



# 2024 FRATERNITY AWARDS AND ACCREDITATION REPORT





# ACCREDITATION GUIDE

## **PURPOSE:**

The Fraternity has a responsibility to coordinate chapter minimum operating standards. Without universal standards many chapters struggle with basic operation. By reviewing these items annually, the Fraternity verifies a) chapters manage the most basic operational components required of a thriving chapter and b) guide Fraternity intervention in an effective and timely manner.

## **DUE DATE:**

Submissions are due November 1 annually.

## **SUBMISSION:**

Chapters will submit materials to the appropriate member of the Central Office staff.

Chapters are expected to submit accreditation items by November 1. Chapters may submit as many times as necessary to fulfill the obligations required of each accreditation item. Chapters will be provided with specific feedback for necessary changes to items to achieve accreditation. Chapters have until December 1 to complete the accreditation items before sanctions are imposed.

## **FAILURE TO SUBMIT:**

Failure to complete accreditation items by December 1 will result in the following sanctions:

- The chapter will be placed on social suspension. Notice of suspension will be sent to the chapter, chapter volunteers, house corporation, and the appropriate campus staff. This suspension will be lifted once the chapter completes the necessary accreditation items.
- Unaccredited chapters will be ineligible to receive the Court of Honor or Hugh Shields awards as of this date.

If the chapter fails to complete all accreditation items by February 1, the chapter will be referred to the Standards Committee for additional sanctions. The chapter will be required to participate (via phone or video call) in a hearing to explain its inability to complete accreditation and will be subject to questions from the committee. The committee will have the authority to impose any sanctions it determines necessary, up to a recommendation to suspend the charter and initiate withdrawal proceedings, effectively closing the chapter.

## **ASSOCIATION WITH AWARDS SECTION OF THE FRATERNITY AWARDS AND ACCREDITATION REPORT (FAAR):**

Chapters are expected to submit accreditation items. Although the awards section of the FAAR is voluntary, chapters receive points toward the awards section by completing accreditation items prior to the November 1 deadline. If chapters complete accreditation items after November 1, chapters will receive notice of approval toward accreditation but will not receive points toward the awards section of the FAAR. The scoring rubric for the accreditation is outlined below.

## **ACCREDITATION ITEMS:**

1. The chapter files the appropriate IRS Form 990 no later than November 1.
2. The chapter presents the Code of Conduct to at least 90% of the chapter by November 1st.
3. The chapter provides a sexual assault prevention education presentation to at least 90% of the chapter by November 1st. This presentation must be provided by a qualified presenter.
4. The chapter provides a hazing prevention education presentation to at least 90% of the chapter by November 1st. This presentation must be provided by a qualified presenter.
5. The chapter maintains an academic average of at least 2.7 on a 4.0 scale. In the instance the chapter is beneath a 2.7 on a 4.0 scale, the chapter must verify a GPA at or above the campus all men's average. If the chapter is beneath a 2.7 on a 4.0 scale, the chapter must submit an academic plan to demonstrate its commitment to hold members accountable and provide academic support for all members.
6. The chapter does not have an outstanding balance with the Fraternity from the previous fiscal year. If the chapter is unable to clear the balance, the chapter must reach an agreement with the Fraternity on a Financial Action Plan Agreement (FAPA). *This item is based on Central Office records. Chapters will be notified if they are expected to complete a FAPA.*





7. The chapter reports-its new members and initiates to the Central Office within seven (7) days of the new member induction and the expected initiation date. If the chapter needs to change the expected initiation date, the chapter must contact the Central Office in advance and notify staff, providing a reason for the change. *This item is based on Central Office records.*

### **ITEMS TO SUBMIT:**

- Appropriate IRS Form 990 verification submitted to Veronica McSorley, [veronica.mcsorley@delts.org](mailto:veronica.mcsorley@delts.org)
  - **990-N:** For chapters with gross receipts less than \$50,000
  - **990-EZ:** For chapters with gross receipts less than \$200,00 and total assets at the end of the tax year less than \$500,000
  - **990:** For chapters with gross receipts greater than \$200,000
  - **[Additional information about the IRS Form 990 can be found here](#)**
- Completed Code of Conduct presentation verification form to Shannon DeSplinter, [shannon.desplinter@delts.org](mailto:shannon.desplinter@delts.org)
- Completed sexual assault prevention education verification form Shannon DeSplinter, [shannon.desplinter@delts.org](mailto:shannon.desplinter@delts.org)
- Completed hazing prevention education verification form Shannon DeSplinter, [shannon.desplinter@delts.org](mailto:shannon.desplinter@delts.org)
- Campus Grade Report for Fall and Spring Academic Terms Shannon DeSplinter, [shannon.desplinter@delts.org](mailto:shannon.desplinter@delts.org)  
*\*For chapters on campuses with quarter or trimester system, submit the fall (Sept-Dec) and spring (Mar-Jun) report.*





