



# Chapter Expectations, Awards, and Standards Review (C.E.A.S.R)

## Purpose Statement

The purpose of C.E.A.S.R. is to improve chapter management, the quality of the UT Arlington Greek Life Community and the undergraduate experience by establishing a comprehensive set of minimum chapter standards that the Greek Community, the Department of Greek Life & University Events, and the University expect each recognized chapter to maintain. Those chapters excelling in specific areas are rewarded, while those chapters falling short will be placed in an evaluation/review period and provided with recommendations, tools, and support to achieve the minimum requirements. This model seeks to provide chapters with continuous feedback and recommendations on how a chapter can enhance their members' experience.

All Greek organizations are required to complete the application packet by responding to each stated standard, and providing information about how the chapter approaches, meets or exceeds those standards.

The following categories will be evaluated:

Academics	Public Image
Recruitment & Retention	Member Education
Community Service/Philanthropy	Chapter Administration

YEAR 2006 (Spring '06, Summer '06 & Fall '06)

All information included in this application should be from activities during  
January 1, 2006 through December 31, 2006.

# Policies and Procedures

## DEADLINES AND PENALTIES

C.E.A.S.R. packets are due by 5pm on **January 26, 2007 for the entire 2006 submission**. This is REQUIRED FOR ALL GREEK LIFE ORGANIZATIONS in order to remain recognized by Greek Life. Failure to complete the complete C.E.A.S.R. packet will result in the chapter's immediate loss of recognition by UT Arlington Greek Life. With this please be aware of the following rule that can be found in the Student Organizations Handbook:

- All single-sex organizations/fraternities and sororities as recognized by Title IX criteria, and formed and operating not for professional or honorary purposes, must be a member of one of the four governing councils (IFC, MGC, NPHC, or PHC) and the UTA Greek Life Office to remain an active and registered UTA student organization.
- If an organization loses recognition by either entity (the corresponding governing council or the UTA Greek Life Office) for any reason, the organization will become inactive for the time period as determined by Greek Life and/or the governing council. Inactive organizations will not be allowed any privileges awarded to active student organizations provided by UTA. Once the specified time period has passed, an organization shall petition Greek Life and the appropriate governing council for re-admission and recognition provided university requirements are met through the Student Governance and Organizations Office.
- In the event an organization petitions Greek Life and the appropriate council and is denied admission or recognition, the organization may appeal the decision in writing within five class days to the Vice President for Student Affairs. The Vice President for Student Affairs will have the final decision on the organization's admission or recognition and registration.

This loss of recognition will be effective at the time the complete (fall and spring) CEASR packet is due and will end when the next years final (fall and spring) packet has been received and reviewed.

## PROCESS & SCORING

This program is designed so all chapters may achieve the highest rating level based upon their performance against the stated criteria. Chapters are not rated against each other. A rating will be determined based only upon the responses given. Chapters will receive awards once a year at the annual Greek awards reception in the spring after the completed C.E.A.S.R. packets have been scored.

After the Greek Life awards reception, chapters will receive a packet, which will contain their ratings and a summary or copy of the committee's comments and recommendations for improvement. This packet should be picked up by the chapter president; and any comments, concerns, or questions should be brought to the attention of the Greek Life staff.

The application review committee may be composed of UT Arlington faculty/staff (to include at least two (2) from the Division of Student Affairs), student representatives from each governing council, a (Inter) National Headquarters representative, and Greek alumni(ae). The committee will review all of the application packets and assign scores based upon the responses given. The scores from all of the committee members will be tabulated; and an average score will be determined, which will then determine an overall rating.

**Not Applicable Answers:** Organizations that answer N/A to a question will either receive an adjustment to the section and overall score or no point credit depending on the validity of the answer. For example, questions related to housing will only apply to chapters with campus housing; those without campus housing should list N/A and the total points in the section and overall will be adjusted accordingly. It is also strongly recommended those chapters listing N/A should also give a brief explanation and if appropriate, attach supporting documents (ex. N/A, no campus housing). Should an organization feel the need to respond "not applicable" to any other additional criteria, supporting documentation from the (Inter)National organization, regional director, and/or chapter advisor must be attached for verification in order to receive credit.

