OPENING STATEMENT
San José State University seeks to recognize and foster relationships with those social/cultural/general-interest fraternities and sororities that contribute positively to the community and to the mission of SJSU. The Standards of Excellence has been designed to indicate what San José State University expects from each chapter and to measure the success of each chapter both quantitatively and qualitatively. It is required that each fraternity and sorority meet the minimum standards in order to be compliant and in good standing with the University. It is our hopes that this process will help chapter members to be able to physically see areas of strength and improvement, in an effort to produce an outstanding chapter.

EXPECTATIONS
An electronic submission via Google Drive Folder should be created to showcase what the organization has accomplished during the previous calendar year. This Google Folder should be worked on as a chapter and should be something that all chapter members complete with a sense of pride. This process should NOT just be completed by a few officers, but should be a collaboration of the efforts of the entire chapter.

Each section will require specific documentation to be added to the folder. This may include copies of paperwork or receipts, Event Confirmation Forms, Direct Community Service Forms, Philanthropic Project/Event Forms, written explanations, and/or letters. No points will be given for forms that are missing signatures, number of participants or any other required information.

BREAKDOWN OF LAURELS/POINTS
There are a total of 1,795 points that can be achieved. In order to be in good standing with the University each Fraternity and Sorority much reach the bronze level standard.
Platinum Laurel: 1,795 - 1,615 points
Gold Laurel: 1,614 - 1,436 points
Silver Laurel: 1,435 - 1,256 points
Bronze Laurel: 1,255 - 1,077 points

TIMELINE
- The Standards of Excellence is considerate of a full calendar year of chapter activity, achievement, and performance. This spans from the 2018 calendar year beginning on January 1, 2018, and ending on December 31, 2018.
- All organizations are highly encouraged to set up meeting with either council advisor to discuss the SOE submission process as it will give the organization 25 bonus points.
- The final submission will be due electronically via shared Google folder by 5pm on Friday, March 1, 2019. Chapters that do not comply to this deadline will no longer be recognized. No exceptions to this deadline will be made.
- Scores will be reported out to chapters following the annual Greek Awards Banquet on Wednesday, April 17, 2019.
SUBMISSION PROCESS

● All SOE content will be electronically submitted via Google folder. Please follow the steps below for submission.
  a. SI will provide a link to your personalized chapter Google folder with your organization name (Example: Sigma Iota - SOE 2018)
  b. Within the folder, there will be additional folders with the following labels and templates for submission:
     ■ 1. Scholarship
     ■ 2. Chapter Education
     ■ 3. Chapter Finance
     ■ 4. Chapter Management
     ■ 5. Community
     ■ 6. Leadership
  c. Once all materials are uploaded, review your folders and complete the SOE Checklist form: http://bit.ly/SOECHECKLIST
  d. The folder access will end on Tuesday, March 1 at 5:00 PM.

SUPPLEMENTAL/ADDITIONAL AWARDS

Submission for Awards:

● Awards submissions will be completed through Google forms (hyperlinked for each award below).
● Award submissions are due by 11:59 PM on Monday, March 8, 2019.
● These awards are supplemental to those such as “Best in Council,” “Most Improved Chapter,” etc.

Fraternity & Sorority Member(s) of the Year:
One Fraternity member and one Sorority member who best exemplify the values of Greek Life at San José State University, will be selected as the Fraternity and Sorority Members of the Year. Individuals that are nominated will be evaluated based on information provided specifically describing their character, scholastic performance, chapter, Greek Life, University & greater community involvement, public service, etc. throughout their undergraduate career.

