

FRATERNITY AWARDS AND ACCREDITATION REPORT



DELTA TAU DELTA

The **FRATERNITY AWARDS AND ACCREDITATION REPORT (FAAR)** is the chapter operations assessment tool of Delta Tau Delta. Chapters are required to submit annual reports outlining the process and programs developed by the chapter.

The 2022 FAAR has been designed to focus on the five phrases that complete the fraternity's system of values. The value statements of Delta Tau Delta shape our decisions, programs, and the future of the fraternity.

INTEGRITY IS ESSENTIAL

Integrity means doing what you say you will do. Integrity establishes credibility for yourself and the Fraternity and having it means others can trust you, believe you, and count on you.

Requirements:

1. Chapter presents the Member Responsibility Guidelines (MRG) to 90% of the chapter by October 25th, 2022.
2. Chapter conducts a sexual assault prevention presentation to at least 90% of the chapter by October 25th, 2022. The presenter must be an individual with appropriate credentials to present on such a topic.
3. Chapter must verify their contract with OmegaFi by the November 15 deadline.
4. Chapter submits the appropriate form 990 to the IRS.

ACCOUNTABILITY

Accountability is fundamental to all commitments: Accountability means holding to your promises, making you responsible for both your words and your actions.

1. Chapter provides documentation of good standing with IFC or local governing board and with the host institution by November 15 deadline.
2. Chapter has no MRG violations or host institution policy violations.
3. Chapter provides education for members in areas of risk management and member accountability.
4. Chapter must maintain a semester chapter GPA at or above 2.7 for all active members.
5. Chapter provides academic support to members and upholds the academic integrity of the chapter.
6. Chapter conducts recruitment process at least once per calendar year.
7. Chapter provides recruitment education or training to chapter members.
8. Chapter has submitted and is current on New Member and Initiation reports through OmegaFi. This will be scored based on Central Office records.
9. Chapter initiates 90% or higher of all reported new members.
10. Chapter utilizes Vault billing.
11. Chapter utilizes a budget for the fiscal year and submits to Central Office by July 1.
12. Chapter remains in good financial standing with the Central Office and does not carry an outstanding balance on July 1.
13. Chapter has an operating finance committee.
14. Chapter utilizes the honor board in a proactive manner to reinforce membership obligations and positive conduct.
15. Chapter new members complete the Delt the online national new member education program & DTAA. This item will be scored based on Central Office records.

LIFELONG LEARNING & GROWTH ARE VITAL

There is no status quo in the pursuit of excellence – you are either moving ahead through continuous growth and learning or going backward and slowly narrowing your choices and opportunities in life. There is no point in today's world where one can afford to stop learning and growing.

1. Chapter hosts, conducts, or attends at least one seminar, guest speaker, and/or presentation on the following member development areas: professional development, civic engagement, health and wellness, and personal leadership each calendar year with at least 90% of chapter membership in attendance per program.
2. Chapter sends required attendee(s) to national leadership training (PresX, Division Conferences, and Karnea).
3. Chapter participates in programs hosted by the Fraternity (Ignite, Digital Ignite, The Charge). (Bonus points)

STRENGTHENING COMMUNITY IS ESSENTIAL TO OUR VITALITY:

The pursuit of a life of excellence must occur through constant interaction with many different communities. Therefore, a strong community is vital for your future, as well as the Fraternity's.

1. Chapter provides its expectation for campus leadership and involvement for members.
2. Chapter supports JDRF by participating in or volunteering at a JDRF walk or another JDRF sponsored event.
3. Chapter supports JDRF by actively providing an educational component to the campus community.
4. Chapter provides its community service expectations for members.
5. Chapter must collaborate with at least one other registered student organization (non-Greek affiliated) or University department/office to plan and implement a program at least once per calendar year. The co-sponsored event may be educational, service/philanthropic, or social (alcohol-free) in nature.
6. Chapter participates in another chapter's philanthropic event.

BROTHERHOOD SUSTAINS US

Delta Tau Delta is an organization that relies on Brotherhood to hold us together. Brotherhood involves individual responsibility to one's self and to others.

