

# STANDARDS PROGRAM FOR FRATERNITIES & SORORITIES



LETTERS TODAY,  
LEADERS  
TOMORROW:  
CHARACTER  
SCHOLARSHIP  
CULTURE  
SERVICE

The purpose of this packet is to provide an inclusive summary of the Standards for fraternities and sororities at Mansfield University. This packet includes a brief summary of each standard, summary checklists regarding forms and due dates, and blank report forms for all information to be submitted to the Office of Greek Life. This packet is designed to help student leaders prepare and report progress on all standards for fraternities and sororities.

# Mansfield University Standards Program for Fraternities & Sororities

## **Mission Statement:**

The Mansfield University Greek Community strives to promote standards of excellence through Leadership and Service opportunities. We will provide a quality of life that ensures a safe undergraduate fraternal experience and enhances student development through active advising of student leaders. We will provide enrichment for academics, social interaction, and service while embracing Diversity and the values of each organization. The Mansfield University Greek Community is committed to lifelong membership while empowering brotherhood and sisterhood in collaboration with the standards set by our educational institution.

## **Our Greek Community Shared Principles and Standards**

### **I. Alumni/Graduate Chapter Relations**

**A.** The University believes that an active and involved chapter advisor is a critical ingredient to a successful chapter. Because of this, each chapter shall have a chapter advisor who either lives or works in the Mansfield area, and who has the support of the Inter/national organization. This chapter advisor should remain close to the daily operations of the fraternity/sorority, and be of support and assistance to chapter officers and serve as a liaison between the fraternity/sorority and the University.

**B.** Chapter alumni and graduate chapters can play a positive role in the life of the chapter and its members. Too often, chapters do not provide opportunities for alumni members to be involved in chapter activities nor do they keep alumni informed about chapter life and events. Chapters will be asked to publish annually (electronic, or paper) an alumni newsletter, or host a minimum of one program that involves alumni or graduate members. The University will assist in identifying addresses of alumni if needed.

## **Notes:**

- ✓ Submit and maintain up to date contact information for chapter advisors using the Office Chapter Advisor Roster forms. Forms should be submitted no later than September 1st each year. Forms can be downloaded from the Department website.
- ✓ File with the Office of Fraternity and Sorority Life, a copy of your alumni newsletter, or fill out a program evaluation form on the alumni event hosted by the chapter. The newsletters or program must be on file, no later than May 1st of each year.

## **II. Campus Leadership and Involvement**

**A.** A fraternity/sorority chapter's image is formed greatly by its participation in campus activities. Being involved in campus activities that are not just strictly Greek-letter organization sponsored events is imperative to our image on campus. By being involved, we can build a more positive image of the Greek community. Each chapter is asked to participate in the following activities each year to accomplish this goal: (standards are grandfathered in each year until highest percentage is reached)

**1.** 100% of the chapter must cumulatively attend two all-campus events annually, preferably one each semester. Any event requiring participation of chapters to meet council obligations are excluded. Examples of all-campus events include Welcome Week or Homecoming Activities, the Big Event, etc. Organization meetings or events primarily sponsored by chapters or councils do not fulfill this standard.

**2.** 70% of the chapter membership must participate in one organization outside of their Greek-letter organization. Examples include, but are not limited to registered student organizations, orientation leaders, University Ambassadors, Peer Mentors, or Resident Advisors. Chapters may also report members serving in leadership roles, for distinction only.

**B.** It is imperative that chapters become invested with the larger campus community. Of particular importance is developing relationships with faculty and staff. Toward this end, all Greek organizations are required to have an involved faculty/staff advisor. The faculty/staff advisor must be employed by Mansfield University, but does not need to be an alumnus or alumna of any fraternity/sorority. The faculty/staff advisor will be responsible for assisting the organization in educational programming, room reservations, and scholastic advisement as well as maintaining a healthy relationship between the fraternity/sorority and the University.

**C.** Chapters may choose to host events open to the campus that do not fall under philanthropic or educational programs because they are social in nature. Those programs may be submitted under this category, for distinction only. Examples include talent shows, holiday events, pageants, dinners for invited guests, etc.

### **Notes:**

- ✓ File with the Office of Fraternity and Sorority Life, a copy of a program evaluation form no later than two weeks after each event attended and by May 1st each year.
- ✓ File with the Office of Fraternity and Sorority Life, a member activity list by December 1st and May 1st each semester.
- ✓ Submit and maintain up to date contact information for chapter advisors using the Office Chapter Advisor Roster forms. Forms should be submitted no later than September 1st of each year. Forms can be downloaded from the Department website.

### III. Council Involvement

The University believes that chapters are successful when they collaborate with their Inter/national organizations and become active participants in the respective campus governing body. Because of this belief, all chapters must:

- A. Be recognized by a governing council and maintain good standing:
  - 1. NPC groups must be recognized by the Panhellenic Association.
  - 2. NIC groups must be recognized by the Interfraternity Council.
  - 3. (In Progress) NPHC groups must be recognized by the NPHC of Mansfield University.
  - 4. (In Progress) Membership to the Collaborative Greek Council is open to all fraternities and sororities regardless of national affiliation, should the local organization meet the council requirements for membership.
- B. Have 100% of the chapter cumulatively participate in a minimum of four events, one with each council and/or chapter from each council. Events can be attended or co-sponsored. Events involving alcohol or recruitment/intake do not qualify.

#### Notes:

- ✓ Councils will provide information to document
- ✓ File with the Office of Fraternity and Sorority Life, a copy of a program evaluation form no later than two weeks after and before May 1st each event attended or co-sponsored.

### IV. Educational Programming

To enhance the individual and personal development of members, each chapter, with the assistance of their alumni and Inter/national organization, will be asked to engage in at least two programs/workshops a semester (four total). The chapter shall elect which program or programs would best meet its particular needs by integrating their values, missions and standards throughout their chapter programming structure.

The chapter shall submit an evaluation of each program no later than two weeks after each workshop. Programs may occur during chapter meetings or be open to the campus. If a chapter co-sponsors an educational program with another chapter, that program may be eligible to cover both educational programming and council involvement standards, thus allowing chapters to collaborate and not create duplicate programming requirements. Programs planned and implemented by the chapter or co-sponsored with another chapter, should have 50% of the chapter membership present to qualify. Listed below are ideas on programs that each chapter may host:

- Academic integrity
- Academic success
- Alcohol awareness
- Career development
- Communication
- Confronting problem drinking
- Diversity
- Drinking and driving
- Eating disorders
- Ethical decision-making
- Leadership development
- Male/Female Relationships
- Personal achievement
- Personal responsibility
- Sexism, racism, etc.
- Sexual assault
- Social justice
- Stress management
- Study skills
- Time management
- Values clarification

## Notes:

- ✓ After each program has been completed, the fraternity/sorority will be responsible for filling out a program evaluation form. Three program evaluation forms are due no later than December 1st, and the remaining three are due no later than May 1st of each academic year.

## V. Financial Management

Poor financial management of a chapter is likely to have negative effects on overall chapter management. Through discipline, consistent bookkeeping, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security.

**A.** A sound budget and proper implementation of the budget will allow a fraternity/sorority to cover daily business, intake/recruitment, social activities, housing, and dues with little hassle. If one has a plan and is prepared, the frustrating, time-consuming financial workings of the organization can be easily dealt with, and outstanding debts and financial trouble can be avoided. Every chapter is asked to prepare a chapter budget each semester that is approved by their chapter advisor, and to evaluate their budget/financial management at the end of the academic year.