Rating	MINIMUM points required to receive rating and funds	Reward/Sanction *Effective at the time of award distribution until the final completed packet is submitted and scored.
Gold Star	309 and above	\$\$\$\$\$ & name on plaque
Silver Star	293 -308	\$\$\$ & name on plaque
Chapter in Good Standing	264-292	No sanction/no benefit
Chapter in Review (1 <sup>st</sup> year)	263 and below	1. One year probation, during this time, the chapter will be expected to work with the Greek Life Office, alumni, and (Inter)National Headquarters to achieve Good Standing Status
Chapter in Review (2 <sup>nd</sup> year)		1. Will appear in any publication material with the current status noted. 2. Will be required to meet with the respective council advisor from the Office of Greek Life once each month to plan, implement goals, tasks, projects, etc. to gain Good Standing Status <i>* Various requirements will be developed to aide the chapter in achieving good standing status. This may include attendance, programming, or limitations on events.</i>
Chapter in Review (3 <sup>rd</sup> year)		Chapters falling into this category will be subject to immediate loss of recognition by UTA Greek Life and to suspend all rights and privileges associated with organizations recognized by Greek Life for up to one calendar year.

Greek Awards will be presented to those chapters showing outstanding performance in the various categories and excellence in overall programming. The Greek Award recipients will be determined by the application review committee.

Section	Total Possible Points
Academics	70
Recruitment & Retention	60
Chapter Administration	55
Community Service/Philanthropy	40
Public Image	55
Member Education	45
Extra Points	20
<b>TOTAL POINTS POSSIBLE</b>	<b>345</b>

The Department of Greek Life & University Events retains a copy of the scoring packets, comments, and award recipients. A copy will be sent to each (Inter) National Headquarters and chapter advisor as well as given to the chapter after the Greek Awards presentation.

*UT Arlington Greek Life would like to recognize Delta Upsilon International Fraternity for the use of their Chapter Excellence Plan, which was used as a resource for the development and structure of this program. Additionally, other (Inter) National Organizations requirements, awards, and accreditation programs were utilized to create the criteria in this packet.*

## INSTRUCTIONS

Failure to follow the instructions will result in your packet not being accepted.

1. You will access the C.E.A.S.R. File through the website: <http://www.uta.edu/stuact/greek/forms/CEASR.doc> . You should save this file as a Microsoft Word Document.
2. You will answer the questions in the space provided on the packet. All answers **must** be typed in the spaces provided. In some cases, you may need more room; if so, please make the needed adjustments. Please be brief but thorough in your responses. No handwritten responses will be accepted.
3. If the item asks you to attach a document, do so and make note of the document in the response. Indicate on the document itself which expectation it covers. Failure to submit supporting documentation when asked will result in failure to receive points for the stated criteria. **All questions requiring documentation will be in BOLD.**
4. If a standard seems not to apply to your Chapter's programming, type "Not applicable," and explain why this standard is not applicable. Standards, which truly are applicable to your organization but are not addressed or are marked as "Not Applicable" and not explained and verified, will be scored against the total score. Supporting documentation from the National organization, regional director, and/or chapter advisor must be attached in order to be considered for credit.
5. **Please submit your COMPLETE application via e-mail AND hard copy (in a 2 - pocket folder without brads) to greeklife@uta.edu. Please do not submit an application in a three-ring binder, envelope, or bound.**
6. **Applications must be received by 5pm January 26, 2007 for the entire 2006 submission. NO LATE APPLICATIONS WILL BE ACCEPTED.**
7. If you would like to have a staff member review your packet prior to the deadline, we are pleased to do so. We will need at least 5 business days to review and make comments or suggestions on your application.