# DELTA TAU DELTA ESSENTIAL REQUIREMENTS

POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Code of Conduct Education	The chapter does not present the Code of Conduct to 90% of the chapter by Nov 1.	-	-	-	-	The chapter presents the Code of Conduct to 90% of the chapter by Nov 1.	16
Sexual Assault Prevention Education	The chapter does not provide a sexual assault prevention education program to 90% of the chapter by Nov 1.	-	-	-	-	The chapter provides a sexual assault prevention education program to 90% of the chapter by Nov 1.	16
IRS 990	The chapter does not complete the appropriate 990 form prior to the Nov 1 accreditation deadline	-	-	-	-	The chapter completes the appropriate 990 form prior to the Nov 1 accreditation deadline	16
Good Financial Standing	The chapter has an outstanding balance more than 30 days past due with the Central Office on July 1	-	-	-	-	The chapter does not have an outstanding balance with the Central Office on July 1	16
Hazing Prevention	The chapter does not provide a hazing prevention education program to 90% of the chapter by Nov 1.	-	-	-	-	The chapter provides a hazing prevention education program to 90% of the chapter by Nov 1.	16
Submit a Campus Grade Report	The chapter does not submit a campus grade report	-	-	-	-	The chapter submits a grade report for fall and spring academic terms.	10
Member Reporting	The chapter has not submitted its new member and initiation reports to the Central Office	-	-	-	-	The chapter submitted its new member and initiation reports to the Central Office	10





# AWARDS GUIDE

## **ACADEMIC EXCELLENCE**

This section measures the chapters' commitment to academic excellence and the results of those efforts relative to campus and to other chapters of Delta Tau Delta.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- Campus Grade Report for Fall 23 and Spring 24 Academic Terms - Must include:

- Chapter GPA
- Campus All-Fraternity Average (AFA)
- Campus All-Male Average (AMA)
- Rank within IFC or equivalent governing body

*\*For chapters on campuses with quarter or trimester system, submit the fall (Sept-Dec) and spring (Mar-Jun) report.*

- Chapter Bylaws concerning academics, namely:

- Minimum 2.5 GPA for an academic term standard to be in good standing.
- The chapter's accountability policy for failing to meet the minimum standard.
- The chapter's support program for members on academic probation

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Points are awarded based on whether the chapter's GPA exceeds the AMA and/or AFA on its campus.
- Points are also awarded if the chapter ranks in the top 50%, the top three and first on campus in the IFC grade rank.
- For each term, Central Office staff will calculate each chapter's percentage rank in relation to all Delt chapters. Credit is given for placing in the 10th, 25th, 50th, 75th and 90th percentiles. *Some schools do not typically provide the above data. If this is yours, please attempt to contact a school administrator to provide a letter indicating confirming information.*
- Chapters will have their academic accountability and support mechanisms / programs evaluated. These items are scored from the chapter's submission of bylaws and additional support program documentation. Points are awarded if the chapter demonstrates specific benchmarks:

**200 Points:** In the chapter bylaws, the chapter requires a 2.50 minimum GPA for good standing in each academic term.

**400 Points:** The chapter-imposed probation on members not meeting a 2.50 term GPA, such as social probation, requiring study tables, or the equivalent.

**600 Points:** The chapter has a tiered accountability policy for members who do not meet the minimum GPA for consecutive academic terms. The severity of the probation should increase for each consecutive term a member's term GPA is below the standard. For example:

- 1st term below = probation
- 2nd consecutive term below = suspended from chapter
- 3rd consecutive term below = expulsion.

**800 Points:** In addition to the 600-point item, the policy provides a program wherein probationary members are required to adopt personalized academic success plans. Examples include meeting with professors on a regular basis, using the campus writing center, utilizing tutoring services, etc.

**1,000 Points:** In addition to the 600 and 800-point items, the policy provides a program wherein probationary members are receiving 1-on-1 coaching from an academic advisor. In the submission, please detail the role of the external academic advisor on campus.



## GRADING RUBRIC:

ACADEMIC EXCELLENCE							
POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Fall 23 GPA	Chapter Earned a GPA <2.7	Chapter earned a 2.7 GPA but beneath both the AMA and AFA	-	Chapter is above EITHER the AMA or AFA	-	Chapter is above both the AMA and AFA	5
Fall 23 Chapter GPA Rank	-	-	-	At or Above 50%	Top 3	1st on Campus	30
Fall 23 Percentile Among DTD Chapters	-	10%+	25%+	50%+	75%+	90%+	5
Spring 24 GPA	Chapter Earned a GPA <2.7	Chapter earned a 2.7 GPA but not above the AMA or AFA	-	Chapter is above EITHER the AMA or AFA	-	Chapter is above both the AMA and AFA	5
Spring 24 Chapter GPA Rank	-	-	-	At or Above 50%	Top 3	1st on Campus	30
Spring 24 Percentile Among DTD Chapters	-	10%+	25%+	50%+	75%+	90%+	5
Academic Support Programs	The Chapter does not demonstrate an academic support plan.	The Chapter's GPA requirement to be in good standing is a 2.5.	The Chapter has an accountability policy for not meeting its standard to the equivalent of social probation or required study hours.	The Chapter has an accountability policy for not meeting the chapter's GPA standard and a tiered sanction plan for repeat occurrences.	In addition to the 600-point item, the Chapter adds a provision which requires probationary members to develop a personal academic success plan.	In addition to the 600 and 800-point items, the Chapter adds a provision where probationary members meet with an external academic advisor.	20