**B.** Chapters are asked to maintain good financial standing with their respective council, the university, and housing agencies if applicable, by paying dues and bills in a timely manner. Any substantial debts to these organizations should be dealt with immediately.

## Notes:

- ✓ By September 15th, submit documentation that the chapter has prepared a budget, presented it to the general body and that the said budget has been approved by the chapter advisor, including his/her signature.
- ✓ A final, end of the year report must be completed, evaluating the chapter's successes and challenges in managing their finances. A template will be provided, should be signed by the chapter advisor, and will be due to the Office of Fraternity and Sorority Life no later than May 31st.
- ✓ By September 15th, chapters seeking assistance with budget development/ chapter finance matters may submit a projected budget signed by the chapter advisor, president, and treasurer must be prepared for the Office of Fraternity and Sorority Life. This projected budget can simply be a graph or chart of a rough estimate of where funds will go during the course of the year. Budget contents should be grouped by category (i.e. recruitment/intake, housing, philanthropy, social, etc). There is no need to itemize expenses or detail vendors.
- ✓ A mid-year report of the budget is due February 15th.
- ✓ A final, end-of-the-year report of the actual budget and fund distribution, and completed budget evaluation will be due to the Office of Fraternity and Sorority Life no later than May 31st.

## VI. Leadership Training

One of the primary goals of the fraternity and sorority community is to further the development of leadership skills and abilities within their members. One means to that end is the fostering of leadership potential within members throughout all stages of their academic experience. Highly educated and responsible leaders will set an example through their efforts.

- A. Leadership Development within your organization
  - 1. Officer Transitions – plan a retreat/meeting time for newly elected officers to be properly transitioned by outgoing officers. Chapter Advisor, Graduate Chapter, or National/Regional Consultant should be present.
  - 2. At least one person from your chapter should attend a leadership program and/or business meeting sponsored by your national/regional organization
  - 3. The executive board of each chapter should prepare goals that move the chapter towards excellence as defined by their organization standards and that satisfy all areas of the Standards Program
- B. Leadership development via Fraternity and Sorority Life and other campus resources
  - 1. Chapter President attends the Office of Fraternity and Sorority Life’s Leaders Retreat
  - 2. Encourage membership to take advantage of the Leadership Development workshops coordinated by the Office of Fraternity and Sorority Life and other campus Departments.
  - 3. Nominate qualifying members for Order of Omega
  - 4. Encourage membership to take advantage of other leadership training opportunities offered by the campus or fraternal community such as UIFI, Leader Shape, AFLV, NGLC, etc.

**Notes:**

- ✓ File with the Office of Fraternity and Sorority Life, a copy of a program evaluation form for A.1. and A.2., no later than two weeks after each event held/attended and by May 1st. summer events must be submitted September 1st.
- ✓ File with the Office of Fraternity and Sorority Life, a copy of the executive board goals no later than two weeks after the first day of classes each semester (September 1st and February 1st). The second semester of the executive board term should include progress toward the first semester goals as well as any additional goals for the term.
- ✓ **Attendance will be taken at the presidents’ retreat**
- ✓ A program evaluation form can be submitted to document attendance at an LD workshops, or other leadership opportunity, for distinction only

## VII. Membership

- A.** The process of selecting and educating new members is essential to the positive development of chapters. Hazing, as defined by the Mansfield University Code of Student Conduct, is totally unacceptable. The new member education/intake program must be conducive to the strong academic performance of every new member, help educate the new member on fraternity/sorority history, and be in compliance with the national policy. Mansfield University has developed membership procedures toward this goal.
- B.** Keeping up to date records of active members is essential to the business of the chapters, councils, and the university. The assessment of council dues, grade reports, and compilation of statistics all depend upon accurate chapter rosters. To this end, chapters must maintain an up to date membership roster with the Office of Fraternity and Sorority Life.
- C.** Brotherhood/Sisterhood events are critical elements of healthy membership. Chapters should take care to develop events that exist for the sole purpose of members spending quality time with other members. Both formal and informal interaction is appropriate. This would include chapter intramural teams, chapter retreats, movie night, or bowling, etc. The intention of this standard is for chapters to create intentionally two events a semester, outside of chapter meetings, that are either for members only or members and their families, with a majority of the membership participating.
- D.** In addition to selecting new members, a chapter must retain its membership. There are two critical periods of membership during which chapters are likely to lose members, the new member period, and the senior year. Chapters would be greatly served by developing retention efforts targeted at its membership during those times. Chapters could also focus on how to prepare graduating members for active roles in Graduate or Alumni Chapters. In short, retention efforts should address how the chapter maintains relevance to its members during all stages of lifelong membership.

### Notes:

- ✓ Comply with the Office of Fraternity and Sorority Life's procedures for membership selection. Two versions of the procedures exist. One version applies to chapters that conduct their membership process via recruitment, the other to those who conduct intake. Copies of the procedures are available online. Any cases handled by student conduct that deal with the treatment of new members or aspirants will reflect the chapter's success in this category, in addition to direct violations of the procedures.
- ✓ Submit and maintain an up to date membership roster with the Office. New members must be added in accordance with the Membership Guidelines timeframe. All members to be removed from the roster must be submitted to the Office of Fraternity and Sorority Life on the appropriate form no later than November 15th and April 15th each year. Members may only be added or removed using the Office Membership Roster Addition and Membership Roster Change of Status Forms or the Verification of Aspirants, Verification of New Members, and Verification of Recruitment Rounds Forms located on the MU Greek Life website.
- ✓ Submit to the Office of Fraternity and Sorority Life, a program evaluation form for any brotherhood/sisterhood events held. Forms must be submitted within two weeks of the event and by December 1st and May 1st of each semester. Semester-long events, such as intramural or step teams, only need to be submitted once.
- ✓ Submit to the Office of Fraternity and Sorority Life, a written retention plan for maintaining relevance to members throughout their lifelong affiliation. Plans are due by September 1st each year. Revised plans may be submitted by February 1st.

## **VIII. Risk Management**

- A.** All fraternities and sororities shall comply with the risk management policies as set forth by their Inter/national organization.
- B.** As registered student organizations, chapters are subject to the Code of Student Conduct.
- C.** The Office of Fraternity and Sorority Life will coordinate a minimum of one seminar on risk management each semester in conjunction with each governing council. Sessions will be designed to educate attendees on the duties of the chapter to manage social events, the intake of new members, the obligation of residents of on-campus facilities, and the consequences that chapters face when found responsible for violating the code of student conduct.
- 1.** The Office of Fraternity and Sorority Life will conduct seminars in the Fall semester, and the governing Councils will conduct seminars, jointly, in the spring.

### **Note:**

- ✓ Each fraternity and sorority will be responsible for delivering their Inter/national organizations risk management policy to the Office of Fraternity and Sorority Life on or before September 1st of the academic year.
- ✓ Chapters found responsible for violating the Code of Student Conduct, will see a reflection of that violation in the assessment of this standard.
- ✓ Attendance will be taken at the risk management meetings.



## IX. Scholarship/Academics

Fraternity and sorority organizations espouse their concern for the academic success and progress of individual members. The University expects that its students will pursue academic achievement as their highest priority. Organizations positively affect intellectual development and should demonstrate this shared principle by assisting the performance of its members. Each fraternity and sorority shall have:

### 1. A scholarship chairman

**A.** Established an academic advisor (The chapter faculty/staff advisor suggested in Section II. B, may serve as an academic advisor.)