### WHAT YOU NEED TO GET STARTED

1. Get your Chapter Programs: New Member Education, Recruitment, Scholarship, Risk Management, etc.
2. Find a copy of your Chapter By-Laws, your Chapter or (Inter) National Code of Conduct, Constitution, etc.
3. Find examples of things your chapter has done in the last calendar year, such as Alumni/ae newsletters, brochures for recruitment, agendas from retreats, programs from banquets, etc.
4. Pull out a calendar from the previous calendar year to remind you of activities and events your chapter has sponsored.
5. Call your Alumni/ae Association to see what activities you have been involved in.
6. **REMEMBER THAT ALL COMMUNITY SERVICE/PHILANTHROPY FORMS HAVE TO BE TURNED IN BY DECEMBER 15<sup>TH</sup>, 2006.**
7. Contact your Chapter Advisor to see what files he/she can provide.

### WHO YOU NEED

*Different Chapter officers and committee chairs can complete different sections, so long as the packet comes back together in order. So, split it up! Here are some suggestions:*

Academics:	Scholarship and Standards Chairs
Recruitment & Retention:	Recruitment, VP, and President
Chapter Administration:	Social, Risk Management, and Standards Chairs, Treasurer, VP
Service/Philanthropy:	Philanthropy and Public Relations Chairs, and Secretary
Public Image:	Activities, Social, Alumni (ae) Relations, and PR Chairs, Secretary
Member Education:	New Member Educator, Development and Program Chairs

### HELPFUL HINTS

1. **START EARLY.** We recommend that the chapter exec board review and begin to complete the sections once a month as the year progresses.
2. Do not repeat the content of the expectation; just explain how your chapter addresses it.
3. Use brief phrases -- complete sentences are not necessary, but good grammar is.
4. Just answer the question or provide the requested information. Do not get philosophical!
5. Use lists whenever helpful.
6. You may add/delete lines and spaces wherever necessary to ensure information fits.
7. Do not create new programs just to meet application packet expectations. Assembling something quickly won't help your chapter in the future and won't reflect honestly on your chapter's current performance.

# ACADEMICS

## MINIMUM STANDARDS

(Maximum 5 points each with the exception of question 1 and 6)

1. The Chapter GPA must be at or above the All-University Average each semester (5 pts.) and the Chapter should not experience a decline in the chapter's cumulative between Spring and Fall Semesters (5 pts.).

Spring All University Average: \_\_\_\_\_ Spring Chapter Average: \_\_\_\_\_

Fall All University Average: \_\_\_\_\_ Fall Chapter Average: \_\_\_\_\_

2. The Chapter maintains a GPA requirement to vote at chapter meetings, hold chapter offices, to become a new member, remain in good standing with the chapter ( a GPA of 2.5+ will equal 5pts)

GPA to Vote: \_\_\_\_\_

GPA to Hold Chapter Offices: \_\_\_\_\_

GPA to Become a New Member: \_\_\_\_\_

GPA to remain in good standing: \_\_\_\_\_

\*Average GPA used in awarding points

3. The Chapter maintains a study area with designated study hours

Designated study area location(s): \_\_\_\_\_

Designated study hour(s): \_\_\_\_\_

Designated study day(s): \_\_\_\_\_

4. How are the above study hours accounted for/verified (ex. Sign-in sheet, monitored by a member, etc.)? \_\_\_\_\_

\_\_\_\_\_

5. The Chapter attends/provides academically related seminars/programs for all members. You are strongly encouraged to utilize UT Arlington faculty. List the academic programs your chapter provided during the past year with the date, topic, speaker, and approximate chapter attendance.

Program Title/Topic	Date	Speaker/Presenter (relation to University?)

6. The Chapter maintains a written scholarship/academic program. The written program should address members' academic needs in various areas including but not limited to: mentoring programs, tutors, monetary awards, required/recommended study hours, academic related seminars/speakers, recognition of outstanding performance, etc.

Based on your program, please type FIVE short term (next year) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.

Based on your program, please type FIVE long term (2-3 years) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.

Please attach your written academic plan for the chapter (this can include any awards and recognition programs your chapter facilitates). This is worth 5 points.

7. The overall new member GPA is above a 2.5. Please list the new member GPA for the spring and fall semesters.

a. Spring 2006 GPA: \_\_\_\_\_ Fall 2006 GPA: \_\_\_\_\_

8.  The Chapter utilizes an academic coach/advisor (faculty, staff, or alumni(ae) that helps create and implement the Chapter's academic program. To receive points, you must include a letter of verification from your academic coach.