## **FINANCIAL INTEGRITY**

This section measures the chapter's financial operations and how the chapter is maintaining a financially viable organization.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- ☐ Approved Accounting System Verification
  - The form must be signed by the chapter president, chapter treasurer, and chapter advisor.
  - The Fraternity recognizes the following accounting systems:
    - OmegaFi
    - Greek Bill
    - LegFi
    - Legacy Financial
    - QuickBooks
    - Campus operated financial management system
    - Chapter employed accounting firm
- ☐ Chapter Budget
  - Must be submitted to the Central Office by July 1
  - Must include total revenue and total expenses.
- ☐ Chapter Budget Planning Meeting report and minutes
- ☐ Chapter Accounts Receivable Report- member dues, billed, payment made, outstanding payment
- ☐ Materials provided to potential members and new members outlining financial expectations.
- ☐ Finance Committee Materials:
  - Roster of Finance Committee
  - Minutes from Finance Committee meetings
  - Template of promissory note

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Points will be awarded for demonstrating the use of a Fraternity approved accounting system.
- Points will be awarded for submitting the chapter's budget to the Central Office by July 1. Additionally, the chapter will earn points for providing minutes from a budget planning meeting. The meeting must include members of the finance committee, executive board, and administrative board.
- The chapter will receive points based on the chapter's collection rate. The collection rate is determined by dividing the total outstanding collections (greater than 30 days past due) from the accounts receivable report by the total revenue submitted in the chapter budget. That percentage is subtracted from 100% to determine a chapter collection rate.
- The chapter will receive points for demonstrating reviewing financial expectations with members prior to joining as new members, and again with new members during their new member education period.
- Points are awarded for demonstrating effective use of the finance committee. Chapters earn points for demonstrating the following:
  - Proof of finance committee meeting. Additional points are awarded for demonstrating frequent meetings of the finance committee.
  - The chapter submits a template of a promissory note used when chapters work with members to establish payment plans or when members fall behind on paying dues.
  - The chapter submits minutes of meetings during which the finance committee reviews individual accounts and the chapter's accounts receivable report.



## GRADING RUBRIC:

FINANCIAL INTEGRITY							
POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Approved Accounting System	The Chapter does not verify it contracts with a financial management system.	-	-	-	-	The Chapter can verify it contracts with a financial management system.	5
Chapter Budget	The chapter does not submit a budget to the Central Office by July 1.	-	-	The chapter submits a budget to the Central Office by July 1.	-	<b>In addition to the 600-point item,</b> the chapter provides minutes of a budget planning meeting which should include the members of the finance committee, executive board, and administrative board.	20
Chapter Collection Rate	<50%	60%+	70%+	80%+	90%+	98%+	25
New Member Finances	The chapter does not submit proof of reviewing finances with potential members and/or new members	-	-	The chapter submits proof of reviewing financial obligations with potential members prior to extending an invitation to membership.	-	<b>In addition to the 600-point item,</b> the chapter demonstrates proof of reviewing financial obligations and the chapter's financial operations with new members during new member education.	25



Finance Committee Meetings	The chapter demonstrates no use of a finance committee or financial planning	The chapter shows proof of meeting at least once.	The chapter shows proof of meeting quarterly to review finances.	The chapter submits minutes from a monthly financial meeting. The minutes verify attendance by at least the chapter president, vice president, treasurer and advisor.	<b>In addition to the 600-point item,</b> the chapter demonstrates use of promissory notes by submitting either member signed promissory notes or templates of promissory notes used by the chapter.	<b>In addition to the 600- and 800-point items,</b> the chapter submits minutes from monthly financial meetings. The minutes verify attendance by at least the chapter president, vice president, treasurer and advisor AND individual accounts (accounts receivable) have been reviewed during the meeting.	25
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## **RECRUITMENT EXCELLENCE**

This section measures the chapter's ability to recruit and train members to foster a sustained culture of excellence in recruitment.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**