**B.** Developed a scholarship program that challenges members and potential members to achieve academically, provides scholastic support, and recognizes both improvement and excellence in academic performance. A copy of the implemented scholarship program should be submitted annually.

**C.** While understanding that you are what you recruit, accepting members who are below average academically, or who failed to meet admission standards, and then asking them to comply with other standards of your organizations rarely sets those individuals up for academic success and ultimately sets the chapter up for sub-par chapter grades.

#### 1. New Member grade requirements:

a) *It is suggested New Members with a High School weighted GPA below a 3.0 should not be offered bids. Aspirants/New Members with an existing college GPA below a 2.5 should be offered membership with caution.*

b) *A Chapter's New Member GPA, as reported by the Office of Fraternity and Sorority Life each semester, should meet or exceed their same-sex average. The minimum acceptable GPA is 0.10 below that average.*

**2.** Met or exceeded the GPA of their same-sex peers each semester. Sororities should meet or exceed the all women's GPA while fraternities should meet or exceed all men's GPA. If a chapter's grades fall below that benchmark, the chapter should demonstrate a continued improvement by 0.05 each semester. (Mid-year assessment will reflect Fall to Spring while end of the year assessment will reflect Fall to Fall).

### Notes:

- ✓ Each fraternity and sorority will be responsible for delivering their scholarship program to the Office of Fraternity and Sorority Life on or before September 1st of the academic year.
- ✓ Submit and maintain up-to-date contact information for chapter officers and advisors using the Office's Chapter Officer Roster forms. Forms should be submitted no later than September 1st and February 1st each year. If elections are held mid-semester, forms should be completed for new officers within one week of elections. Forms can be downloaded from the MU Greek Life website.

## **I. Service/Philanthropy**

Fraternities and sororities are committed to developing citizenship through service and outreach. Given the educational value that such service generates, all chapters asked to demonstrate that commitment. In addition to coordinating service projects and philanthropic events, chapters are asked to encourage their membership to become active volunteers. Mansfield University and the surrounding community offer many opportunities to give. Furthermore, it is imperative that chapters strengthen the community by supporting each other's philanthropic events.

### **A. Service:**

- 1.** Engage in a minimum of one community service project in which you give your time to a worthwhile cause each semester. If co-sponsored with another chapter, this event may satisfy part of the council involvement standard.
- 2.** Each semester, the chapter must cumulatively acquire an average of 15 service hours per member, with >75% of the membership actively volunteering. Working or attending a philanthropy event does not count toward service hours.

### **B. Philanthropy:**

- 1.** Initiate and implement a minimum of one philanthropic event in which >75% of your members raise money or goods to donate to a worthwhile cause each year. This project can be your national philanthropy if applicable. Goals should be developed for funds raised on a per member basis. (I.e. \$200.00 /member x 25 members = \$5,000.00 or 10# food/member x 50 members = 500# of food)
- 2.** Each organization is also asked to participate in at least one philanthropy project of another organization, preferably one from each council. While donations are also appropriate, they do not discount the value of your organization's active participation.

### **Notes:**

- ✓ Each chapter must file with the Office of Fraternity and Sorority Life a completed program evaluation form on the community service/philanthropy event(s) no later than May 1st of each year. Please include financial goals using the dollars per member formula for each philanthropic event
- ✓ On a current roster, submit an overview of the semester, indicating the number of service hours each member completed, and the agency/s where hours were volunteered by January 1st for fall semester and May 31st for spring semester each year.
- ✓ Submit to the Office of Fraternity and Sorority Life, a copy of the receipt indicating the amount of the donation, and the agency accepting the gift, from the chapter's philanthropic event.



## Mansfield University Standards Program for Fraternities and Sororities Monthly Review Checklist

No later than:	What is Due?	To Meet What Standard?	
<b>August</b>			
<b>M - T</b>	Attend Risk Management Session/s (before classes begin)	VIII. Risk Management	
<b>September</b>			
<b>1</b>	Chapter Advisor Roster (alumni advisor/s, faculty advisor and academic advisor)	I. Alumni/Graduate Chapter Relations II. Campus Leadership and Involvement IX. Scholarship/Academics	
<b>1</b>	Summer National/Regional Leadership Development Program Evaluation/s (if applicable)	VI. Leadership Training	
<b>1</b>	Chapter Goals/Progress on Goals	VI. Leadership Training	
<b>1</b>	Membership Retention Plan	VII. Membership	
<b>1</b>	Inter/National Risk Management Policy	VIII. Risk Management	
<b>1</b>	Chapter Officer Roster	IX. Scholarship/Academics	
<b>1</b>	Chapter Scholarship Program	IX. Scholarship/Academics	
<b>15</b>	Documentation of or Chapter Budget	V. Finances	
<b>Homecoming week of</b>	Greek Life Awards Banquet (Standards of Excellence Presented)		
<b>November</b>			
<b>15</b>	Membership Roster Addition/Deletion Form	VII. Membership	
<b>December</b>			
<b>1</b>	Member Activity List	II. Campus Leadership and Involvement	
<b>1</b>	3 Educational Program Evaluations	IV. Educational Programming	
<b>1</b>	2 Brotherhood/Sisterhood Program Evaluations	VII. Membership	
<b>1</b>	Service Project Program Evaluation	X. Service/Philanthropy	
<b>January</b>			
<b>1</b>	Member Service Hours and Agencies List	X. Service/Philanthropy	
<b>?</b>	Attend Greek Leaders Retreat (usually weekend after MLK)	VI. Leadership Training	
<b>February</b>			
<b>1</b>	Chapter Goals/Progress on Goals	VI. Leadership Training	
<b>1</b>	Revised Membership Retention Plan (if applicable)	VII. Membership	
<b>1</b>	Chapter Officer Roster	IX. Scholarship/Academics	
<b>15</b>	Mid-Year Budget Report (if applicable)	V. Finances	
<b>April</b>			
<b>15</b>	Membership Roster Addition/Deletion Form	VII. Membership	
<b>May</b>			
<b>1</b>	Alumni Newsletter or Alumni Program Evaluation	I. Alumni/Graduate Chapter Relations	
<b>1</b>	All-campus Event Program Evaluation/s	II. Campus Leadership and Involvement	
<b>1</b>	Member Activity List	II. Campus Leadership and Involvement	
<b>1</b>	Same Council Program Evaluation/s	III. Council Involvement	
<b>1</b>	Other Council Program Evaluation/s	III. Council Involvement	
<b>1</b>	3 Educational Program Evaluations	IV. Educational Programming	
<b>1</b>	National/Regional Leadership Program Evaluation (if applicable)	VI. Leadership Training	
<b>1</b>	Chapter Officer Transition/Retreat Program Evaluation	VI. Leadership Training	
<b>1</b>	Other Leadership Program Evaluation/s (if applicable)	VI. Leadership Training	
<b>1</b>	2 Brotherhood/Sisterhood Program Evaluations	VII. Membership	
<b>1</b>	Service Project Program Evaluation	X. Service/Philanthropy	
<b>1</b>	Philanthropy Project Program Evaluation, Goals and Receipt	X. Service/Philanthropy	
<b>31</b>	Member Service Hours and Agencies List	X. Service/Philanthropy	
<b>31</b>	End-of-the-Year Budget Report	V. Finances	