Name of Academic Coach: \_\_\_\_\_

How does the chapter utilize him/her? What programs does he/she assist with or present? \_\_\_\_\_

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9. Chapters should strive to provide recognition to members for excellent academic performance. Please complete the chart below.

Type of recognition (money, certificate, gift card, candy bar, etc.)	Criteria	Awarded this semester? Yes/No	Recipient

10. Members (at least 20%) should be encouraged to apply for and/or accept membership into various scholastic honor societies including but not limited to: Gamma Sigma Alpha, Alpha Chi, Beta Gamma Sigma, Psi Chi, etc. Chapters should also consider aiding their members with funds for membership fees for these organizations. Please complete the chart below.

Member Name	Organization

11. Members (at least 20%) should be encouraged to apply for a variety of monetary scholarships that can be applied to cover the costs of college. Please complete the chart below.

Member Name	Scholarship Name/title the member applied for?

# RECRUITMENT and RETENTION

## MINIMUM STANDARDS

### IFC and PHC

(Maximum 5 points each with the exception of question 6 and 7)

1. Chapters should follow all of the recruitment rules of their (Inter)National organization, the University, and their Greek Governing Council.

Violation Please list the rule violated (ex. IFC Bylaw, Sec. 7.05 (a))	Date of violation	Sanction imposed

2. Chapters should have a Recruitment Chairperson and committee.

Duties of the chairperson: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duties of the committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.  Chapters should sponsor a training program(s)/workshop(s) on recruitment and retention throughout the semester. Complete the table below and attach any handouts, information, etc. distributed during the program(s)/workshop(s).

Date of program/workshop	Topic(s) covered	Who was in charge of the program/workshop?

4. Chapters should host a variety of events throughout the year with the purpose of recruitment, other than formal recruitment events. Please list the events you hosted this year that served this purpose.

Type of event	Date of event

5. Chapters should focus on retaining and motivating the membership. Please briefly explain how the chapter focuses on retention and motivation of the new and active members. Also, any marketing for recruiting should be included. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. Chapters should have a written recruitment program. This program should cover the policies and requirements for recruitment as well as guidelines for how to recruit new members and how the chapter recruits year round.

- Based on your program, please type FIVE short term (next year) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.
- Based on your program, please type FIVE long term (2-3 years) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.
- Please attach your written recruitment plan for the chapter. This is worth 5 points.

7. Chapters should recruit and retain a number of people equivalent to or exceeding the number of graduates, transfer, or those who resigned membership, etc, each year. This question is worth 15 points.

Number of Graduates each semester	
Semester	Number of Graduates
Spring	
Summer	
Fall	

Number of New Members	
Semester	# of New Members
Spring	
Fall	

Number of Active Members	
Semester	# of New Members
Spring	
Fall	

8. Chapters should initiate at least 80% of its new members, pledges/accepting membership.

>80%= 3pts      79%-70%= 2pts      69%-60%= 1pts      <60%= 0pts

Initiation Percentage	
A. Total Initiated	
B. Total Pledged/offer a Bid or were accepted into & participated in the Intake process	
Initiation Percentage = A/B x 100	

If retention is below 80% please explain why you believe the chapter did not retain and initiate the potential members and how the chapter is addressing the low retention rate. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# RECRUITMENT and RETENTION

## MINIMUM STANDARDS

### NPHC and MGC

(Maximum 5 points each with the exception of question 6 and 7)

1. Chapters should follow all of the rules of their (Inter)National organization, the University, and their Greek Governing Council.

Violation Please list the rule violated (ex. MGC/NPHC Bylaw, Sec. 7.05 (a))	Date of violation	Sanction imposed

2. Chapters complete and submit the NPHC/MGC Intake and Rush forms prior to any activities taking place to the UT Arlington Greek Life Office/Advisor of all Membership Intake procedures and/or events. **To be completed by UT Arlington Greek Life.**
3.  Chapters should sponsor a training program(s)/workshop(s) on how to recruit and retain new members throughout the semester. Complete the table below and attach any handouts, information, etc., distributed during the program(s)/workshop(s). Handouts must be attached for credit.