- ☐ Campus report of chapter size
  - The report must include the chapter's size and the campus average fraternity size from the current fall academic term.
  - Report must include the chapter's ranking among other IFC fraternities relative to total chapter size (active + new members)
  - An email from an appropriate campus official would satisfy this item if a formal report cannot be produced.
- ☐ Recruitment education and training materials
  - Include an outline of all training opportunities provided to chapter members.
  - If the chapter utilizes an external facilitator to earn more points, the chapter should include a brief biography of the facilitator and this individual's qualifications.
- ☐ Outline and schedule of recruitment practices
  - Include an outline of recruitment events occurring during "formal" recruitment periods and throughout the year.
  - Submit the chapter's names list.
  - Include minutes from monthly recruitment committee meetings and how the chapter is engaged in the recruitment process beyond just attending events.
- ☐ Member Eligibility Standards (MES) information
  - Submit the MES the chapter uses to determine who receives an invitation to membership.
  - Include description of how the chapter utilizes the MES during the vetting process within the recruitment committee and chapter's voting process.
  - Submit a description of how the chapter uses the MES to develop, foster, or address the chapter's culture.

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Points will be awarded to the chapter based on the chapter's size relative to the fraternity average. If the chapter is beneath 15 members, the chapter will not receive points for this area. If the fraternity average is less than 15 and the chapter is also below 15, but above the campus fraternity average, the chapter will earn points relative to the percentage above the campus average.
- Points will be awarded to the chapter based on if they rank in top 3 in membership size on campus.
- Points will be awarded based on the chapter's initiation rate from the previous academic year.
- The chapter earns points for demonstrating recruitment education and training for its members. Chapters holding multiple educational / training opportunities for members and those who use external facilitators will receive additional points.
- Points are awarded for demonstrating recruitment activities during the "formal" recruitment period and throughout the rest of the year. Specific items chapters will receive more points include:
  - Submitting the chapter's name list
  - Submitting minutes from monthly recruitment committee meetings
  - Submitting systems and cultures the chapter utilizes to engage members in the recruitment process beyond attending events through utilizing recruitment teams.
- Points are awarded for submitting the chapter's Member Eligibility Standards (MES). Chapters receive additional points for demonstrating how the MES is used during the chapter's vetting process and voting process. Chapters will also receive points for demonstrating how the standards impact the chapter culture.



## GRADING RUBRIC:

RECRUITMENT EXCELLENCE							
POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Chapter size in relation to the campus average during the current fall term	<u>&lt; 15 members</u>	Is more than 20% below campus average.	Is 10-20% below campus average.	Is within 10% of the campus average.	Is 10-30% above the campus Average.	 30%+ above the campus average.	10
Chapter size in comparison to campus during the current fall term						Chapter's membership size is in the top 3 of IFC groups	30
Annual Initiation Rate	<70%	70%+	75%+	80%+	85%+	90%+	10
Recruitment Education and Training	The chapter does not provide information on recruitment education	The chapter hosts one recruitment training session for chapter members.	-	The chapter hosts recruitment training during each term of the academic year.	-	<b>In addition to the 600-point item</b> , the chapter utilizes an outside facilitator to host a recruitment workshop for the chapter. This workshop can qualify as a training during an academic term.	20



Recruitment Practices	The chapter does not document any recruitment practices	The chapter hosts events during a "formal" recruitment period.	The chapter hosts events outside of a "formal" recruitment period.	The chapter documents monthly recruitment activities. In addition, the chapter maintains and submits a names list of potential members.	<b>In addition to the 600-point item</b> , the chapter develops a recruitment committee and provides monthly meeting minutes. Minutes must include the following: Ongoing review of potential new members, event/program planning and chapter training/recruitment education planning.	<b>In addition to the 600 and 800-point items</b> , the chapter develops recruitment teams beyond the recruitment committee and can demonstrate goals for each team. The chapter should also include the process through which the chapter review the goals on a regular basis.	20
Membership Eligibility Standards	The Chapter does not have membership eligibility standards.	The Chapter has vaguely defined membership requirements that are not easily measured	The Chapter has clearly defined and measurable eligibility standards	The Chapter has clearly defined and measurable eligibility standards and has a clear process for how the recruitment committee vets candidates.	The Chapter has clearly defined and measurable eligibility standards. Also, it shows evidence of implementation during bid voting.	The Chapter has clearly defined and measurable eligibility standards that address an issue (i.e. poor grades) in the chapter or promote a commitment to excellence.	10