# Mansfield University Fraternity Sorority Standards Program Report

7/2/2015

## Chapter Assessment of 10 Shared Principles

<b>Chapter:</b>		<b># of Initiated Members =</b>
<b>President:</b>	Phone #:	<b># New Members last year =</b>
<b>Advisor:</b>	Phone #:	
Key: Y = Yes = 100% compliance	C = Conditional = 100% < 50% compliance	N = No = <50% compliance
<b>100 pts.</b>	<b>50 pts.</b>	<b>0 pts.</b>

Actual	Required	Meets Standard
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### 20 pts. I. Alumni/Graduate Chapter Relations

<b>5 pts.</b>	Submitted a complete Chapter Adviser Roster, including an Alumni Advisor	
<b>10 pts.</b>	Number of alumni events hosted by your chapter this year.	2
<b>5 pts.</b>	Number of alumni newsletters produced by your chapter this year.	1

### 45 pts. II. Campus Leadership and Involvement

<b>10 pts.</b>	Percentage of chapter cumulative attended one all-campus event fall semester	50%
<b>10 pts.</b>	Percentage of chapter cumulative attended one all-campus event spring semester	50%
<b>10 pts.</b>	Percentage of Chapter Members that are also a member of another organization. Fall	70%
<b>10 pts.</b>	Percentage of Chapter Members that are also a member of another organization. Spring	70%
<b>5 pts.</b>	Submitted a complete Chapter Adviser Roster, including a Faculty Advisor	

### 15 pts. III. Council Involvement

<b>5 pts.</b>	Recognized by a governing council and in good standing	
<b>5 pts.</b>	% of chapter attending event sponsored by/co-sponsored with org. of same council	100%
<b>5 pts.</b>	% of chapter attending event sponsored by/co-sponsored with org. of another council	100%

### 20 pts. IV. Educational Programming

<b>10 pts.</b>	Number of Educational Programs sponsored or co-sponsored by your Chapter. Fall	2
<b>10 pts.</b>	Number of Educational Programs sponsored or co-sponsored by your Chapter. Spring	2

### 25 pts. V. Finances

<b>5 pts.</b>	Prepared a Budget for Greek Life, 30 days after Fall Semester has begun.	
<b>5 pts.</b>	Prepared a Mid-year Budget for Greek Life, 30 days after Spring Semester has begun.	
<b>5 pts.</b>	Prepared an End of Year Budget for Greek Life, 30 days after Spring Commencement.	
<b>10 pts.</b>	Maintained good financial standing with council, university and housing agencies	

### 50 pts. VI. Leadership Training

<b>5 pts.</b>	Officer Transitions held with Chapter Advisor Present	
<b>5 pts.</b>	At least one person from your chapter attended National/Regional program	
<b>5 pts.</b>	Executive Board prepared and submitted goals. Fall	
<b>5 pts.</b>	Executive Board prepared and submitted goals. Spring	
<b>15 pts.</b>	Attended Greek Life Presidents' Retreat	
<b>10 pts.</b>	Percentage of members attending LD Workshops (recognition only)	
<b>5 pts.</b>	Order of Omega Applicants (recognition only)	

### 55 pts. VII. Membership

<b>10 pts.</b>	Compliance with Membership Guidelines	
<b>10 pts.</b>	Maintained and up-to-date membership roster. Fall	
<b>10 pts.</b>	Maintained and up-to-date membership roster. Spring	
<b>20 pts.</b>	Brotherhood/Sisterhood Events. Fall	2
<b>20 pts.</b>	Brotherhood/Sisterhood Events. Spring	2
<b>10 pts.</b>	New Member Retention Plan	
<b>10 pts.</b>	Senior Retention Plan	



# Mansfield University Fraternity Sorority Standards Program Report

7/2/2015

5 pts. Other Retention Plan

## 20 pts. VIII. Risk Management

- 5 pts. Submitted National Organization's Risk Management Policy
- 10 pts. Compliance with MU Student Code of Conduct and Greek Life rules and Regulations.
- 5 pts. Conducted a meeting with the Chief Conduct Officer with in the last year.

## 30 pts. IX. Scholarship/Academics

- 10 pts. Chapter has selected and submitted a Scholarship Chair and Academic Advisor  
Submitted a Scholarship Program to the Department of Greek Life
- 10 pts. New Members met suggested academic minimums  
New Member GPA was above a 2.75
- 10 pts. Chapter GPA met or exceeded same sex peers at MU  
If no, did it improve by .05 from the previous semester

## 50 pts. X. Service/Philanthropy

- 5 pts. Number of chapter initiated and implemented community service projects. 1
- 10 pts. Percentage of membership completing 4 or more service hours. Fall >75%  
Percentage of membership completing 4 or more service hours. Spring >75%
- 10 pts. Average number of hours donated per member. Fall 15  
Average number of hours donated per member. Spring 15
- 10 pts. Number of philanthropic events where more that 75% of chapter helped raise money for a worthwhile cause. 1
- 5 pts. Fundraising Goals developed per member
- 5 pts. Donation document with receipt
- 5 pts. Number of other chapters' philanthropies chapter activley participated in 1

## Summary

**Standards Met**

**Standards Conditionally Met**

**Standards Not Met**

<b><u>TOTAL POINTS:</u></b>	<b>Points Earned</b> 0	<b>Points for Compliance</b>
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**OVERALL SCORE:** 0  
(out of 1380)



# Mansfield University Fraternity Sorority Standards Program Report

7/2/2015

## Chapter Assessment of 10 Shared Principles

<b>Chapter:</b> Alpha Beta Gamma	<b># of Initiated Members =</b>	<b>72</b>
<b>President:</b> Joe Frat      Phone #: 589-863-8469	<b># New Members last year =</b>	<b>26</b>
<b>Advisor:</b> Johnathon Fratman      Phone #: 589-863-6255		
<b>Key:</b> Y = Yes = 100% compliance      C = Conditional = 100% < 50% compliance      N = No = <50% compliance		
<b>100 pts.</b>	<b>50 pts.</b>	<b>0 pts.</b>