Date of program/workshop	Topic(s) covered	Who was in charge of the program/workshop?

4. Chapters should have an Intake/Rush Chairperson and committee.

Duties of the chairperson: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duties of the committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Chapters should focus on retaining and motivating the membership. Please briefly explain how the chapter focuses on retention and motivation of the new and active members. Also, any marketing for recruiting should be included. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Chapters should have a written recruitment program. This program should cover the policies and requirements for recruitment as well as guidelines for how to recruit new members and how the chapter recruits year round.

- Based on your program, please type FIVE short term (next year) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.
- Based on your program, please type FIVE long term (2-3 years) goals for improvement in this category, along with a detailed explanation of how you plan to reach these goals. Each goal is worth 1 point.
- Please attach your written recruitment plan for the chapter. This is worth 5 points.

7. Chapters should recruit and retain a number of people equivalent to or exceeding the number of graduates, transfer, or those who resigned membership, etc, each year. This question is worth 15 points.

Number of Graduates each semester	
Semester	Number of Graduates
Spring	
Summer	
Fall	

Number of New Members	
Semester	# of New Members
Spring	
Fall	

Number of Active Members	
Semester	# of New Members
Spring	
Fall	

8. Chapters should initiate at least 80% of its new members, pledges/accepting membership.

Initiation Percentage	
A. Total Initiated	
B. Total Pledged/offer a Bid or were accepted into & participated in the Intake process	
Initiation Percentage = $A/B \times 100$	

If retention is below 80% please explain why you believe the chapter did not retain and initiate the potential members and how the chapter is addressing the low retention rate. \_\_\_\_\_  
 \_\_\_\_\_

# CHAPTER ADMINISTRATION

## MINIMUM STANDARDS

(Maximum 5 points each with the exception of question 1)

1.  Chapters should provide a balanced social schedule, complementing personal development, while not interfering with members' academic, family, or job responsibilities. To receive 5 points, you must include a copy of your Master Calendar(s), to receive an additional 5 points your chapter events need to appear on the all Greek calendar linked to the Greek website. **THIS WILL BE AT THE DISCRETION OF THE GREEK ADVISOR**
2.  Chapters should follow all of the rules of their (Inter) National organization, the University, state and local laws pertaining to risk management and alcohol and drug use. Chapters should have in place and enforce a Risk Management Policy, Code of Conduct or Member Expectations, etc. You must attach a copy of the above policies in order to receive points.
3.  **THOSE WITH CAMPUS HOUSING:** Chapters should comply with all local fire codes and have a fire emergency plan that is practiced each semester. Please attach a copy of the fire emergency plan.
4. Chapters should provide the UTA Greek Life with timely reports. These records are kept by the UTA Greek Life Advisor. The reports include, but are not limited to: Chapter Rosters, Officer Updates, Philanthropy/Community Service Reports, Recruitment Information, etc. **THIS WILL BE AT THE DISCRETION OF THE GREEK ADVISOR**
5. Chapters should maintain and develop an accurate and up to date web page AND is linked with the UTA Greek Life web page.

Our website address is: \_\_\_\_\_

6. Chapter council delegates should attend the general council meetings and the president should attend the Chapter Presidents and Advisor Meetings consistently and not violate the respective council attendance bylaws. **THIS WILL BE AT THE DISCRETION OF THE GREEK ADVISOR**
7. Chapters should encourage members to apply for governing council (IFC, MGC, NPHC, or PHC) executive positions. Please list the members who have applied and/or have been nominated for positions and accepted/declined and or were elected/not-elected.

Member Name	Position	Accepted/elected to position?

8. The Chapter may not be found responsible or accept responsibility for violations of the University, Greek Life, or National Organization Alcohol/Risk Management Policy.

Violation Please list the rule violated (ex. Greek Alcohol Policy, Sec. 7.05 (a))	Date of Violation	Sanction

9. The Chapter hosts a minimum of one regular social event per semester that is alcohol free. This event may be co-hosted/sponsored with another organization. Examples may include mixers, dinners, brotherhoods/sisterhoods, etc.

Event Date	Event Name	Was it co-sponsored? If so with whom?	Event Location	Approximate Attendance	Would you do this event again?