Emerging Sorority/Fraternity Leader(s) of the Year:
One Fraternity and one Sorority member who is identified as having demonstrated taking initiative or action, and showed an ability to inspire and lead within their fraternity/sorority and/or the Greek community. Individuals that are nominated will be judged on the information provided on how they exemplified chapter values, took action/got involved regardless of a title or position, and served as a role model for other members within the organization. This award is intended for newer members within the Fraternity & Sorority community (less than one year in the organization); looking to highlight those members that have made an impact in the short time in which they’ve been active.
**Fraternity and Sorority Advisor(s) of the Year:**
The Fraternity and Sorority Advisor of the Year Award recognizes 2 organization alumni/ae or SJSU campus advisors that go above and beyond to motivate, challenge, and support the undergraduate officers and members. These people demonstrate their commitment by being present at relevant Chapter events and meetings, assists with organizational goal setting and transitions, serves as a role model to the members, mentors individual students, and more.

**Outstanding Fraternity & Sorority President(s) of the Year:**
One Fraternity President and one Sorority President who demonstrated exemplary leadership during their term as chapter president, will be selected as the Outstanding Fraternity and Sorority Presidents(s) of the Year. Individuals that are nominated will be evaluated based on information provided specifically describing their character, leadership, resilience, and overall performance as president.

**Outstanding Greek Program of the Year:**
New to 2018, this award recognizes a chapter that has planned an outstanding program that has contributed positively to the San José State University community. Programs can be educational, service/philanthropy-oriented, and/or engaging in nature. An educational program is described as benefiting its participants in their academic or professional pursuits or creating awareness around a specific topic/subject. Service/philanthropy-oriented programs can include community service, community engagement, or philanthropy events during the current academic year. Both single events and on-going programs are eligible. Engagement program benefit participants by fostering community -- can be educational or social (i.e., speakers, concerts, talent shows, competitions, etc.).
SCHOLARSHIP

1. **Academic Success Programs**: Provide a *Written Explanation* of the academic success program for both initiated and new members which outlines: the plan for those on academic probation, chapter GPA requirements, a breakdown of how study hours are logged and measured, and what is done to recognize members who excel in academics.
   - **30 points** Plan includes program for new members (10 points), initiated members (10 points), and members in academic distress (10 points).
   - **25 points** Plan explains how members are held accountable for their academic success program.
   - **25 points** Plan explains incentives/recognition process for academic success.

2. **Honorary Societies**: Provide *Official Documentation* of all members that were part of an official recognized SJSU academic honorary society for the full semester. A signed letter must be included from the president of the academic honorary society for each chapter member. These can include Order of Omega, Phi Kappa Phi, Alpha Kappa Psi, etc.
   - **BONUS: 10 points** 10% of chapter members were part of at least one academic honorary society in the Spring.
   - **BONUS: 10 points** 10% of chapter members were part of at least one academic honorary society in the Fall.

3. **President and Dean Scholars**: Provide Official documentation. This can include a copy of the certificate provided by the University, a letter of achievement, or official invitation to the SJSU Honors Convocation.
   - **BONUS: 10 points** 10% of chapter members were awarded “President Scholar” in 2018.
   - **BONUS: 10 points** 10% of chapter members were awarded “Dean Scholar” in 2018.

4. **Spring 2018 Chapter GPA**: *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.*
   - **100 points** Chapter average is *at or above* the gender average
   - **BONUS: 25 points** Chapter average *exceeds* gender average by .25 points
   - **BONUS: 10 points** Chapter average *exceeds* gender average by .15 points
   - **BONUS: 5 points** Chapter average *exceeds* gender average by .10 points
5. **Spring 2018 GPA Improvements:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Chapter has increased their <strong>all member</strong> GPA by at least .10</td>
</tr>
<tr>
<td>15</td>
<td>Chapter has improved their <strong>initiated member</strong> GPA by at least .20</td>
</tr>
<tr>
<td>15</td>
<td>Chapter has improved their <strong>new member</strong> GPA by at least .10</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 5 points</td>
<td>30% or more of members have a 3.0 or better GPA</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 25 points</td>
<td>15% or more of members have a 3.5 or better GPA</td>
</tr>
</tbody>
</table>