		Actual	Required	Meets Standard
<b>20 pts.</b>	<b>I. Alumni/Graduate Chapter Relations</b>			<b>Y</b>
<b>5 pts.</b>	Submitted a complete Chapter Adviser Roster, including an Alumni Advisor	Y		
<b>10 pts.</b>	Number of alumni events hosted by your chapter this year.	2	2	
<b>5 pts.</b>	Number of alumni newsletters produced by your chapter this year.	1	1	
<b>20</b>				
<b>45 pts.</b>	<b>II. Campus Leadership and Involvement</b>			<b>C</b>
<b>10 pts.</b>	Percentage of chapter cumulative attended one all-campus event fall semester	25%	50%	
<b>10 pts.</b>	Percentage of chapter cumulative attended one all-campus event spring semester	25%	50%	
<b>10 pts.</b>	Percentage of Chapter Members that are also a member of another organization. Fall	100%	70%	
<b>10 pts.</b>	Percentage of Chapter Members that are also a member of another organization. Spring	100%	70%	
<b>5 pts.</b>	Submitted a complete Chapter Adviser Roster, including a Faculty Advisor	Y		
<b>35</b>				
<b>15 pts.</b>	<b>III. Council Involvement</b>			<b>C</b>
<b>5 pts.</b>	Recognized by a governing council and in good standing	Y		
<b>5 pts.</b>	% of chapter attending event sponsored by/co-sponsored with org. of same council	20%	100%	
<b>5 pts.</b>	% of chapter attending event sponsored by/co-sponsored with org. of another council	80%	100%	
<b>10</b>				
<b>20 pts.</b>	<b>IV. Educational Programming</b>			<b>N</b>
<b>10 pts.</b>	Number of Educational Programs sponsored or co-sponsored by your Chapter. Fall	2	2	
<b>10 pts.</b>	Number of Educational Programs sponsored or co-sponsored by your Chapter. Spring	1	2	
<b>15</b>				
<b>25 pts.</b>	<b>V. Finances</b>			<b>Y</b>
<b>5 pts.</b>	Prepared a Budget for Greek Life, 30 days after Fall Semester has begun.	Y		
<b>5 pts.</b>	Prepared a Mid-year Budget for Greek Life, 30 days after Spring Semester has begun.	Y		
<b>5 pts.</b>	Prepared an End of Year Budget for Greek Life, 30 days after Spring Commencement	Y		
<b>10 pts.</b>	Maintained good financial standing with council, university and housing agencies	Y		
<b>25</b>				
<b>50 pts.</b>	<b>VI. Leadership Training</b>			<b>N</b>
<b>5 pts.</b>	Officer Transitions held with Chapter Advisor Present	N		
<b>5 pts.</b>	At least one person from your chapter attended National/Regional program	Y		
<b>5 pts.</b>	Executive Board prepared and submitted goals. Fall	N		
<b>5 pts.</b>	Executive Board prepared and submitted goals. Spring	N		
<b>15 pts.</b>	Attended Greek Life Presidents' Retreat	Y		
<b>10 pts.</b>	Percentage of members attending LD Workshops (recognition only)	25%		
<b>5 pts.</b>	Order of Omega Applicants (recognition only)	2		
<b>35</b>				
<b>55 pts.</b>	<b>VII. Membership</b>			<b>C</b>
<b>10 pts.</b>	Compliance with Membership Guidelines	Y		
<b>10 pts.</b>	Maintained and up-to-date membership roster. Fall	Y		
<b>10 pts.</b>	Maintained and up-to-date membership roster. Spring	Y		
<b>20 pts.</b>	Brotherhood/Sisterhood Events. Fall	1	2	
<b>20 pts.</b>	Brotherhood/Sisterhood Events. Spring	1	2	
<b>10 pts.</b>	New Member Retention Plan	Y		
<b>10 pts.</b>	Senior Retention Plan	Y		



# Mansfield University Fraternity Sorority Standards Program Report

7/2/2015

5 pts. Other Retention Plan

40

## 20 pts. VIII. Risk Management Y

- 5 pts. Submitted National Organization's Risk Management Policy Y
- 10 pts. Compliance with MU Student Code of Conduct and Greek Life rules and Regulations. Y
- 5 pts. Conducted a meeting with the Chief Conduct Officer with in the last year. Y

20

## 30 pts. IX. Scholarship/Academics C

- 10 pts. Chapter has selected and submitted a Scholarship Chair and Academic Advisor Y
- Submitted a Scholarship Program to the Department of Greek Life Y
- 10 pts. New Members met suggested academic minimums N
- New Member GPA was above a 2.75 Y
- 10 pts. Chapter GPA met or exceeded same sex peers at MU N
- If no, did it improve by .05 from the previous semester Y

20

## 50 pts. X. Service/Philanthropy C

- 5 pts. Number of chapter initiated and implemented community service projects. 1 1
- Percentage of membership completing 4 or more service hours. Fall 25% >75%
- 10 pts. Percentage of membership completing 4 or more service hours. Spring 15% >75%
- 10 pts. Average number of hours donated per member. Fall 1.5 15
- Average number of hours donated per member. Spring 1.2 15
- 10 pts. Number of philanthropic events where more that 75% of chapter helped raise money for a worthwhile cause. 1 1
- 5 pts. Fundraising Goals developed per member Y
- 5 pts. Donation document with receipt Y
- 5 pts. Number of other chapters' philanthropies chapter actively participated in 1 1

30

### Summary

#### Standards Met

Alumni/Graduate Chapter Relations  
Finances  
Risk Management

#### Standards Conditionally Met

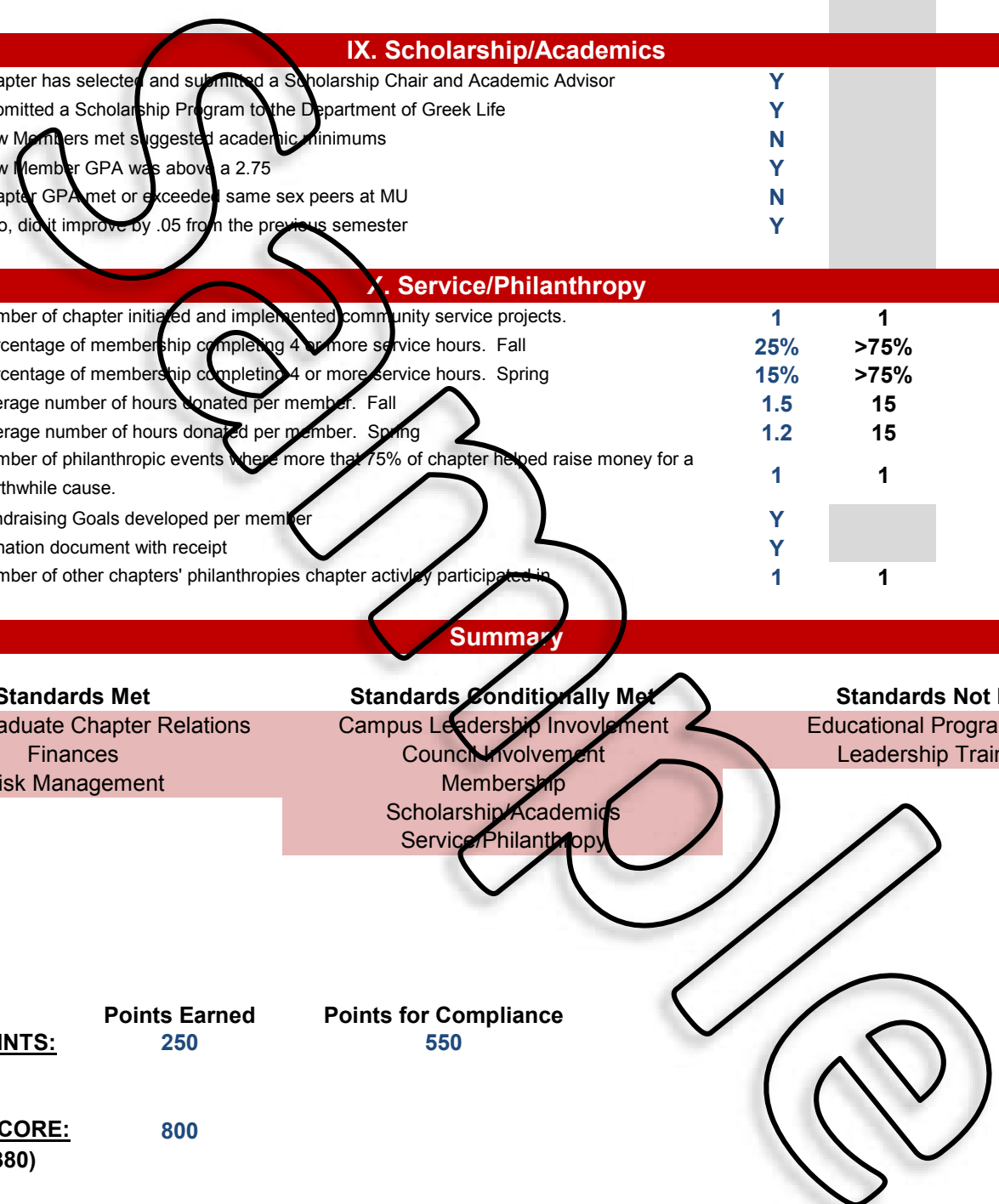
Campus Leadership Involvement  
Council Involvement  
Membership  
Scholarship/Academics  
Service/Philanthropy