1. Chapter provides new member education beyond which is required to be a Delt and member of the campus Greek community.
2. Chapter organizes or attends one alumni, graduate chapter, or affiliation-sponsored event per year.
3. Chapter participates in two or more alcohol-free social events each calendar year. The event may be a closed brotherhood function or be co-sponsored with another registered student organization or Greek organization.
4. Chapter hosts Ritual education for members with 90% of all membership (initiated and new members) in attendance.
5. At least 40% of the members in the chapter complete the Membership Impact Study prior to deadline in April 2022. This will be scored based on Central Office records.

DOCUMENTATION & SUBMISSION

All chapters will be provided a folder by the Central office to upload all documentation for accreditation & awards. Only documentation in the folder will be judged. No supporting documents or information may be added to the folder following the submission deadline. Chapters will gain access to these folders no later than May 13th, 2022. Information regarding each chapters folder will be emailed to the chapter president.

Documentation for each section within the FAAR includes:

INTEGRITY

Requirements:

1. Chapter presents the Member Responsibility Guidelines (MRG) to 90% of the chapter by October 25th, 2022.
 - This program must cover the Member Responsibility Guidelines and the Fraternity stance against hazing.
 - Submit the MRG Verification Form with the date and signatures of all members in attendance to be eligible for any points. The chapter advisor or Division President approved volunteer should be in attendance and sign the MRG sign in sheet.
 - The chapter should review the Code of Conduct with members. Chapter should maintain copy of signed agreements from all members that can be viewed upon request. No documentation needed for submission.
2. Chapter conducts a sexual assault prevention presentation to at least 90% of the chapter by October 25th, 2022. 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 new members in attendance.
 - Submit the Sexual Assault Prevention Education Program Attendance Sheet signed and dated by the program presenter along with signatures of all members in attendance.
 - Presenters can include campus Title-IX officer, student conduct official, community partners, and advisors with appropriate credentials for the subject matter. Active undergraduate members do not count as valid presenters.
3. Chapter must verify their contract with OmegaFi by the November 15 deadline.
 - Submission is not required as this item will be scored based on Central Office records.
 - Chapter should submit verification of its relationship with OmegaFi or its exemption letter for those with accountants/university billing

4. Chapter submits the appropriate form 990 to the IRS. The forms and instructions can be found at <http://www.irs.gov/instructions/i990/index.html>.
 - To receive full credit: submit a photocopy (not the original) of the IRS Form 990, 990-EZ or 990-N for the most recent fiscal year (typically ends June 30).
 - To receive partial credit: If a chapter has not yet filed a version of Form 990, please provide name and contact information of the 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 for 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 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 “2021” 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 filling purposes.

ACCOUNTABILITY

1. Chapter provides documentation of good standing with IFC or local governing board and with the host institution by November 15 deadline.
 - Submit a letter or proof of communication between the appropriate campus staff member, IFC or local governing board officer verifying the chapter’s status.
 - Submit a letter or proof of communication between the appropriate campus staff member verifying the chapter’s status.
2. Chapter has no MRG violations or host institution policy violations. This will be scored based on Central Office records.
3. Chapter provides education for members in areas of risk management and member accountability.
 - Chapter verifies it has provided hazing prevention education to at least 90% of its membership. Submit a completed verification form of the presentation.

4. Chapter must maintain a semester chapter GPA at or above 2.7 for all active members.
 - Chapter verifies it has at least a 2.7 fall 2021 GPA. Submit a school generated grade report. If the school cannot produce a report, please submit a self-calculated chapter GPA.
 - Chapter verifies it has at least a 2.7 spring 2022 GPA. Submit a school generated grade report. If the school cannot produce a report, please submit a self-calculated chapter GPA.
 - Chapter provides its fall 2021 grade report or provides a reasonable explanation for a lack of grade report. 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.
 - Chapter provides its spring 2022 grade report or provides a reasonable explanation for a lack of grade report. 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.