## **HONORABLE CONDUCT**

This section measures the chapter's effort to educate members in risk management and to follow the Fraternity's and host institutions' standards for conduct and behavior.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- ☐ Letter of Good Standing from the host institution or the local IFC (or appropriate governing body)
  - If seeking a letter of good standing from the host institution, this should be signed by the campus Greek life advisor or appropriate campus staff member.
  - If seeking a letter of good standing from the local IFC (or appropriate governing body), this should be signed by the IFC president or IFC officer responsible for disciplinary matters.
  - If the chapter is unable to obtain a letter or if it is not recognized, the chapter should describe when it expects to return to good standing.
- ☐ Hazing Prevention Education Form
  - Must include signatures for 90% of the chapter and must be presented by a qualified external facilitator. Appropriate facilitators include the campus Greek life advisor, dean of students, student conduct officer, and Central Office staff. In specific circumstances, chapter advisors may qualify. Please contact the Central Office in advance to discuss if the chapter intends to utilize the chapter advisor or another volunteer.
- ☐ Honor Board Effectiveness
  - The chapter may submit multiple items to demonstrate the effectiveness of its honor board. Materials include:
    - A roster of the chapter's honor board members
    - Minutes from at least 1 honor board trial or a mock trial (specific names redacted)
    - Sanctioning efforts from the results of an honor board trial or a standard for determining sanctions if no formal trial occurred.
    - Honor Board education materials provided to the chapter. This should also include a date of the educational program if the chapter provides one to the chapter.
    - Any efforts of the honor board to promote excellence beyond trials and bylaw reviews.

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Points are awarded to a chapter in good standing with the host institution and/or the local IFC (or appropriate governing body).
- The chapter earns points for providing hazing prevention education to chapter members. Additional points are awarded for specific hazing education for new members during new member education.
- The chapter receives points for not having any Code of Conduct or campus policy violations. This data is tracked throughout the year and is based on Central Office Records.
- Points are awarded for demonstrating effective use of the honor board. Additional points are awarded for demonstrating use of effective sanctions (beyond study hours, community service, fines, sober monitoring, etc.) and for demonstrating proactive efforts to promote a culture of excellence.



## GRADING RUBRIC:

# HONORABLE CONDUCT

POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Good Standing with Host Institution or with the local IFC or Equivalent Governing Board	The chapter does not verify good standing with the host institution or with the local IFC or equivalent governing board	-	-	-	-	The chapter verifies good standing with the host institution	10
Hazing Prevention Education	The chapter does not provide hazing prevention education to its members	-	-	The chapter demonstrates it has provided hazing prevention education to 90% of the chapter at least once annually. This program must be facilitated by an outside facilitator.	-	<b>In addition to the 600-point item,</b> the chapter provides hazing prevention education to new members during new member education. This program must be facilitated by an outside facilitator.	30
Code of Conduct/Campus Policy Violations	The chapter received sanctions from the Fraternity or the host institution for a Code of Conduct violation or a campus policy violation.	-	-	-	-	The chapter did not receive sanctions from the Fraternity or the host institution for a Code of Conduct violation or a campus policy violation.	30
Honor Board Effectiveness	The chapter does not have an operating honor board	The chapter can produce a list of honor board members.	The chapter provides evidence of Honor Board usage or at least a mock trial per term.	The Honor Board demonstrates sanctioning efforts to appropriately address problems beyond community service, sober monitoring, and fines.	<b>In addition to the 600-point item,</b> the chapter provides honor board education to the chapter.	<b>In addition to the 600- and 800-point items,</b> the Honor Board demonstrates proactive efforts to reinforce membership obligations and positive conduct.	30





## **ACTIVE INVOLVEMENT**

This section measures the chapter's efforts to be involved in the campus community and the local community through service and through our partnership with JDRF.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- ☐ A roster of the chapter members and the campus groups they are actively involved in.
  - This is best submitted as a spreadsheet with each member of the chapter listed on a separate row.
- ☐ Proof of IFC Involvement
  - The chapter provides a list of members who ran for an elected office role on the IFC or were appointed to a role on the IFC. If a member was elected to office, please note that.
- ☐ Community Service Verification Template
  - The chapter should work to ensure it documents the members who attended chapter events, the number of hours served, and any additional hour's members complete on their own, independent of any chapter events.
- ☐ Proof of JDRF Support
  - If the chapter participates in, sponsors, or hosts any events for JDRF, please provide details of those events. Please ensure you include the date those events occurred.
  - If the chapter volunteers at a JDRF event or raises funds for JDRF through an event, please include details of those hours. Please include the hours served and/or the dollars raised at the event(s)
  - If the chapter includes an education component in its JDRF events, please include details of that component.

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**


- Points are awarded based on the percent of the chapter involved in a campus organization beyond Delta Tau Delta.
- Points are awarded for having at least one member run for an elected office on the local IFC (or equivalent governing board). Additional points will be awarded if the chapter has members elected or appointed to roles.
- The chapter earns points based the number of service hours per man the chapter reports. Again, the calculation is based on the number of hours per man in the chapter, not the total hours of service completed.
- Points are awarded for demonstrating involvement and partnership with JDRF. Additional points are awarded for volunteering, raising money, and providing education to the community.