#### Standards Not Met

Educational Programming  
Leadership Training

**TOTAL POINTS:** Points Earned 250 Points for Compliance 550

**OVERALL SCORE:** 800  
(out of 1380)



# **Evaluation Forms**





# MANSFIELD UNIVERSITY

## Standards Program for Fraternities and Sororities Program Evaluation Form

Please put a check next to the shared principle your program fulfills a standard for:

Alumni/Graduate Relations		Educational Programming		Risk Management	
Campus Leadership and Involvement		Financial Management		Scholarship	
Council Involvement		Leadership Training Membership		Service/Philanthropy	

This form is to be completed by the person responsible for this event, and submitted no later than 2 weeks after a program is completed, with the exception of summer leadership training programs.

**Chapter:**

Date of Program/Event:		Location of Program/Event:	
------------------------	--	----------------------------	--

**Title of Program/Event:**

Presenter/Facilitator (if applicable):		Co-Sponsor (name, if applicable):	
--	--	-----------------------------------	--

# in Attendance:		= % of chapter	(please list names of members who attended on back)
# in Chapter:			

What were the goals of this program?

How effectively did this program meet these goals?

What could have been better about this program?

On a scale of 1 to 10, how would you rate this program?

LOW	1	2	3	4	5	6	7	8	9	10	HIGH
-----	---	---	---	---	---	---	---	---	---	----	------

Additional Comments:

### Member Attendance List

- 1.
- 2.
- 3.
- 4.
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- 30.



## MANSFIELD UNIVERSITY

### Standards Program for Fraternities and Sororities Chapter Philanthropy Evaluation Form

Please put a check next to the shared principle your program fulfills a standard for:

Alumni/Graduate Relations		Educational Programming		Council Involvement	
---------------------------	--	-------------------------	--	---------------------	--

This form is to be completed by the person responsible for this event, and submitted no later than 2 weeks after a program is completed, with the exception of summer leadership training programs.

Chapter:	
----------	--

Date of Program/Event:		Location of Program/Event:	
Title of Program/Event:			

Presenter/Facilitator (if applicable):		Co-Sponsor (name, if applicable):	
--	--	-----------------------------------	--

# in Attendance:		= % of chapter	
# in Chapter:			(please list names of members who attended on back)

Amount of Money/Items Donated:	_____	(attach receipt with amount of donate and agency accepting donation)
--------------------------------	-------	--

What were the goals of this program? (Goals should be developed for funds/goods raised on a per member basis)

How effectively did this program meet these goals?

What could have been better about this program?

On a scale of 1 to 10, how would you rate this program?

LOW	1	2	3	4	5	6	7	8	9	10	HIGH
-----	---	---	---	---	---	---	---	---	---	----	------

**Additional Comments:**

**Member Attendance List**

- 1.
- 2.
- 3.
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- 30.

Chapters,

Chapter community service hours will only be accepted if they are submitted on this form. You can not create your own template and hard copies will not be accepted. Completed forms must be submitted to the Office of Fraternity and Sorority Life using the following Email: **[greeklife@mansfield.edu](mailto:greeklife@mansfield.edu)**

Please save your form using the following format:

Chapter\_Service\_SemesterYear.xlsx

**Example:** ASA\_Service\_F14

Please also use the same text in the subject line of your email.

**Reminder:**

Participating in another chapter's philanthropy event does not qualify as volunteer/service hours. Service is about donating your **TIME** to a charitable organization, not the work you do to make money for one.

Thank You,  
Mansfield University Office of Fraternity and Sorority Life!



**Mansfield University**  
**Standards Program for Fraternities and Sororities**  
**Community Service Form**

Organization	Alpha Beta Gamma							Semester	Spring 2015		
Names of Members	Chapter Service Event 1	Chapter Service Event 2	Chapter Service Event 3	Chapter Service Event 4	Chapter Service Event 5	Chapter Service Event 6	Chapter Service Event 7	Other Hours	Agency/ies Volunteered with	Subtotal per member	
Joe Frat	2						2	15	soup kitchen	19	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
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										0	
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										0	
<b>Must Be Submitted Electronically!!!</b>			<b>Email To: <a href="mailto:greeklife@mansfield.edu">greeklife@mansfield.edu</a></b>							<b>Chapter Total Hours</b>	19
<b>DO NOT Fill in Gray Cells!!!</b>										<b>Number of members Participating</b>	1
										<b>Total Number of Members</b>	25
										<b>Percentage of Members</b>	4%
										<b>Average Hours Per Member</b>	1

Chapters,

Campus Involvement will only be accepted if they are submitted on this form. You can not create your own template and hard copies will not be accepted. Completed forms must be submitted to the Office of Fraternity and Sorority Life using the following Email: **greeklife@mansfield.edu**

Please save your form using the following format:

Chapter\_Involvement\_SemesterYear.xlsx

**Example:** ASA\_Involvement\_F14

Please also use the same text in the subject line of your email.

Thank You,  
Mansfield University Office of Fraternity and Sorority Life!



**Mansfield University**  
**Standards Program for Fraternities and Sororities**  
**Campus Involvement Form**

Organization	Alpha Beta Gamma	Semester	Spring 2015	
Names of Members	Organization(s) member participates in		# of Orgs	# of Leaders
Joe Frat	Chemistry Club, Student Government, History Club		3	1
Must Be Submitted Electronically!!!	Number of members Participating in /presidents of outside organizations		1	1
	Total # of Chapter Members			25
Email To: <a href="mailto:greeklife@mansfield.edu" style="color: white;">greeklife@mansfield.edu</a>	Percentage of Members in/leading outside organizations		4%	4%
	Average # of organizations per member			3
DO NOT Fill in Gray Cells!!!				



# **Recruitment Forms**

**Mansfield University**  
**Fraternity and Sorority Non-Hazing Compliance Form**

We certify that all activities sponsored or required by our fraternity/sorority of members or candidates for membership/aspirant members comply with the Mansfield University Hazing Policy, and with the Commonwealth of Pennsylvania.

We have informed the candidates for membership/aspirant members of our fraternity/sorority of the contents of the MU Hazing Policy. This policy will be read to candidates for membership/aspirants at the beginning of each semester's new member/intake process.

We understand that failure to uphold or comply with the Student Code of Conduct will result in referral to the Office of Student Conduct for an organization violation of hazing and/or other applicable charges (meaning the fraternity/sorority will face charges), and/or referral to the Office of Student Conduct for an individual violation (meaning that individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether alumni, graduate status, or affiliated at another institution of higher education, to haze our aspirants/new members. Failure to report any such activity of which members become aware may cause said persons to be referred to the Office of Student Conduct.

Our signatures below certify that we have read, understand, and agree to abide by the Procedures for Intake/Recruitment and New Member Activities, and will not haze, nor tolerate another person hazing the aspirant/new members.

