The Chapter Success Plan due February 28th will be accessing Spring 2013 and Fall 2013 information

General topics to be reviewed by Chapter Success Plan:

- Values and Identity Checklist
- Alumnae and Nationals Relations
- Internal Operations/Chapter Foundations
- External Operations
- Greek Unity
- Campus and Public Relations
- Community Service and Philanthropy
- New Member Education
- Member Education
- Scholarship
- Fraternity & Sorority Life Requirements
- Housing Standards (optional)

Scoring:

Less than 50% of available points = social probation

Less than or equal to 65% but more than 50% of available points = Acceptable

Less than or equal to 85% but more than 65% of available points = Meets Expectations

100% to 85% of points = Exceeds expectations

If a chapter turns in all components of the Chapter Success Plan in its entirety, there will be no way for that chapter to receive less than 50% of the points (i.e. will not get social probation).

If you have any questions please feel free to contact Helen Mellas at 815-753-0483 or hmellas1@niu.edu.
Chapter Success Plan Checklist
Student Involvement & Leadership Development
Campus Life Building, Room 150
815-753-1421

Values and Identity Checklist
This section will evaluate the core elements that make your chapter unique in terms of history, legacy and vision. We are looking for the following items:

- Brief history of the founding at NIU including date
- Brief history of national founding including date
- Mission Statement
  - What is the purpose or vision of your organization?
- Public mottos, creeds, ideas, etc.
- Detailed description and images of your organizations colors, symbols, mascot, flowers, philanthropies, etc. (one point for each item included with a maximum of 5 points)

Alumnae and Nationals Relations
This section will evaluate your organization’s ability and willingness to communicate and create a relationship with alumnae and national headquarters.

- Elected Officer who handles alumnae relations (does not have to be his/her only task)
- Elected Officer who communicates with nationals (does not have to be his/her only task)
- At least one (1) alumnae newsletter per semester
  - please include a copy of said newsletter
- At least one event for alumnae or where alumnae are formally invited
  - please include the invitation and description of the event
- Communicates with National’s regularly
  - include emails, invitations, national newsletters in which your chapter was featured (pictures or complete articles)

Internal Operations/Chapter Foundations
This section evaluates the fundamentals of running an organization and whether your chapter has those foundational elements to run a successful chapter.

- Chapter has an executive board
  - include list of representatives and titles for each semester
- Chapter has bylaws and/or Constitution
  - include copy of each, also note if it has been approved by National’s
- Training provided for Executive Board members
  - include date of training and explanation of the process for training new Executive Board members
- Chapter has an officer who handles and coordinates the executive board training
- Chapter has an officer in charge of chapter finances
  - include name of officer(s) and job description(s)
- Chapter has a formal system to collect chapter finances; explain system
External Operations
This section evaluates the policies in place that allow a chapter to publically run an organization and maintain the safety and image of the chapter.

- Chapter has a Code of Conduct or Standards for members to follow; include a copy
- Chapter has an officer in charge of monitoring members following these standards and updating as appropriate
  - include name of member, title and job description
- Chapter has a risk management policy
  - include copy
- Chapter has an officer in charge of enforcing risk management and updating as appropriate
  - include name of member, title and job description
- Chapter has an anti-hazing policy
  - include a copy
- Chapter has a crisis management plan
  - include a copy
- Chapter has a recruitment plan
  - include a copy

Greek Unity
This section evaluates your chapter’s dedication and willingness to create and encourage unity among all organizations within Fraternity and Sorority Life.

- Co-sponsor or attend an event with a National Panhellenic Council Chapter
  - include members who attended and what event your chapter went to, and a few comments on the event
- Co-sponsor or attend an event with a United Greek Council Chapter
  - include members who attended and what event your chapter went to, and a few comments on the event
- Co-sponsor or attend an event with a Interfraternity Council Chapter
  - include members who attended and what event your chapter went to, and a few comments on the event
- Co-sponsor or attend an event with a Panhellenic Council Chapter
  - include members who attended and what event your chapter went to, and a few comments on the event
- Each chapter MUST co-sponsor an event with another Greek organization
  - this can include an event within Greek Week
- Chapter attends or participates in Unity Stroll
  - include members who attended
- Chapter participates in Greek Week (March 31st- April 7th)
  - include members who attended, what events your chapter went to, and a few comments on the event(s)
Campus and Public Relations
This section evaluates your chapter’s relationship with the NIU community and our community as a whole.

- Officer who promotes co-curricular activities among members; does not need to be his/her sole job
  - include member, title, job description, and how that member achieved that goal
- Officer who works with the community; does not need to be their sole job
  - include member, title, job description, and how that member achieved that goal
- Officer handles public relations; does not have to be their sole job
  - include member, title, job description, and how that member achieved that goal
- Communicates with NIU and community as a whole
  - include Facebook, Twitter, newspaper, etc. methods in reaching out to the community
- Host a chapter member family night/day/event
  - include invitation, number of people attended and description
- Chapter participates in at least two (2) campus sponsored event
  - include members who attended, description of event, and a few comments from those who attended
- Chapter participates in at least one (1) NIU leadership on campus event
  - include members who attended, description of event, and a few comments from those who attended
- At least 50% of chapter members are involved in other campus activities
  - please include each member and what other organization, club, etc. they belong to on campus
- Chapter sponsors an event that enhances the relationship with the NIU community
  - include invitation/flyers, methods used to advertise, number in attendance (member and nonmember) and how this event enhanced NIU’s campus and community
- Chapter co-sponsors an event with a non-greek group on campus
  - include invitation/flyers, methods used to advertise, number in attendance (member and nonmember) and how this event enhanced NIU’s campus and community
- Chapter has a faculty advisor who is involved with the group for at least one (1) event per semester
  - include faculty advisor, their contact information, and what events that assisted with and how they assisted your organization
Community Service and Philanthropy
This section evaluates your chapter’s dedication to philanthropy and community service.