5. Chapter provides academic support to members and upholds the academic integrity of the chapter.
 - Chapter demonstrates its process for holding members accountable for failing to meet the minimum academic standards. Submit a section of the chapter's bylaws that outlines the repercussions for failure to meet minimum academic standards as well as a summary of actions taken to hold members accountable dating back to December 1, 2021.
 - Chapter provides a roster of men who were named to the Dean's list or equivalent list. Submit list of men who completed the spring term 2022 term on the Dean's list and their GPA.
 - Chapter demonstrates a support process for members who would like to improve academically. Submit the support plan the chapter utilizes for members.
 - Chapter hosts an academic workshop outside of regular study hours or study tables for members. Submit proof of meeting agenda/program, members in attendance, and date of programs.

6. Chapter conducts recruitment process at least once per calendar year.
 - Chapter demonstrates recruitment activities/events. Submit an overview of the chapter's recruitment events and activities dating back to December 1, 2021.
 - 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 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 new member.
 - Chapter utilizes a names list. Submit a copy of the chapter's current names list.
 - Chapter utilizes a recruitment committee. Submit the minutes of any meeting held by the recruitment committee since December 1, 2021. The minutes must include a date of the meeting, committee members present, and an agenda.
 - Chapter recruited at least 5 new members since December 1, 2021. This will be scored based on Central Office records.

7. Chapter provides recruitment education or training to chapter members.
 - 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 agenda of topics covered.
8. Chapter has submitted and is current on New Member and Initiation reports through OmegaFi.
 - This will be scored based on Central Office records.
9. Chapter initiates 90% or higher of all reported new members.
 - This will be scored based on Central Office records.
10. Chapter utilizes Vault billing.
 - This item will be scored based on Central Office records.
11. 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.
 - Chapter has a process for tracking expenses. Submit a summary of how the chapter tracks expenses or a screenshot of the expense's summary from the chapter's accounting software. If chapter submits a summary, it must cite the accounting software used.
 - 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.
 - Chapter hosts a budget planning meeting. Submit the minutes or meeting agenda of the chapter's budget planning meeting with the date of the meeting and officers present included.
12. Chapter remains in good financial standing with the Central Office and does not carry an outstanding balance on July 1.
 - Chapter has a \$0 balance with the Central Office on July 1. This item will be scored based on Central Office records.
 - Chapter utilizes promissory notes. Submit a current promissory note or a template of the promissory note the chapter uses.
 - Chapter 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.
 - Chapter reviews financial obligations with new members during new member education. Submit a summary of how the chapter reviews financial obligations with new members during new member period.
 - Chapter utilizes a process to review member accounts if 30+ days past due. Please submit the section on the chapter's bylaws that outlines how the chapter responds to men who are more than 30 days past due.

13. Chapter has an operating finance committee.
 - Submit minutes from at least one finance committee with the date of the meeting and officers present included.
 - Finance committee holds monthly meetings. Submit minutes from each of the chapter's finance committee meetings held within the last 12 months-with the date of the meeting and officers present included.
14. Chapter utilizes the honor board in a proactive manner to reinforce membership obligations and positive conduct.
 - Chapter provides a list of honor board members. Submit a document with the names of all members of the chapter's honor board.
 - Chapter provides its honor board due process.
 - Chapter hosts honor board education for 90% of membership. Submit documentation with agenda of training, members present, and program date.
15. Chapter new members complete the Good Delt & DTAA.
 - This item will be scored based on Central Office records.

LIFELONG LEARNING & GROWTH

1. Chapter hosts, conducts, or attends at least one seminar, guest speaker, and/or presentation on the following member development areas: professional development, civic engagement, health and wellness, and personal leadership each calendar year with at least 90% of chapter membership in attendance per program.
 - Submit an overview of the member development experience(s). Must include date, members in attendance, and the meeting summary or agenda.
2. Chapter sends required attendee(s) to national leadership training (PresX, Division Conferences, and Karena).
 - This item will be scored based on Central Office records.
3. Chapter participates in programs hosted by the Fraternity (Ignite, Digital Ignite, The Charge).
 - This item will be scored based on Central Office records. (Bonus points)