\_\_\_\_\_  
Fraternity/Sorority Name

\_\_\_\_\_  
Individual Chapter Designation

\_\_\_\_\_  
Signature of the President

\_\_\_\_\_  
Signature of the Intake Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FIPG Definition of Hazing**

In recent years, criminal courts, the majority of national organizations and campuses alike have utilized the risk management policies of FIPG as the "industry standard" for all fraternities and sororities. As such, chapters should be aware of how FIPG defines hazing activities, as they may be accountable to the defined parameters. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce or that causes mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; kidnappings, whether by pledges, associate/new members or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

**Mansfield University**  
**NOTICE OF RECRUITMENT**  
(please type)

The officers and members of \_\_\_\_\_ are proud to announce the recruitment of new members for the  
Fall or Spring (circle one) semester of \_\_\_\_\_

**Please attach a calendar with all dates, times, locations of any rush events and any meeting or activity that would be expected of your new members in addition to providing these benchmark dates for your program:**

Recruitment will begin with the potential new members on \_\_\_\_\_

Bids will go out to new members on \_\_\_\_\_  
(may be a range of dates after 2<sup>nd</sup> Week of Classes)

Bids will be formally accepted on (new member pinning/ceremony) \_\_\_\_\_

New Member Education will begin on the date of \_\_\_\_\_

New Member Education will end on the date of \_\_\_\_\_

New Members will be initiated on \_\_\_\_\_

The person in charge of the recruitment for the Chapter  
will be:

The person in charge of new member education for  
the Chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

The Chapter Advisor in charge of supervising all recruitment and new member education meetings will be:

The chapter advisor supervising recruitment for the  
Chapter will be:

The advisor supervising new member education for  
the Chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

The above information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President' Phone

\_\_\_\_\_  
Chapter Adv.'s Name Printed

\_\_\_\_\_  
Chapter Adv.'s Signature

\_\_\_\_\_  
Chapter Adv.'s Phone

**Department Use Only**

**Date of Meeting:** \_\_\_\_\_

**Verification Form Due:** \_\_\_\_\_



## Mansfield University Recruitment Co-Sponsorship Form

An organization recognized by the Office of Fraternity and Sorority Life hosting recruitment events in conjunction with a co-sponsoring organization are required to submit a Recruitment Co-Sponsorship Form. This form is to be submitted and approved along with the Organization's recruitment and new member education paperwork. These requirements stem from *Procedures for Recruitment and New Member Activities* of the Mansfield University Policies, Regulations, and Rules.

Section 5.F references recruitment events with co-sponsoring organizations. This section states:

**A.** EVENTS SHOULD FOCUS ON YOUR ORGANIZATION, ITS MEMBERS AND POTENTIAL MEMBERS. IF YOU PLAN AN EVENT THAT INCLUDES NON-POTENTIAL MEMBERS OR ANOTHER ORGANIZATION/CHAPTER THE EVENT MAY NOT POSE THAT GROUP AS THE TARGET AUDIENCE OF THE EVENT OR LIST THAT ORGANIZATION/CHAPTER'S NAME ON PUBLICITY. EXCEPTIONS MAY BE GRANTED BY PRESENTING A LETTER OF SUPPORT FROM EACH CHAPTER'S ADVISORS AND MUST BE APPROVED AT THE TIME YOUR CALENDAR IS SUBMITTED.

The host organization needs to describe the details and purpose of the recruitment event and obtain the signatures of both organizations' primary advisors and presidents in order to fulfill the aforementioned requirement. The host and co-sponsoring organization(s) will be held accountable for any violation of the MU Student Code of Conduct. The signatures from representatives of both organizations confirmed their understanding and acceptance of these terms.

<b>Host Organization:</b>		<b>Co-Sponsoring Organization(s):</b>	
<b>Date of Event:</b>		<b>Location:</b>	
<b>Title:</b>			
<b>Description of Event:</b>			
<b>Expected Attendance:</b>			

\_\_\_\_\_  
Signature – Host Organization, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Host Organization, Primary Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Co-Sponsoring Organization, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Co-Sponsoring Organization, Primary Advisor

\_\_\_\_\_  
Date



**Mansfield University**  
**VERIFICATION OF NEW MEMBERS FORM – GRADE CHECKS ONLY**  
 (Duplicate as necessary)

Date Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

**Fraternity/Sorority**

\_\_\_\_\_ hereby declares that as of \_\_\_\_\_ (date submitted), the following individuals are participating in chapter recruitment events and are considering membership in our organization. If selected, and upon successful completion of the new member process, they will be duly initiated.

Total Number of Candidates		Signature of Chapter President		
Candidate's Name	Signature	Student ID Number	College GPA	HS GPA (W)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>Department Use Only – Do not enter data into grey cells</b>				

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Mansfield University to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.



Date Received: \_\_\_\_\_  
Date Entered: \_\_\_\_\_

**Mansfield University**  
**VERIFICATION OF NEW MEMBERS FORM – MEMBERSHIP ALREADY OFFERED**  
(Duplicate as necessary)

**Fraternity/Sorority**

We hereby declare that as of \_\_\_\_\_ (date effective), the following individuals have accepted bids for membership in our organization. Upon successful completion of the new member process, they will be duly initiated.

**Total Number of New Members**

**Signature-Chapter President**

New Members Names	Signature	Student ID Number	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Mansfield University to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.



Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Mansfield University  
VERIFICATION OF RECRUITMENT ROUNDS FORM**

**Sororities**

We hereby declare that the following individuals are interested and are considering recruitment. If selected, these potential new members will continue to Preference Night, and begin the new member process into one of our organizations pending any regional/national, or University approval needed.

Name	Signature	Student Identification Number	Academic Year	HS GPA	Cumulative GPA
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
<b>Department Use Only – Do not enter data into grey cells</b>					

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Mansfield University to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such

**Intake**

**Forms**



**Mansfield University**  
**Fraternity and Sorority Non-Hazing Compliance Form**

We certify that all activities sponsored or required by our fraternity/sorority of members or candidates for membership/aspirant members comply with the Mansfield University Hazing Policy, and with the Commonwealth of Pennsylvania.

We have informed the candidates for membership/aspirant members of our fraternity/sorority of the contents of the MU Hazing Policy. This policy will be read to candidates for membership/aspirants at the beginning of each semester's new member/intake process.

We understand that failure to uphold or comply with the Student Code of Conduct will result in referral to the Office of Student Conduct for an organization violation of hazing and/or other applicable charges (meaning the fraternity/sorority will face charges), and/or referral to the Office of Student Conduct for an individual violation (meaning that individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether alumni, graduate status, or affiliated at another institution of higher education, to haze our aspirants/new members. Failure to report any such activity of which members become aware may cause said persons to be referred to the Office of Student Conduct.

Our signatures below certify that we have read, understand, and agree to abide by the Procedures for Intake/Recruitment and New Member Activities, and will not haze, nor tolerate another person hazing the aspirant/new members.