## GRADING RUBRIC:

# ACTIVE INVOLVEMENT

POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Campus Involvement	The chapter does not document involvement on campus.	-	-	The chapter has at least 50% of its members involved in a non-Greek organization.	-	 In addition to the 600-point item, at least 90% of the chapter is involved in at least one organization outside of Delta Tau Delta	40
IFC Involvement	The chapter does not have chapter members serve as an elected/appointed officers on IFC or an equivalent board	-	-	The chapter provides proof of chapter members running for an elected position or nominated for an appointed position on IFC or an equivalent board	-	The chapter has chapter members serve as an elected/appointed officers on IFC or an equivalent board	20
Community Service	The chapter does not document any community service efforts or average hours are less than 5 hours per man.	The chapter documents volunteerism showing >5 volunteer hours per man per academic year	The chapter documents volunteerism showing >10 volunteer hours per man per academic year	The chapter documents volunteerism showing >15 volunteer hours per man per academic year	The chapter documents volunteerism showing >20 volunteer hours per man per academic year	The chapter documents volunteerism showing >25 volunteer hours per man per academic year	20
JDRF Support	The chapter does not demonstrate any philanthropic efforts	The chapter supports JDRF by participating at a JDRF walk or another JDRF sponsored event.	-	The chapter supports JDRF by donating or volunteering at an event OR hosting a fundraising event.	-	In addition to the 600-point item, the chapter supports JDRF by actively providing an educational component to the campus community.	20



## **CHAPTER OPERATIONS**

This section measures the operational functions of a chapter. The core concepts within this section are the Fraternity's *Ritual* and chapter strategic planning.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- ☐ *Rite of Iris* Verification form
- ☐ *Ritual* Verification form
- ☐ *Ritual* Education overview
  - Chapter must include the topics covered and the dates of the *Ritual* education meetings.
- ☐ New Member Education overview
  - Chapter must submit syllabus including dates of meetings and topics covered during those meetings.
  - For additional points, the chapter may submit a roster of new members and the campus organizations they are involved in.
- ☐ Chapter Goal Setting overview
  - The chapter must submit the goals the chapter created for the year / each academic term.
  - For additional points, the chapter may submit rosters of committees and the goals for each of those committees.
- ☐ Chapter Strategic Planning overview
  - The chapter must submit an overview of strategic planning retreats attended by the chapter officers.

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Chapters will earn points based on the quality of the performance of the *Rite of Iris* and the *Ritual*
- Points are awarded for providing quality *Ritual* education to members.
  - Additional points are awarded for following the schedule included in the White Book.
  - Additional points are awarded for developing a *Ritual* education program that includes learning and development in addition to the White Book. The chapter must submit a curriculum and learning objectives of the program.
- The chapter earns points for providing an overview of the New Member Education program.
  - Additional points are provided for including information on how the new members are involved on campus.
  - Additional points are awarded for including components in the New Member Education program going beyond what is considered required to be a member of Delta Tau Delta or the campus Greek community.
- Points are awarded for demonstrating the chapter is using goals.
  - Additional points are awarded for demonstrated use of committees and goals within those committees.
- The chapter will earn points for hosting chapter strategic planning retreats for chapter officers.
  - Additional points are awarded for hosting a strategic planning retreat prior to at least two academic terms. "External Facilitator" is defined as a non-undergraduate person leading a segment or segments of the retreat. This can be a fully led experience or facilitations for a specific period. Chapter volunteers (advisor, regional governors, etc.) qualify if they are actively leading portions of the retreat.



**GRADING RUBRIC:****CHAPTER OPERATIONS**

POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Rite of Iris Performance	Chapter does not perform the <i>Rite of Iris</i>	The Priest performs <i>Rite of Iris</i> by means of reading out of the Purple Book. Equipment needs repair OR is missing	The Priest performs <i>Rite of Iris</i> with general memorization (with prompt assistance). Equipment is accounted for but in need of repair and updating.	The Priest performs <i>Rite of Iris</i> with an acceptable number of errors. Equipment is functional/presentable.	The Priest performs <i>Rite of Iris</i> with flawless memorization and theatrics.	The Priest performs <i>Rite of Iris</i> with flawless memorization and theatrics AND the rest of the performance team has their portions memorized.	10
Ritual Performance	Chapter does not perform the <i>Ritual</i>	Performs <i>Ritual</i> by means of reading out of the Purple Book. Equipment needs repair OR is missing	Performs <i>Ritual</i> with general memorization (with prompt assistance). Equipment is accounted for but in need of repair and updating.	Performs <i>Ritual</i> with an acceptable number of errors. Equipment is functional/presentable. Chapter conducts formal chapter at least once a month.	Performs <i>Ritual</i> with flawless memorization and theatrics.	Performs <i>Ritual</i> with flawless memorization and theatrics AND the rest of the chapter has the audience portions memorized for <i>Ritual</i> .	10
Ritual Education	No Ritual Education	Chapter provides <i>Ritual</i> education once with each live initiation	Chapter Provides <i>Ritual</i> education for recently initiated members after initiation	Chapter Provides <i>Ritual</i> education 3-4 times per year to according to the schedule in the White Book	Chapter Provides monthly <i>Ritual</i> education to according to the schedule in the White Book.	Chapter Provides <i>Ritual</i> education above and beyond what is prescribed in the White Book. Curriculum includes learning objectives and curriculum.	20