6. **Fall 2018 Chapter GPA:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Chapter average is <strong>at or above</strong> the gender average</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 25 points</td>
<td>Chapter average <strong>exceeds</strong> gender average by .25 points</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 10 points</td>
<td>Chapter average <strong>exceeds</strong> gender average by .15 points</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 5 points</td>
<td>Chapter average <strong>exceeds</strong> gender average by .10 points</td>
</tr>
</tbody>
</table>

7. **Fall 2018 GPA Improvements:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Chapter has increased their <strong>all member</strong> GPA by at least .10</td>
</tr>
<tr>
<td>15</td>
<td>Chapter has improved their <strong>initiated member</strong> GPA by at least .20</td>
</tr>
<tr>
<td>15</td>
<td>Chapter has improved their <strong>new member</strong> GPA by at least .10</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 5 points</td>
<td>30% or more of members have a 3.0 or better GPA</td>
</tr>
<tr>
<td><strong>BONUS:</strong> 25 points</td>
<td>15% or more of members have a 3.5 or better GPA</td>
</tr>
</tbody>
</table>

**Points Possible:** 355 Points

**Bonus Points Possible:** 180 Points

**Total Points Possible:** 535 Points
CHAPTER EDUCATION

1. **New Member Education Plan**: Provide a *Written Explanation* of the chapter’s new member education plan. This should include a schedule and description of **all new member activities** (Meetings, Events, Retreats, etc.). This should be included regardless of if the chapter had new members in the 2018 year.

   - **25 points**
     Includes anti-hazing education
   - **25 points**
     Includes Inter/National Regional/Local New Member Ed. Plan
   - **15 points**
     Promotes scholarship and academic success
   - **10 points**
     Promotes campus/community involvement and leadership
   - **10 points**
     Educates new members on chapter/community values and expectations
   - **10 points**
     Program clearly outlines the schedule of new member activities *(Dates, Times, Location of meetings, content covered in meetings, etc.)*
   - **10 points**
     Educates new members on all four Greek Councils at SJSU
   - **5 points**
     Promotes involvement as an alumni

   **BONUS: 20 points**
   Program includes a detailed calendar
   **BONUS: 10 points**
   Program includes University programs and events

*Points Possible*: 110 points
*Bonus Points Possible*: 30 points
*Total Points Possible*: 140 points
CHAPTER FINANCE

1. **Accounting Procedures:** Provide a *Written Explanation* of the accounting procedures of the chapter including types of records maintained and types of financial reports produced. Please indicate any online money or dues platforms that the chapter utilizes such as Billhighway, Paypal, Official National accounting systems etc. A copy of the financial discipline policy with a signed statement by the treasurer and chapter/financial advisor must be included.
   ___ 10 points  Written explanation and signed statements

2. **Budget:** Provide a *Copy of the Budget* for both Spring and Fall semesters that are signed by the treasurer and the financial or chapter advisor.
   ___ 10 points  Spring semester with signatures
   ___ 10 points  Fall semester with signatures

3. **Council Dues:** Provide a *Copy of Receipts or Statements* showing that all dues and fines have been paid on time to the council.
   ___ 10 points  Spring semester
   ___ 10 points  Fall semester

4. **University Funding:** Provide a *Copy of Receipt or Statements* for appropriately using Student Involvement Recognized Student Organization (RSO) Funding, Associated Students (A.S.) Funding, or Annual Giving Funding.
   ___ **BONUS:** 5 points max.  Documentation provided for Spring semester RSO Funding
   ___ **BONUS:** 5 points max.  Documentation provided for Fall semester RSO Funding
   ___ **BONUS:** 5 points max.  Documentation provided for Spring semester A.S. Funding
   ___ **BONUS:** 5 points max.  Documentation provided for Fall semester A.S. Funding
   ___ **BONUS:** 5 points max.  Documentation provided for Fall semester Annual Giving Funding

5. **University Debt:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* The Chapter has no outstanding dues with the University including bills from Spartan Catering, UPD, Event Services, etc.
   ___ 25 points  Per year

*Points Possible: 75 points
Bonus Points Possible: 25 points
Total Points Possible: 100 points*
CHAPTER MANAGEMENT

1. **Bylaws, Code of Conduct, & Judicial/Standards Board:** Provide a **Copy of Public Chapter Bylaws** including information on how often they are revised. Provide a **Copy of Public Code of Conduct**, which clearly outlines the expectations of the members regarding topics such as alcohol, drugs, hazing, fighting, and other risk management issues. Provide a **Written Explanation** of how the Chapter judicial/standards board operates and how violations of the Chapter’s Code of Conduct are handled.
   