10.  The chapter set and utilized a budget for the semester / year and this budget included detailed budgets for individual officers. The budget is approved by a chapter advisor and voted on by the chapter. Documentation needed: Documentation (this can be minutes from a meeting or an agenda) that shows that the budget was discussed and approved by the chapter.

# COMMUNITY SERVICE and PHILANTHROPY

## MINIMUM STANDARDS

(Maximum 5 points on each question)

1. Chapters should have goals for their participation in community service/philanthropy events. An example of a goal would be: 100% of the chapter will participate in our annual philanthropy event by contributing 5 hours of work to a specific committee. These are goals that you can prove you have attained.

Please list these goals/plans:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

2. Chapters should have an officer whose primary responsibility and focus is community service and philanthropy.

Officer Title: \_\_\_\_\_

Additional officer(s) or chair(s) working directly with Community Service/Philanthropy: \_\_\_\_\_

Basic Job Description of primary officer: \_\_\_\_\_

3. Chapter should raise funds for non-profit agencies or beneficiaries. Scores are determined by comparing this year's total of funds raised to last year's total. Any increase will receive full points.

The review committee will refer to the submitted Community Service/Philanthropic Forms to determine points. Chapters DO NOT need to submit this information again.

4. Chapter should complete community service hours and donate goods to non-profit agencies or beneficiaries. Scores are determined by comparing this year's total of funds raised to last year's total. Any increase will receive full points.

The review committee will refer to the submitted Community Service/Philanthropic Forms to determine points. Chapters DO NOT need to submit this information again.

5. Chapters should work with other student organizations to promote community service/philanthropy, including participation in All-Greek or Multi-Greek events. (ex. Fraternity/Sorority Events, Greek Days/Week, Council projects, EX.C.E.L. events, UTA Volunteers, other student org. events)

Event Date	Event Name	Sponsored By?	Event Location	Approximate Attendance

6.  The Chapter promotes community service/philanthropic events to parents, alumni, non-Greek organizations, the University and surrounding community. Please attach supporting documentation for credit.

Event	Promotional medias used

7. The chapter raises and donates a total of funds exceeding \$100 per member that are donated to one or multiple beneficiaries OR completes in excess of 30 hours of community service per member to one or various agencies.  
 The review committee will refer to the submitted Community Service/Philanthropic Forms to determine points. Chapters DO NOT need to submit this information again.
8. The chapter has selected a primary beneficiary for philanthropic and community service activities. Please list the agency and contact information of the primary beneficiary.

Primary Beneficiary/Agency: \_\_\_\_\_  
 Contact Name/Information: \_\_\_\_\_



3. Chapters should maintain a good working relationship with alumnae/graduate chapter and members. How does your chapter achieve this? What is the current state of the relationship between the undergraduate and alumnae/graduate chapter? How can this relationship be improved? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.  Chapters should coordinate events or programs that include parents/family of members at least once per year. Events may include Parents Weekend/Day, Banquets, Award Receptions, Semester Newsletters/Email updates, etc. Please attach any examples of newsletters/emails to get full credit.

Event	Date

5.  Chapters should send press releases to the UTA Public Affairs Office, Area newspapers, TV stations and UTA Shorthorn regarding positive activities and events. Please attach a copy of the press release in order to receive points.

Did your chapter send any press releases about events? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, you must include a copy of the release for credit. This can be an article or picture from a newspaper/magazine.

6. Chapter members should attend general Leadership Conferences, (Inter) National and/or Regional Conferences or institutes for their respective organizations or Greek Life. Ex.: Power of Purpose, Men of Principle, Horizons, Conventions, Regional Meetings, SGLC, UIFI, AFA, UTA Leadership Retreat, Leadershape, TLC, etc.

