΓΑ
ΛΘΝ	ΔΛΦ
ΝΑΚ	ΚΨΕ
ΦΛΡ	ΣΑΖ
ΣΛΓ	ΤΘΠ
ΣΛΒ	ΖΦΡ
<u>NPHC</u>	<u>AGC</u>
ΑΚΑ	ΛΦΕ
ΑΦΑ	
ΔΣΘ	
ΚΑΨ	
ΣΓΡ	

The following chapters will be eligible in a different point category

(local and unhoused):

<u>AGC</u>	<u>MIGC</u>
ΧΑΔ	ΔΦΒ
ΩΣΤ	ΣΑΕΠ
ΘΚΦ	ΣΔΣ
	ΣΠΒ