   ___50 points **Copy of Public Chapter Bylaws**
   ___50 points **Copy of Public Code of Conduct**
   ___50 points **Written Explanation of Judicial/Standards Procedure**

2. **Advisor Relations:** Provide a **Signed Written Letter** from an advisor (alumni/graduate and/or national representative) that shares information about your chapter’s relationship and touch points with the advisor(s). The advisor should provide their contact information in their signature.
   
   ___10 points **Signed Written Letter**

3. **Conduct/Policy Compliance:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* Chapters shall comply with the Greek Management Manual, Recognized Student Organization Handbook, Student Code of Conduct, and all other state and federal state laws. Chapters also must submit all paperwork in a timely manner.

   _____ 100 points **Good Standing.** Good standing is defined as not having any social restrictions, student organization conduct cases, and/or any other violations of the Greek Management Manual, Recognized Student Organization Handbook, Student Code of Conduct, and all other state and federal laws.

4. **Meeting Attendance:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* Chapters comply with their expectations of attending required educational meetings and events as expressed through the Greek Management Manual. **No partial points will be given.**

   ___50 points **Attendance at Council Meetings:** Chapter delegate was present at a minimum of 80% of the appropriate council meetings
   ___50 points **Inter-Greek Council Meetings:** Two chapter representatives were present at 80% of IGC Meetings
   ___50 points **Chapter President Monthly Meetings:** Presidents met with SI advisor once a month for a check-in

**Points Possible:** 410 points  
**Total Points Possible:** 410 points
COMMUNITY

1. **Public Relations**: Provide Screenshots of chapter website and/or any social media outlets that the Chapter uses. All images must be from the 2018 year.
   ___15 points Provides social media handles for all platforms and social media/marketing calendar and/or plan.

2. **Newsletters**: Provide a Copy of Newsletters that are sent out to alumni, family members, etc.
   ___BONUS: 10 points Spring semester
   ___BONUS: 10 points Fall semester

3. **Campus Life**: Provide an Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.) showing that at least 20% of the chapter membership attended a non-Greek affiliated campus-sponsored event hosted by recognized student organizations or campus departments. Examples of campus-sponsored events include but are not limited to the Student Organization Fair, Campus Moviefest, Admitted Spartan Day, Fire on the Fountain, Legacy Week, Earth Day, Spartan Speaker Series, etc.
   ___25 points 20% of the chapter attended
   ___BONUS: 10 points max. 5 bonus points will be awarded for each additional event with 20% or more of chapter members present

4. **Alumni/ae Involvement**: Provide an Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.) for any event hosted by the chapter for or with alumni/ae members.
   ___20 points Spring semester
   ___20 points Fall semester
   ___BONUS: 10 points max. 5 bonus points will be awarded for each additional event

5. **Family Involvement**: Provide an Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.) for any event hosted by the chapter for or with family members.
   ___20 points Spring semester
   ___20 points Fall semester
   ___BONUS: 10 points max. 5 bonus points will be awarded for each additional event

6. **Direct Community Service**: Provide a Official Documentation for one community service event per semester with the participation of at least 60% of the chapter membership for a minimum of three hours. An attendance list is required. This can include volunteering at one or multiple non-profit organizations, or volunteering within the SJSU or local community.
   ___25 points Spring semester
   ___25 points Fall semester
7. **Philanthropic Project/Event:** Provide an *Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.)* for one philanthropic project/event that was hosted by the chapter in Spring, and one philanthropic project/event that was hosted by the chapter in Fall. This entails raising money for a specific cause or entity, or donating items to a charity.