New Member Education	Chapter does not provide new member education	-	-	The chapter provides a syllabus of specific dates for meetings and events.	<b>In addition to the 600-point item,</b> the chapter demonstrates the involvement of new members on campus. Points will be awarded if 80% of new members are involved in a campus organization	<b>In addition to the 600 and 800-point items,</b> the chapter provides educational components for new members beyond that which is required to be a Delt and member of the campus Greek community.	20
Chapter Goal Setting	The chapter does not demonstrate any goal setting.	-	The chapter has a list of clearly defined goals.	The chapter has a list of clearly defined goals with an explanation of how success is specifically defined and measured, and evidence of a process to check progress.	<b>In addition to the 600-point item,</b> the chapter provides a list of clearly defined goals for each committee and a roster for each committee.	<b>In addition to the 800-point item,</b> the chapter shows proof that at least 50% of the chapter is a member of a committee.	20
Chapter Strategic Planning	The chapter does not provide documentation for officer training.	The chapter hosts a strategic planning meeting for all chapter officers.	-	The chapter utilizes an external facilitator for a full day officer training and goal setting retreat.	-	The chapter hosts a full day officer training and goal setting retreat with an external facilitator during at least two academic terms.	20



## **CHAPTER AND MEMBER DEVELOPMENT**

This section measures the efforts the chapter makes to develop its members. The focus of this section is the Membership Impact Survey (MIS) and the Life of Excellence (LOE) Development Program.

### **ITEMS TO SUBMIT USING CHAPTER GOOGLE FOLDER:**

- ☐ Proof of using the results of the MIS to educate the members of the chapter culture and develop a strategic plan to address any areas of the chapter culture the members wish to address.
- ☐ Proof of member development experiences under the LOE umbrella.

### **SCORING CATEGORIES AND ADDITIONAL DIRECTIONS:**

- Points are awarded based on the chapter's participation rate in the annual Membership Impact Survey. Only fully completed surveys count toward the chapter's rate.
- The chapter earns points for demonstrating effort to use the results from the MIS to affect the chapter culture and develop goals through analysis of the MIS results.
- The chapter earns points for hosting developmental programs under the Life of Excellence umbrella. The chapter earns additional points in each of these areas for partnering with another campus or Greek organization. Examples of programs include, but are not limited to:
  - Personal Leadership:
    - The chapter hosts a leadership seminar with a chapter alumnus or a distinguished member of the community.
    - The chapter hosts a leadership inventory workshop (e.g., Strengths Quest) and members identify ways to better incorporate strengths into the chapter operations and in their lives outside of the Fraternity.
    - The chapter hosts a goal setting seminar where members learn best practices to set and achieve goals and are challenged to develop goals for themselves for the academic team/year.
  - Professional Development
    - The chapter hosts a member of the campus' career center to present on topics related to professional development.
    - The chapter hosts an alumni career panel where alumni discuss their professional career paths and work with members who are interested in similar career fields.
    - The chapter hosts a resume review, cover letter prep, and mock interview workshop for upper-class members.
  - Wellness & Well-Being
    - The chapter sets collective and individual goals to track the number of steps taken in a week to promote movement.
    - The chapter hosts a budget planning seminar for members to promote financial literacy and financial wellness.
    - The chapter hosts a workshop with members of the campus counseling and health center to discuss mental health concerns and emotional wellness needs.
  - Strengthening Community
    - The chapter hosts a local elected official to discuss the value of being an informed and active citizen.
    - The chapter hosts a member from the campus' office of multicultural affairs to discuss topics of diversity, equity, and inclusion.
    - The chapter identifies a consistent service opportunity for members and regularly participates with that site to better the community.



**GRADING RUBRIC:**

# CHAPTER AND MEMBER DEVELOPMENT

POINTS EARNED	0	200	400	600	800	1000	WEIGHT
Membership Impact Survey (MIS) Completion	Less than 10% of the chapter has completed the survey	10% of the chapter completed the survey	25% of the chapter completed the survey	50% of the chapter completed the survey	75% of the chapter completed the survey	90+ % of the chapter completed the survey	10
MIS Strategic Planning	The chapter does not demonstrate any effort to review the MIS report	The executive board demonstrates proof of reviewing the chapter's MIS report	-	The chapter hosts a meeting reviewing the results of the MIS with the members of the chapter	-	<b>In addition to the 600-point item,</b> the chapter develops goals and corresponding actions to address or enhance a section of the MIS	10
Life of Excellence (LOE) – Personal Leadership	The chapter does not demonstrate any programming focusing on an element of Personal Development from the LOE	-	-	The chapter hosts a program focusing on an element of Personal Development from the LOE	<b>In addition to the 600-point item,</b> the chapter hosts a program focusing on an element of Personal Development from the LOE at least twice per academic year	<b>In addition to the 800-point item,</b> the chapter hosts a at least 1 program focusing on an element of Personal Development from the LOE that is open to the campus or in partnership with another campus or Greek organization	20
Life of Excellence (LOE) – Professional Development	The chapter does not demonstrate any programming focusing on an element of Professional Development from the LOE	-	-	The chapter hosts a program focusing on an element of Professional Development from the LOE	<b>In addition to the 600-point item,</b> the chapter hosts a program focusing on an element of Professional Development from the LOE at least twice per academic year	<b>In addition to the 800-point item,</b> the chapter hosts a at least 1 program focusing on an element of Professional Development from the LOE that is open to the	20