STRENGTHENING COMMUNITY

1. Chapter provides its expectation for campus leadership and involvement for members.
 - Submit the section of the chapter's bylaws that outline these expectations.
 - Chapter has representation in Greek leadership positions outside of the chapter, such as Greek Ambassadors, Order of Omega, Council Executive Board positions, and state, regional or national Greek leadership role. Submit a list of names, the organization they hold a position in, and their role.
 - At least 90% of the chapter has representation in clubs, organizations, or agencies within the campus community. Internships and places of employment are not included, exception for resident assistants, on campus tutoring, or orientation leaders. Submit a membership roster with members involvement.
2. Chapter supports JDRF by participating in or volunteering at a JDRF walk or another JDRF sponsored event.
 - 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.
3. Chapter supports JDRF by actively providing an educational component to the campus community.
 - Submit the program outline and summary that verify education was provided around Type 1 Diabetes or JDRF, include date.
4. Chapter provides its community service expectations for members.
 - Submit the section of the chapter's bylaws that outline these expectations.
 - Chapter completes at least two service projects and at least one philanthropy project (philanthropy project coordinated by chapter; not participating in another chapter's event) with at least 90% of the chapter participating per project. Submit a summary of events, list of participants, date of event.
5. Chapter must collaborate with at least one other registered student organization (non-Greek affiliated) or University department/office to plan and implement a program a least once per calendar year. The co-sponsored event may be educational, service/philanthropic, or social (alcohol-free) in nature.
 - Submit a summary of the event hosted, list of participants, and date of event.
6. Chapter participates in another chapter's philanthropic event.
 - Submit a summary of the chapter's participation, list of participants, date of event.

BROTHERHOOD

1. Chapter provides new member education beyond which is required to be a Delt and member of the campus Greek community.
 - Chapter provides a syllabus of specific dates for meetings and events that incorporates the Life of Excellence Manual.
2. Chapter organizes or attends one alumni, graduate chapter, or affiliation-sponsored event per year.
 - Chapter provides a summary of alumni event & list of participants.
3. Chapter participates in two or more alcohol-free social events each calendar year. The event may be a closed brotherhood function or be co-sponsored with another registered student organization or Greek organization.
 - Chapter provides a summary, including date, location, list of attendees, and description of events.
4. Chapter hosts Ritual education for members with 90% of all membership (initiated and new members) in attendance.
 - Submit the overview including dates of meetings and topics covered during the meetings, list of attendees, with an advisor signature.
5. At least 40% of the members in the chapter complete the Membership Impact Study prior to deadline in April 2022.
 - This will be scored based on Central Office records.

ADDITIONAL SUPPORTING DOCUMENT

Please provide a supplemental narrative to be reviewed that answers any or all of the following prompts in 1000 words or less:

- Describe what it means to be committed to living lives of excellence and explain how your chapter demonstrates this?
- All members live by the fundamental principles of Truth, Courage, Faith, and Power-how does your chapter demonstrate its commitment to these values?
- What sets your chapter apart from other Delt chapters across the country?
- What challenges or obstacles did your chapter face over the past year? What steps did your chapter take to address/overcome them?
- In what ways has your chapter grown over past year?
- What additional information would you like to provide for review that was not highlighted in the above documentation?

SUBMISSION TIMELINE

APRIL 25TH: FAAR will be released to all chapters

NOVEMBER 15TH: FAAR materials must be submitted and finalized

Note: Chapters may place items into their folders as often as they would like. Chapters are strongly encouraged to work on the FAAR throughout the year as they complete items from the report.

REVIEW & JUDGING TIMELINE

November-January: Submission review

January: Chapters will receive their FAAR designation and feedback

February: Awards will be presented at Division Conferences

ACCREDITATION & AWARD DESIGNATIONS

Hugh Shields Awards

Chapters with this designation are recognized for superior chapter performance and operations. The award recognizes overall excellence in a chapter and is presented to the top 10 chapters in the Fraternity.

COURT OF HONOR AWARDS

Chapters with this designation are recognized for superior chapter performance and operation. Recipients include chapters recognized with the Hugh Shields Award. The award is presented to the top 20 chapters in the Fraternity.

ACCREDITED CHAPTER

Chapters with this designation have met all the Integrity requirements. These chapters have met the expectations for Delta Tau Delta.