\_\_\_\_\_  
Fraternity/Sorority Name

\_\_\_\_\_  
Individual Chapter Designation

\_\_\_\_\_  
Signature of the President

\_\_\_\_\_  
Signature of the Intake Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FIPG Definition of Hazing**

In recent years, criminal courts, the majority of national organizations and campuses alike have utilized the risk management policies of FIPG as the "industry standard" for all fraternities and sororities. As such, chapters should be aware of how FIPG defines hazing activities, as they may be accountable to the defined parameters. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce or that causes mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; kidnappings, whether by pledges, associate/new members or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

Date Received: \_\_\_\_\_  
Date Entered: \_\_\_\_\_

**MANSFIELD UNIVERSITY**  
**NOTICE OF MEMBERSHIP INTAKE**  
(please type)

The officers and members of \_\_\_\_\_ are proud to announce the intake of new members for the Fall or Spring (circle one) semester of \_\_\_\_\_

**Please attach a calendar with all dates, times, locations of any meeting or activity that would be expected of your aspirant members in addition to providing these benchmark dates for your program**

Interest Meeting(s) will be held on \_\_\_\_\_  
Selection will conclude on \_\_\_\_\_  
Education of aspirants/Intake process begins on \_\_\_\_\_  
Aspirants will be initiated on \_\_\_\_\_  
New Members will be presented on \_\_\_\_\_

The person in charge of intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title in Chapter  
\_\_\_\_\_  
Phone number  
\_\_\_\_\_  
Email address

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title in Chapter  
\_\_\_\_\_  
Phone number  
\_\_\_\_\_  
Email address

The above information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President' Phone

\_\_\_\_\_  
Chapter Adv.'s Name Printed

\_\_\_\_\_  
Chapter Adv.'s Signature

\_\_\_\_\_  
Chapter Adv.'s

Department Use Only:

Date of Meeting:	_____
Flyers and Listserv ad posted no later than:	(noon, 3 business days prior)
Appropriate Listserv:	_____
Verification Due:	(2 business days after IM)
Roster Update Due:	(2 business days after selections)

Date Received: \_\_\_\_\_

**MU Office of Fraternity and Sorority Life  
INTEREST MEETING ATTENDANCE**

**Fraternity/Sorority** \_\_\_\_\_

We hereby declare that on \_\_\_\_\_ (date of meeting), the following individuals participated in an interest meeting and are considering the process of membership selection.

\_\_\_\_\_  
Total Number                  Chapter Officer Name                  Chapter Officer Title                  Chapter Officer Signature

Name	Student ID #	Signature
1.		
2.		
3.		
4.		
5.		
6.		
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Date Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

**Mansfield University  
 VERIFICATION OF ASPIRANTS FORM**

**Fraternity/Sorority** \_\_\_\_\_

We hereby declare that on \_\_\_\_\_ (date of mtg.), the following individuals participated in an interest meeting and are considering the process of membership selection. If selected, these aspirants will be duly initiated into our organization pending any regional/national approval needed and successful completion of the intake process.

\_\_\_\_\_  
**Total Number of Aspirants**

\_\_\_\_\_  
**Signature-Chapter President**

\_\_\_\_\_  
**Signature-Chapter Advisor**

Aspirant's Name	Signature	Student Identification Number	Hours completed	Cumulative GPA
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**Department Use Only – Do not enter data into grey cells**

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Mansfield University to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such

# **Roster Change Forms**



Date Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

## MU Office of Fraternity and Sorority Life Membership Roster Additions and Academic Release Form

**Fraternity/Sorority:** \_\_\_\_\_

**Date effective:** \_\_\_\_\_

Please do not list local chapter name

**Submitted by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

chapter officer's signature

Please type in the name, and **student ID number**, for each roster addition. Next, print the form so signatures can be added and dated. Forms should be returned to the Office of Greek Life at 320 Alumni Hall.

Name (typed)	Student ID #	Enter: first semester and year of affiliation	Signature:	Date
John Doe	000-00-1234	Fall 2009		01/30/2010
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Mansfield University to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.

Date Received: \_\_\_\_\_  
Date Entered: \_\_\_\_\_

	Name (typed)	Student ID #	Enter: first semester and year of affiliation	Signature:	Date
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					



Date Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

## MU Office of Fraternity and Sorority Life

### Membership Roster Change in Status

(Inactive or Removed from Membership)

**Fraternity/Sorority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please do not list local chapter name

**Submitted by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Chapter officer's signature

Please type in the name, **student ID number**. Please put the date of change in the appropriate category below and list the reason for change in status. Changes in Status will not be authorized without legitimate reason(s) and should only occur if that member has also been changed in status on the Inter/national roster. Completed forms should be returned to the Office of Fraternity and Sorority Life at 320 Alumni Hall.

Name	Student ID #	Status = Inactive	Status = End of membership	Status = Delete	Reason for Change in Status (why changed to inactive, membership ended, or need to be deleted)
1. Jane Brown	000-00-4321		Spring 2010		Graduated in Dec. 2009
2. Jeff White	000-00-6789			01/25/2010	Was not initiated due to grades
3. Jill Black	000-00-5820	1/25/2009			Dad was laid off, emergency alum status for financial reasons
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

**Inactive** = chapter member is temporarily not a member of the chapter (leaving school for a semester, on financial emergency status, etc.) and **IS PLANNING TO RETURN** to the chapter as an active undergraduate member. This is not to be used for academic probation or internal sanctions

**End of Membership** = chapter member has been expelled from membership, has graduated, or is a fifth year senior and will not be returning to active undergraduate membership and is not paying dues

**Delete** = this person was never initiated into the organization and should not ever have been considered a member





Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

## Mansfield University CHAPTER OFFICER ROSTER UPDATE FORM

**Fraternity/Sorority:** \_\_\_\_\_ **Date effective:** \_\_\_\_\_  
Please do not list local chapter name

**Submitted by:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
chapter officer's signature

Please update your Chapter Officer Roster by September 1st and again by February 1st each year and immediately following New Officer Instillation.

Please use the titles offered as descriptions of duties if your officer structure differs. If officer duties overlap, please include that member's name for multiple positions as it applies. If you are only updating one or two officers, please check the other positions as "no change" so they will not be deleted.

Chapter Officer	Name (Last, First)	Email	Phone #	Academic Year
Chapter President				
Vice President (next in command)				
Risk Management				
Council Representative				
Scholarship Chair				
Membership Educator				
New Membership Educator				
Philanthropy Chair				
Recruitment/Intake Chair				
Secretary				
Service Chair				
Social Chair				
Standards Program Chair				
Treasurer				
House Manager				



Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Mansfield University****Chapter Advisor Roster Update Form****Fraternity/Sorority:** \_\_\_\_\_**Date effective:** \_\_\_\_\_

Please do not list local chapter name

**Submitted by:** \_\_\_\_\_**Title:** \_\_\_\_\_

chapter officer's signature

Please update your Chapter Advisor Roster by September 1st and February 1st of each year, and when changes are necessary.

**Chapter Advisor (primary contact)**

Last Name:	First Name:	Email:
Address:	City, State:	Zip Code:
Home Phone:	Work Phone:	Cell Phone:

**Faculty/Staff Advisor**

Last Name:	First Name:	Email:
Home Phone:	Work Phone:	Cell Phone:

**House Corporation President (If applicable)**

Last Name:	First Name:	Email:
Address:	City, State:	Zip Code:
Home Phone:	Work Phone:	Cell Phone:

Please list any other volunteers for your organization as Alumni Advisors, and provide their primary function as advisor.

**Alumni Advisor (#2)**

Last Name:	First Name:	Email:
Function:		
Home Phone:	Work Phone:	Cell Phone:



Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Alumni Advisor (#3)**

Last Name:                      First Name:                      Email:

Function:

Home Phone:                      Work Phone:                      Cell Phone:

**Alumni Advisor (#4)**

Last Name:                      First Name:                      Email:

Function:

Home Phone:                      Work Phone:                      Cell Phone: