



# DELTA TAU DELTA

**2021 Fraternity Awards/Accreditation Report  
(FAAR)**



# **GRADING RUBRIC**

A wooden board with various geometric shapes and symbols including an eye, stars, a crescent moon, and triangles. The board is dark brown and has a white border. The symbols are carved into the wood and are arranged in a somewhat circular pattern. The word "ACCREDITATION" is written in white, bold, uppercase letters across the center of the board.

# ACCREDITATION

### **1. The chapter submits the appropriate form 990 to the IRS**

To receive full credit: Submit photocopy (not the original) of IRS Form 990, 990-EZ or 990-N for the most recent fiscal year (typically ends June 30).

*The forms and instructions can be found at <http://www.irs.gov/instructions/i990/index.html>*

- To receive partial credit: If chapter has not yet filed a version of Form 990, please provide name and contact information of person responsible for filing Form 990 and date the form will be filed. Once the form is filed, a photocopy or scanned copy must be sent to the Central Office, attention Accounting.
- Should the chapter file an IRS extension, please submit a photocopy of the extension form. Once the form is filed, a photocopy must be sent to the Central Office, attention Accounting.
- If you choose to submit the 990-N, you must include the status update from the IRS documenting acceptance of the form, not just submission. This can be done via screenshot of the email notifying the person who submitted of the updated status or a screenshot of the submission portal (File990.org or directly through the IRS) of the updated status.
- The form submitted by the chapter must show "2020" in the top right corner.
- Please make sure you keep a copy of the 990 prior to filing with the IRS.
- Submitting to the Fraternity is the 2nd most important part. Do not forget to send the form to the IRS for official filing purposes.

### **2. The chapter presents the *Member Responsibility Guidelines (MRG)* to at least 90% of the chapter by October 25, 2021. This can be completed in-person or virtually, whichever best suits the chapter's operations.**

- The chapter certifies a risk management program approved by the Fraternity has been presented with at least 90% of chapter members **AND** 90% of new members in attendance by October 25. The program must cover the *Member Responsibility Guidelines* and the Fraternity stance against hazing. The chapter can either complete this presentation in-person or virtually, depending on local guidelines. For virtual presentations, please type the names of the members who attended and have chapter leadership sign the form(s) where appropriate.
- Submit the MRG Verification Form (this item can be found in the Resource Center under FAAR Information) with the date and signatures of all members in attendance to be eligible for any points.
- The chapter should review the Code of Conduct with members. Submit the Code of Conduct (this item can be found in the Resource Center under FAAR Information in the template documents folder) signed by an appointed advisor in attendance at the presentation.

### **3. The chapter conducts a sexual assault prevention presentation to at least 90% of the chapter by October 25, 2021. This can be completed in-person or virtually, whichever best suits the chapter's operations. The presenter must be an individual with appropriate credentials to present on such a topic.**

- In addition to the MRG presentation, the chapter has completed a sexual assault prevention education program within the last 12 months with at least 90% of members **AND** 90% of new members in attendance.
- Submit the Sexual Assault Prevention Education Program Attendance Sheet (this item can be found in the Resource Center under FAAR Information in the template documents folder) signed and dated by the program presenter along with signatures of all members in attendance. Active undergraduate members do not count as valid presenters.

### **4. The chapter adopts the Vault billing system by no later than July 31, 2021.**

- Chapters will be expected to adopt the Vault billing system no later than July 31, 2021. For chapter who are not yet using Vault billing, please email [sales@omegafi.com](mailto:sales@omegafi.com) to start the transition process to the Vault billing system.
- Submission is not required as this item will be scored based on Central Office records.



A collection of wooden award items is displayed against a dark purple background. The items include a large eye-shaped piece with radiating lines, several five-pointed stars, two triangles, and a crescent moon. The items are arranged in a somewhat circular pattern around the central text.

# AWARD ITEMS

**Area:** Academic Excellence

**Level 1 Items (Worth 1 point each):**

- The chapter verifies it has a minimum GPA standard for joining the organization (recruitment). *Please submit the section of the chapter's bylaws that outline eligibility for membership.*
- The chapter verifies it has a minimum GPA standard for active members (continued membership). *Please submit the section of the chapter's bylaws that outlines eligibility for active membership.*
- The chapter verifies it has at least a 2.7 fall 2020 GPA (even if it is self-calculated). *Please submit a school generated grade report. If the school cannot produce a report, please submit a self-calculated chapter GPA.*
- The chapter verifies it has at least a 2.7 spring 2021 GPA (even if it is self-calculated). *Please submit a school generated grade report. If the school cannot produce a report, please submit a self-calculated chapter GPA.*

**Level 2 Items (Worth 2 points each):**

- The chapter provides its fall 2020 grade report or provides a reasonable explanation for lack of a grade report. *Please submit a school generated grade report. If the school cannot produce a report, please provide a letter or proof of communication from the appropriate campus staff member that such a report will not be produced.*
- The chapter provides its spring 2021 grade report or provides a reasonable explanation for lack of a grade report. *Please submit a school generated grade report. If the school cannot produce a report, please provide a letter or proof of communication from the appropriate campus staff member that such a report will not be produced.*
- The chapter demonstrates its process for holding members accountable for failing to meet the minimum member academic standards. *Please submit the section of the chapter's bylaws that outlines the repercussions for failure to meet minimum academic standards.*

**Level 3 Items (Worth 4 points each):**

- The chapter provides a roster of men who were named to the dean's list or equivalent list. *Please submit a list of men who completed the spring 2020 term on the dean's list or equivalent list and their GPA.*
- The chapter demonstrates a support process for members who would like to improve academically. *Please submit the support plan the chapter utilizes for chapter members.*
- Chapter hosts an academic workshop outside of regular study hours or study tables for members. *Please submit proof of a meeting agenda/program that shows the chapter provides academic development for members.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- In what ways has the chapter's minimum expectations and academic support program left a positive impact on members who are struggling?
- How are you positively recognizing members who are achieving academically? What impact does recognition have in cultivating a culture of academic success?
- How has the chapter adjusted academic policies and/or expectations due to the challenges experienced during the 2021 year? What adjustments or new initiatives does the chapter intend to include beyond 2021?
- How has the chapter emphasized the importance of academic success during new member education? What has chapter utilized to support new members academically as they transition into the chapter?
- What are the chapter's future goals for academic success and what plan has the chapter developed to achieve those goals?

**Total Points:** \_\_\_\_\_ / 37

**Area:** Chapter Finances

**Level 1 Items (Worth 1 point each):**

- The chapter utilizes Vault billing. *This item will be scored based on Central Office records.*
- The chapter utilizes a checkbook or debit card. *Submit an image of either a chapter check or debit card. The check or debit card must include the Fraternity's name or the chapter's designation.*
- Chapter produces an accounts receivable report. *Submit the current accounts receivable report. The collection percentage will not be calculated or scored in this item.*
- The chapter utilizes a budget for the fiscal year and submits to Central Office by July 1. *This item will be scored based on Central Office records. Instructions for submitting the Chapter Budget (2021-2022 FY) can be found in the resource center under FAAR Information in the 2021 FAAR instructions folder.*
- The chapter has a process for tracking expenses. *Submit either a summary of how the chapter tracks expenses or a screenshot of the expenses summary from the chapter's accounting software. If the chapter includes a summary, it must cite the accounting software used to earn points.*

**Level 2 Items (Worth 2 points each):**

- Have an operating finance committee. *Submit minutes from at least one finance committee meeting with the date of the meeting and officers present included.*
- The chapter has a \$0 balance with the Central Office on July 1. *This item will be scored based on Central Office records.*
- The chapter utilizes promissory notes. *Submit either a current promissory note or a template of the promissory notes the chapter utilizes.*
- The chapter completes the IRS Form 990. *This item will be scored based on Central Office records.*
- The chapter verifies it reviews financial obligations with prospective members during recruitment. *Submit a summary of how the chapter introduces financial obligations to prospective members prior to extending bids.*
- The chapter verifies it reviews financial obligations with new members during new member education. *Submit a summary of how the chapter reviews financial obligations with new members during the new member period.*
- The chapter has a process for payment approval/reimbursement. *Submit a summary of how the chapter handles requests to spend chapter funds in advance of budgeted purchases or reimbursing members for executing budgeted purchases.*

**Level 3 Items (Worth 4 points each):**

- Finance Committee meets monthly. *Please submit minutes from each of the chapter's finance committee meetings held in the last 12 months.*
- The chapter utilizes a process to review member accounts if 30+ days past due. *Please submit the section of the chapter's bylaws that outlines how the chapter responds to men who are more than 30 days past due.*
- The chapter hosts a budget planning meeting. *Please submit the minutes or meeting agenda of the chapter's budget planning meeting with the date of the meeting and officers present included.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- How is the chapter adjusting the chapter budget and/or using funds differently to enhance the membership experience?
- How has the chapter maintained financial transparency and solvency in response to the challenges in the 2021 year?
- What was the greatest financial challenge the chapter faced during the 2021 year and how did the chapter overcome it?
- How has the chapter supported a member through financial difficulties? How does the chapter plan to support future members with financial difficulties?
- What are the future financial goals for the chapter and what plan has the chapter developed to achieve those goals?

**Total Points:** \_\_\_\_\_ / 46

**Area:** Recruitment

**Level 1 Items (Worth 1 point each):**

- Chapter demonstrates recruitment activities/events. *Please submit an overview of the chapter's recruitment events and activities dating back to Dec. 1, 2020. The overview can include a calendar of recruitment events or a summary of events with dates.*
- Chapter proves it has member eligibility standards. *Submit the section of the chapter's bylaws or appropriate policy documents that details the membership standards for any potential member.*
- Chapter operates social media accounts. *This item will be scored based on Central Office records. To earn points, the chapter must have at least one post from Dec. 1, 2020 on either Facebook, Instagram or Twitter.*
- Chapter has a voting process for membership. *Submit the section of the chapter's bylaws or appropriate policy documents that details the process for voting to extend a bid to a potential member.*

**Level 2 Items (Worth 2 points each):**

- Chapter hosts a recruitment education program for its members. *Submit an overview of the chapter's recruitment education programs. The overview must include the date of the program and an agenda of topics covered.*
- Chapter utilizes a names list. *Submit a copy of the chapter's current name's list.*
- Chapter utilizes a recruitment committee. *Submit the minutes of any meeting held by the recruitment committee held since Dec. 1, 2020. The minutes must include a date of the meeting and an agenda.*

**Level 3 Items (Worth 4 points each):**

- The chapter recruited at least 1 new member since Dec. 1, 2020. *This item will be scored based on Central Office records.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- How has the chapter marketed itself during the 2021 year? How has the chapter developed marketing materials to position itself as a value-add to individuals during fall 2021 term?
- Please provide the chapter's recruitment plan. In what ways was the chapter successful in executing this plan and in what ways could the chapter improve?
- What are your membership eligibility standards? How do those impact the culture of chapter?
- How has the chapter adjusted tactics and/or events in response to the pandemic? How do you intend to utilize the best practices beyond the fall 2021 term?
- What is the most creative endeavor the chapter undertook during the 2021 year to positively impact recruitment and retention?

**Total Points: \_\_\_\_\_ / 29**



**Area:** Internal Operations

**Level 1 Items (Worth 1 point each):**

- Chapter shows proof of hosting chapter meetings. *Please submit minutes from a chapter meeting.*
- Chapter shows proof of hosting executive board meetings. *Please submit minutes from an executive board meeting.*
- Chapter shows proof of hosting administrative board meetings. *Please submit minutes from an administrative board meeting.*
- Chapter submits the spring 2021 initiation report within 8 weeks of new members being reported. *This item will be scored based on Central Office records.*
- Chapter utilizes bylaws. *Please submit the chapter's current bylaws.*

**Level 2 Items (Worth 2 points each):**

- Chapter shows proof of hosting a brotherhood event. *Please submit a program summary or proof of any brotherhood event.*
- Chapter demonstrates process to onboard chapter officers. *Please submit a summary of the chapter onboarding process. The chapter can also submit an agenda from an onboarding meeting held in the last 12 months.*
- Chapter submits current chapter committees and includes a roster of the current committee members. *Please submit the current roster of chapter officers and committees, listing the individual members on those committees*

**Level 3 Items (Worth 4 points each):**

- The chapter demonstrates a goal setting retreat. *Please submit the agenda or minutes from the meeting outlining the goal setting retreat. The agenda or minutes must include the date of the retreat.*
- The chapter demonstrates ongoing training for chapter officers beyond the initial onboarding training. *Please submit any materials verifying the chapter hosts additional training for officers. If the additional training consists of meetings, please include the dates of those meetings.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (12 PAGES TOTAL).*

- What are the chapter's goals and how has the chapter worked to achieve those goals during the 2021 year?
- How did the chapter engage members beyond chapter officers during the pandemic?
- What lessons can the chapter take moving forward about member engagement from this experience?
- What is one accomplishment that the chapter is most proud of during the 2021 year?
- What lessons did the chapter learn during the pandemic and how has the chapter acted on or implemented those lessons into chapter operations during the 2021 year?
- In what areas has the chapter underperformed in the 2021 year and how could the chapter take steps to improve in the next 12 months?

**Total Points:** \_\_\_\_\_ / 37

**Area:** Member Development

**Level 1 Items (Worth 1 point each):**

- Chapter new members complete the Good Delt. *This item will be scored based on Central Office records.*
- Chapter makes members aware of resources through TalkSpace or ULifeLine. *Please submit proof of communication to the chapter outlining the availability of the Fraternity's mental health resources. If you need additional resources to provide the chapter, please contact Andy Longo at the Central Office.*

**Level 2 Items (Worth 2 points each):**

- Chapter hosts weekly in-person and/or virtual new member experiences. *Please submit the overview of in-person or virtual new member education experiences. The overview must include dates of meetings and topics covered during meetings.*
- Chapter hosts *Ritual* education for members. *Please submit the overview of in-person or virtual Ritual education. The overview must include dates of meetings and topics covered during meetings.*
- Chapter hosts in-person and/or a virtual member development experiences. *Please submit the overview of in-person or virtual member development experiences. The overview must include dates of meetings and topics covered during meetings.*

**Level 3 Items (Worth 4 points each):**

- The chapter provides at least one member development opportunity focused on **professional development**. *Please submit an overview of in-person or virtual member development experience(s). The overview must include dates of meetings and topics covered during meetings.*
- The chapter provides at least one member development opportunity focused on **civic engagement**. *Please submit an overview of in-person or virtual member development experience(s). The overview must include dates of meetings and topics covered during meetings.*
- The chapter provides at least one member development opportunity focused on **health and safety**. *Please submit an overview of in-person or virtual member development experience(s). The overview must include dates of meetings and topics covered during meetings.*
- The chapter provides at least one member development opportunity focused on **personal leadership**. *Please submit an overview of in-person or virtual member development experience(s). The overview must include dates of meetings and topics covered during meetings.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- How has the chapter adjusted the member development experiences differently to enhance the membership experience?
- How has the chapter adjusted the new member education differently to enhance the membership experience?
- What impact has the chapter's member development experiences had on the lives of members?
- How has chapter supported the health and wellness of members through the challenges experienced during the 2021 year?
- What are the chapter's future goals for member development and what plan has the chapter developed to achieve those goals?

**Total Points:** \_\_\_\_\_ / 39

**Area:** Community Engagement

**Level 1 Items (Worth 1 point each):**

- The chapter verifies it is in good standing with the IFC or local governing board.  
*Submit a letter or proof of communication between the appropriate campus staff member, IFC or local governing board officer verifying the chapter's status.*
- The chapter provides its community service expectations for members.  
*Submit the section of the chapter's bylaws that outline these expectations.*
- The chapter provides its expectations for campus leadership and involvement for members.  
*Submit the section of the chapter's bylaws that outline these expectations.*

**Level 2 Items (Worth 2 points each):**

- The chapter shows proof it engages with JDRF. *Please submit proof of any interaction with the local JDRF chapter, any service held on behalf of JDRF or any chapter-led event to raise awareness or money for JDRF.*
- The chapter shows proof of publishing an alumni newsletter. *Please submit the chapter's most recent alumni newsletter. The newsletter must be dated and must have been published between Dec. 1, 2020 and Nov. 1, 2021.*
- The chapter provides a roster of the active chapter members and their campus involvement. *Please submit the current chapter roster and for each member, list the on-campus clubs and organization each member is involved in.*