						campus or in partnership with another campus or Greek organization	
Life of Excellence (LOE) – Wellness & Well-Being	The chapter does not demonstrate any programming focusing on an element of Wellness & Well-Being from the LOE	-	-	The chapter hosts a program focusing on an element of Wellness & Well-Being from the LOE	<b>In addition to the 600-point item,</b> the chapter hosts a program focusing on an element of Wellness & Well-Being from the LOE at least twice per academic year	<b>In addition to the 800-point item,</b> the chapter hosts a at least 1 program focusing on an element of Wellness & Well-Being from the LOE that is open to the campus or in partnership with another campus or Greek organization	20
Life of Excellence (LOE) – Strengthening Community	The chapter does not demonstrate any programming focusing on an element of Strengthening Community from the LOE	-	-	The chapter hosts a program focusing on an element of Strengthening Community from the LOE	<b>In addition to the 600-point item,</b> the chapter hosts a program focusing on an element of Strengthening Community from the LOE at least twice per academic year	<b>In addition to the 800-point item,</b> the chapter hosts a at least 1 program focusing on an element of Strengthening Community from the LOE that is open to the campus or in partnership with another campus or Greek organization	20




# SUBMISSION LIST:

This is a consolidated list of the items the chapter is responsible for submitting for the FAAR. For additional information, please refer to the appropriate section in the FAAR rubric.

## ACCREDITATION:

- ☐ Appropriate IRS Form 990 verification
- ☐ Completed Code of Conduct presentation verification form
- ☐ Completed sexual assault prevention education verification form
- ☐ Completed hazing prevention education verification form
- ☐ Campus Grade Report for Fall and Spring Academic Terms

## ACADEMIC EXCELLENCE

- ☐ Campus Grade Report for  and Spring Academic Terms \*see process for quarter schools under accreditation
- ☐ Chapter Bylaws concerning academics
- ☐ Academic Support plan, if not included in the Bylaws

## FINANCIAL INTEGRITY

- ☐ Approved Accounting System Verification Form
- ☐ Chapter Budget
  - Must be submitted to the Central Office by July 1
- ☐ Chapter Budget Planning Meeting report and minutes
- ☐ Chapter Accounts Receivable report
- ☐ Materials provided to potential members and new members outlining financial expectations
- ☐ Finance Committee materials

## RECRUITMENT EXCELLENCE

- ☐ Campus report of chapter size including rank
- ☐ Recruitment education and training materials

- ☐ Outline and schedule of recruitment practices

- ☐ Member Eligibility Standards (MES) information

## HONORABLE CONDUCT

- ☐ Letter of Good Standing from the host institution or the local IFC (or appropriate governing body)
- ☐ Hazing Prevention Education Form for each time the presentation is provided

- ☐ Honor Board Effectiveness Information

## ACTIVE INVOLVEMENT

- ☐ A roster of the chapter members and the campus groups they are actively involved in.

- ☐ Proof of IFC Involvement

- ☐ Community Service Verification Template

- ☐ Proof of JDRF Support

## CHAPTER OPERATIONS

- ☐ *Rite of Iris* Verification form

- ☐ *Ritual* Verification form

- ☐ *Ritual* Education overview

- ☐ New Member Education overview

- ☐ Chapter Goal Setting overview

- ☐ Chapter Strategic Planning overview

## CHAPTER AND MEMBER DEVELOPMENT

- ☐ Proof of using the results of the MIS to educate the members of the chapter culture and develop a strategic plan to address any areas of the chapter culture the members wish to address.

- ☐ Proof of member development experiences under the LOE umbrella.





# REQUIRED FORMS AND TEMPLATES

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Provided are all links to all the forms and templates the chapter will need to complete in the FAAR. If there are any problems downloading the form / template, please contact the Central Office.

- [Code of Conduct Presentation Verification Form](#)
- [Sexual Assault Prevention Presentation Verification Form](#)
- [Hazing Prevention Presentation Verification Form](#)
- [Approved Accounting System Verification Form](#)
- [Community Service Verification Template](#)
- [\*Rite of iris\* Verification Form](#)
- [\*Ritual\* Verification Form](#)





**FORGING  
THE FUTURE**