   ___25 points Per Documented Event Hosted

8. **Greek Community Relations:** Provide an *Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.)* for alcohol free events that 80% of your chapter attended that were hosted by your own council, a cultural interest chapter/council, and a general interest chapter/council. These events include community service events, philanthropic events, educational programs, cultural events, social events etc.

   ___25 points Participate in an event hosted by your council
   ___25 points Participate in an event with a cultural interest chapter/council (USFC & NPHC)
   ___25 points Participate in an event with a general interest chapter/council (IFC & PHC)
   ___*BONUS:* 15 points max. 5 bonus points will be awarded for each additional event with a chapter of another council (not to exceed 15 points)

9. **Interaction with Other Chapters:** Provide an *Event Confirmation (documentation examples: photos, sign-in sheet, flyer, etc.)* for one alcohol free event between another chapter of your organization.

   ___10 points 10 points will be awarded for one event with another chapter of your organization
   ___*BONUS:* 50 points max. 10 bonus points will be awarded for each additional event with another chapter (not to exceed 50 points)

*Points Possible:* 280 points

*Bonus Points Possible:* 115 points

*Total Points Possible:* 395 points
LEADERSHIP

1. **Transition Meetings**: Provide an *Event Confirmation* (documentation examples: photos, sign-in sheet, flyer, etc.) and *Writing Explanation* of the topics covered, goals discussed, and any facilitator names and titles during the officer transition meetings with incoming/outgoing officers.
   - **10 points**  
     Transition agenda
   - **25 points**  
     Written Explanation includes topics covered, goals discussed, and any facilitator’s names and titles

2. **Campus Involvement/ Leadership**: Provide a *List* of chapter members that includes all of their on-campus involvements outside of fraternity and sorority life. SJSU recognized organizations can include academic organizations, cultural or religious organizations, sports clubs, etc. Leadership positions within these organizations can include Social Media Chair, Treasurer, Secretary, leadership in Greek governing councils, Peer Mentor/Advisor, Resident Advisor, Peer Health Educator, Diversity Advocate Intern, A.S. Board Member, Academic Senate Member, etc. This would not include individual roles within the Chapter. After compiling the lists please indicate the total chapter members who are part of SJSU recognized student organizations, and the total chapter members who hold leadership positions.
   - **50 points**  
     40% of chapter members are apart of an SJSU recognized student organization. (No partial points given)
   - **BONUS: 10 points max.**  
     2 points additional for every 10% of chapter members participating above 40%
   - **50 points**  
     20% of chapter members hold positions in SJSU recognized organizations. (No partial points given)
   - **BONUS: 10 points max.**  
     2 points additional for every 10% of chapter members participating above 20%

3. **External Leadership Programs**: Provide *Official Documentation* of all chapter members who attended any external leadership conference. This can include AFLV, NODA, LeaderShape, National Black Greek Conference, Leadership Today, any conferences held by the (inter)national organization, etc. Official documentation can include photographs, the itinerary from the event, or written event confirmation.
   - **25 points**  
     Documentation of attendance to at least one external program (this can include registration, presentations, photos, agendas, etc.)
   - **BONUS: 10 points max.**  
     2 points every additional documentation of an external program attended by members

*Points Possible*: 160 points  
*Bonus Points Possible*: 30 points  
*Total Points Possible*: 190 points
PRESENTATION

This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

1. Chapter attended a review session or met with a staff member to work on completing the packet.
   ___BONUS: 25 points  
   SOE Meeting with Advisor

**Bonus Points Possible:** 25 points

**Total Points Possible:** 25 points

---

**TOTAL POINTS POSSIBLE**

- **Points Possible:** 1,390 points
- **Bonus Points Possible:** 405 points
- **Total Points Possible:** 1,795 points