**Level 3 Items (Worth 4 points each):**

- The chapter provides Type 1 Diabetes/JDRF education to its membership. *Please submit the program outline or meeting minutes that verify the chapter discussed Type 1 Diabetes or JDRF with the membership.*
- The chapter engages with alumni beyond sending a newsletter. *Please submit verification of an alumni event hosted by the chapter between Dec. 1, 2020 and Nov 1, 2021. The event could be in-person or virtual. Verification could include a summary of the event, marketing materials or photos from the event.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- Provide one example of how the chapter has actively served the community during the 2021 year. How has this service to the community impacted the culture of the chapter?
- What challenges has the chapter experienced in engaging the community as a result of the pandemic and how has the chapter overcome these challenges?
- How has the chapter engaged with alumni during the 2021 year? Could the chapter improve moving forward?
- In what ways has the chapter embraced JDRF? What impact has this relationship had on the chapter? How has the chapter promoted this relationship on campus and educated the campus community about JDRF?
- How has the chapter served as a positive reflection of the host institution's mission and vision?

**Total Points:** \_\_\_\_\_ / 32

**Area:** Risk Management

**Level 1 Items (Worth 1 point each):**

- The chapter verifies it is in good standing on campus. *Please submit a letter or proof of communication between the appropriate campus staff member verifying the chapter's status.*
- The chapter provides a roster of honor board members. *Please submit a document with the names of all members of the chapter's honor board.*
- The chapter verifies it has provided MRG education to its at least 90% of its active members and 90% of its new members by October 25 of the fall 2021 term (in-person or virtual). *This item will be scored based on Central Office records.*
- The chapter verifies it has provided sexual assault prevention education to at least 90% of its active members and 90% of its new members by October 25 of the fall 2021 term (in-person or virtual). *This item will be scored based on Central Office records.*

**Level 2 Items (Worth 2 points each):**

- The chapter verifies it has provided hazing prevention education to at least 90% of its membership. *Please submit a completed verification form of the presentation. The verification form can be found in the resource center.*
- The chapter verifies it reviewed the Code of Conduct with its membership and keeps a signed copy from each member. *Submit the Code of Conduct form. This item can be found in the Resource Center under FAAR Information and must be signed by an appointed advisor in attendance at the presentation.*
- The chapter provides its honor board due process. *Submit the chapters honor board due process.*
- The chapter provides a comprehensive plan for managing social events. *Please submit documentation outlining how the chapter prepares for and manages social events before, during, and after the events occur. The plans should include information regarding guest lists, verifying age/checking identification, managing alcohol (BYOB and 3<sup>rd</sup> party vendor), and the process outlining end of event protocols.*

**Level 3 Items (Worth 4 points each):**

- The chapter has no MRG violations or host institution policy violations. *This item will be scored based on Central Office records.*

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- What has been the greatest challenge the chapter has faced in terms of member behavior and how did the chapter work to address the challenge? What has the chapter carried forward from this experience to provide a better experience to its members?
- How does the honor board engage the chapter beyond sanctioning and punitive measures? What impact does such engagement have on the overall culture of the chapter?
- How does the chapter promote health and safety within the campus culture? How could the chapter either continue to be a positive contributor to health and safety on campus or improve to be a leader in this area?
- How has the chapter navigated campus and community guidelines related to the COVID-19 pandemic?
- How does the chapter monitor members' social media activity to ensure members are behaving in accordance with the expectations of the Fraternity?
- Prior to events, how does the chapter communicate safety and behavioral expectations to members and guests?

**Total Points:** \_\_\_\_\_ / 34

**Area:** Miscellaneous

**Narrative Prompts (Graded on a 0-3 scale):**

*PLEASE SUBMIT RESPONSES TO ALL PROMPTS IN ONE DOCUMENT. PLEASE KEEP RESPONSES FOR EACH PROMPT TO LESS THAN 2 PAGES (10 PAGES TOTAL).*

- What safety precautions did the chapter develop and how has the chapter incorporated/enforced those throughout the membership?
- How has the chapter engaged members and promoted brotherhood during the pandemic?
- How has chapter culture changed because of the pandemic and how does the chapter intend to address negative changes and/or reinforce positive changes?
- In what ways has the pandemic pushed the chapter to be more creative?
- What has been the chapter's plan to retain members throughout the pandemic? What initiatives did the chapter use to retain members?

**Total Points: \_\_\_\_\_ / 15**