- Chapter has an officer that handles community service, meaning they communicate opportunities to chapter members and facilitate chapter community service events
  - o include member, title, job description, and how the Chapter achieved these goals
- Description of how your chapter has supported their philanthropy each semester
  - o include any relevant information such as money raised, hours served, total items collected, etc.
- Host or attend at least four (4) philanthropic events per year
- Attend at least one (1) non-greek philanthropy event each year
  - o include members who attended and what event your chapter went to, and a few comments on the event
- Attend or host at least three (3) Greek philanthropies per year
  - o include members who attended and what event your chapter went to, and a few comments on the event
- Members must each complete five (5) hours of community service per semester
  - o provide a list of total number of members, place of service, and total number of hours served for each semester
- Chapter reflects after attending philanthropic events
  - o include event or time when you reflected after each event attended and a small writing on said reflection

New Member Education
This section evaluates how well your chapter acclimates and educates your new members on your members, your chapter, important issues and the NIU community.

- Chapter has an elected officer who handles the education of new members
  - o include name, title, job description, and how they achieved this goal
- Chapter has a new member education program
  - o include program
- Chapter follows the new member program
  - o include schedule of new member meetings and examples of presentations given at these meetings
- Chapter educates new members on NIU and FSL policies, helpful people, etc.
  - o include presentation of said information (PowerPoint, handout, etc.)
- Education new members on alcohol and drug abuse
  - o include presentation of said information (PowerPoint, handout, etc.)
- Education new members on sexual assault and harassment
  - o include presentation of said information (PowerPoint, handout, etc.)
- Education new members on values, goals, etc. of your chapter
  - o include presentation of said information (PowerPoint, handout, etc.)
Member Education
This section evaluates how well your chapter educates your members on your chapter, important issues, and the NIU community.

- Chapter has an officer who handles membership education
  - include name, title, job description, and how they achieved this goal
- Chapter sponsors a campus wide educational program that 65% of the chapter attends
  - include description of the event, who attended, advertisement for the event to the community as a whole
- Provide educational programming on diversity to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on NIU policies to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on council policies to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on drug/alcohol abuse to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on sexual assault and harassment to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on risk management to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on hazing, prevention and reporting of hazing to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held
• Provide educational programming on values and goals of your chapter to the entire chapter
  o include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation
  {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
• Chapter holds two (2) events without alcohol that focus on unity and community within your organization
  o include those in attendance, event, and task that promoted unity and community
• Chapter has an officer who serves as a liaison to other Greek organizations
  o include member, title, job description, and how they achieved this goal
• Chapter attends bystander education
  o include members in attendance and a few comments on the event

Scholarship
This section evaluates your chapter’s dedication to academic excellence and achievement.
• Chapter has an officer who handles scholarship
  o include member, title, job description, and how they achieved this goal
• Chapter has a scholarship program that offers incentives for academic achievements and restrictions when academic standards are not met
  o include program and how incentives and restrictions are handled
• Chapter offers academic workshops for its members
  o include workshop attended by members (these can be run by your chapter or other NIU organizations)
• Chapter has new member academic programming to encourage academic success for its new members, and aids them when they need help
  o include programming and outlets for assistance
• Chapter sets and evaluates scholarship goals each semester
  o include each semester’s goals and plan for attaining these goals
• Chapter requires that all officers have a minimum of 2.5 GPA
  o include all officers and their GPAs
• Chapter requires that all members have a minimum of 2.0 GPA
  o include all member GPAs
• Chapter has an overall GPA of 2.0 or higher
  o include chapter GPA
• Faculty advisor meets with all members who have a GPA under 2.5 each semester
Fraternity and Sorority Life Requirements
This section evaluates whether your chapter returned all the required forms to FSL in a timely manner. You do not need to provide any of this information within your returned Chapter Success Plan; Fraternity & Sorority Life has all of this information previously documented.

- Intake Notification on time
- Returned a complete member list at the beginning of each semester
- Kept an up to date member list by submitting addition and withdrawal forms as necessary
- Returned a relationship statement to the Fraternity & Sorority Life office in Fall 2013
- Attended all other required meeting per Fraternity & Sorority Life
- Followed social event policy (Four points possible one point deducted for each violation of the policy)

Housing Standards
This section is only required for those chapters who would like their house to be included as an exemption to the sophomore housing requirement which will begin Fall 2015. If you do not complete this portion your members cannot stay in chapter houses their sophomore year.

- Lease on file at Student Involvement and Leadership Development Office
  - provide chapter house lease
- Attend mandatory housing meeting
- Finances are up to date on house/apartment
  - include letter from landlord or owner stating this
- Yearly maintenance scheduled
  - letter from someone who ensured no serious maintenance needs to be done
- Chapter has a cooking/food plan
  - include plan
- Chapter has a cleaning plan
  - include plan
- Chapter has a house monitor
  - include name, title, job description and contact information
- Chapter has house rules
  - include all rules
- Chapter has quiet hours
  - include quiet hours
- Chapter has a risk management inspection by the fire marshal every semester
  - include letter from fire marshal that everything has been properly inspected/ok’d
- Chapter has no violations of the campus social policy on record