Name of individual who attended	Conference/Institute	Date

7. Chapters should attend and participate in University and Greek Life events.

University Event	Date of Event	Approx. Chapter Attendance
Spring Greek 101	2/12/2006	
Blue and White Bash – Homecoming Week Kickoff	2/17/2006	
Pre Greek Week UTA Basketball Games	2/25 and 3/1	
Greek Week Kickoff	3/20/2006	
Greek Week – Fit and Fun Day	3/23/2006	
Greek Awards	4/1/2006	
Last Blast – Bowling for Soup Concert	5/4/2006	
National Hazing Prevention Speaker	9/25/2006	
Fall Greek 101	10/1/2006	
Greek Town Hall Meetings	10/3 and 10/4	
Bed Races	10/5/2006	
Academic Integrity Week Kickoff/Speaker	10/9/2006	
Parents Weekend Events	10/28/2006	

8. Chapters and chapter members should be encouraged to apply for and be nominated for various awards/honors.

Ex.: Greek Awards, Student Leader Awards, awards/honors available through your (Inter)National Organization, other organizations, UTA. Below, please list any awards you have applied for or received.

Award/honor applied for or received	Received/Did not receive/Have not been notified	This award consists of (ex. money, certificate, plaque, scholarship.)	Date of Application

9.  Chapters should be involved with, contribute to, or publish an alumni/alumnae or collegiate newsletter once a semester. Please include a copy of the newsletter and or submission in order to receive credit.

10.  Chapters should submit articles/information to their (Inter) National Fraternity/Sorority Magazine or area newspaper or other publication. Please include a copy of the submission.

11.  Chapters should have a Public Relations officer who is responsible for notifying area media, campus, alumnae, surrounding community, etc. of chapter events, programs, achievements, general promotion of the chapter. Please list and if possible, include copies of any promotional materials created and distributed by this officer for the above purposes.

_____	_____	_____
_____	_____	_____
_____	_____	_____

# MEMBER EDUCATION

## MINIMUM STANDARDS

(Maximum 5 points on each question except for question 4)

- Chapters should instruct members on the (Inter) National and University policies, the State of Texas laws regarding hazing, and encourage attendance at various risk management (alcohol, hazing, safe dating, STD's, etc), sessions sponsored by the organization, Greek Life, or other departments on campus attend/provide programming on different areas of risk management at least once per semester. Various areas of Risk management should be addressed within the chapter at least two (2) times per semester.

Date of session/program	Approximate Attendance and Who? New Members and/or Active Members	Who was in charge of this session/program?

- Chapters should initiate members within a reasonable amount of time after the date the new member or intake program begins.

<b>Recommended Length of New Member Program according to Nationals (if applicable):</b>
Date Program Began:
Date Program Ended:
Date Initiated:
Total Length of Program in Weeks:

- Incoming officers should be trained. Officer training should be a full/partial day(s) during which time incoming and outgoing officers meet to review job duties and responsibilities as well as allow the incoming officers to begin planning for future event, discuss expectations, etc. Please include the agenda distributed during training in order to receive credit.

Training Date	Officers Included

- The New Member program should be outlined, informative, cover a variety of areas, and be presented in a written format that is distributed to the new members. Committee members will score the program on its effectiveness of addressing a variety of areas including: scholarship, history of the organization, policy and procedures, financial expectations, purpose, etc. Please include a copy of the New Member Program. This question is worth 15 points.

- Chapters should make sure council delegates are informed on chapter business and positions as well as provide opportunities for the council delegates to discuss and review items discussed in council meetings and ensure strong communication between the chapter, delegates, and council. Briefly describe how the chapter achieves this expectation. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Chapters should educate the membership on the importance of the governing council (IFC, MGC, NPHC, or PHC). How does the chapter stress the importance of and educate the membership on the role and responsibility of the governing council? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Chapters should be influential in helping to direct the future of their respective councils. How does your chapter feel they will be an influential force in helping to strengthen your respective council? What changes and goals would your chapter like to see implemented into your council in the upcoming year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Questions and Comments

(Maximum 5 points on each question)

1. Please list any additional programs, events, honors, awards, etc. that you feel your chapter deserves recognition for that you did not include in the previous information.

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2. Please list one or more question(s)/expectations you did not feel was applicable or needed and why. Please list at least one question or expectation you believe should be included in the packet.

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3. How do you like the new C.E.A.S.R.?

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4. Did your chapter receive C.E.A.S.R. funds for your 2005 submission (either by receiving Gold or Silver Status) and if so how did you use those funds?

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