2019
STANDARDS OF EXCELLENCE

GREEK LIFE

SAN JOSE STATE UNIVERSITY

Last revised: 10/9/19
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. 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 hope 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
The Standards of Excellence review process is considerate of a full calendar year of chapter activity, achievement, and performance. This spans from the 2019 calendar year beginning on January 1, 2019 and ending on December 31, 2019. The following are areas of focus for 2019:

I. Organizational Structure/Support Resources
II. Recruitment Efforts & Membership Engagement
III. Chapter and Individual Member Accountability
IV. Living Organizational Mission and Values
V. Relationship to SJSU/Campus Community

All chapters must participate in the following components which includes:

- An electronic submission via Google Drive Folder. 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.
- In-person meeting (1 hour to 1.5 hours) with a review team comprised of on-campus staff and faculty with the following attendees:
  a. All Chapter Officers Welcome
  b. Minimum: President, 1 Other Officer, 1 (Newer) Member
  c. On-Campus Advisor and/or Off-Campus/Alumni Advisor
  d. Headquarters If Applicable (Local/Regional/National/International)

BREAKDOWN OF LAURELS/POINTS
There are 1,150 possible points that can be achieved. There are 250 bonus points that can be achieved for a total of 1,400 points. In order to be in good standing with the University each Fraternity and Sorority much reach 70% of possible points for bronze level standard. Points designated in each area are either fully earned or not. No partial points available.

Platinum Laurel: 1,150-1,400 (100% of possible points)
Gold Laurel: 1,035-1,149 (90-99% of possible points)
Silver Laurel: 920-1,034 (80-89% of possible points)
Bronze Laurel: 805-919 (70-79% of possible points)
## TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, October 9, 2019</td>
<td>Google folders and rubrics shared out with chapter officers and advisors</td>
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<tr>
<td>Tuesday, November 12, 2019</td>
<td>Submission of Standards of Excellence documents (via Google Folders)</td>
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<tr>
<td>Thursday, November 14, 2019</td>
<td>1-1.5 hour mandatory meeting with review team (On-Campus Staff &amp; Faculty)</td>
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<tr>
<td>Friday, November 15, 2019</td>
<td>Review team completes rubrics and grades from Fall 2019 are finalized</td>
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<tr>
<td>November 2019 - January 2020</td>
<td>Review team completes rubrics and grades from Fall 2019 are finalized</td>
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<tr>
<td>Friday, January 31, 2020</td>
<td>Standards of Excellence scores will be shared with individual chapters for accuracy check.</td>
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<tr>
<td>Friday, February 14, 2020</td>
<td>Chapters have two weeks to review scores and provide any “rebuttals” or additions.</td>
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## SUBMISSION PROCESS

- All SOE content will be electronically submitted via Google folder. Please follow the steps below for submission.
  - Student Involvement will provide a link to your personalized chapter Google folder with your organization name (Example: Sigma Iota - SOE 2019)
  - Within the folder, there will be additional folders with the following labels and templates for submission:
    - Chapter Executive Summary
    - Organizational Structure/Support Resources
    - Recruitment Efforts & Membership Engagement
    - Chapter and Individual Member Accountability
    - Living Organizational Mission and Values
    - Relationship to SJSU/Campus Community
  - Each section will require specific documentation to be added to the folder. This may include copies of paperwork or receipts, 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.

d. The folder access will end on Wednesday, November 13, 2019.

CHAPTER EXECUTIVE SUMMARY

For this section, through your submission, we are looking for your chapter’s self-assessment of your calendar year.

1. **Summary of Calendar Year:** Provide a *Written Summary* of the calendar year which outlines: 3 major chapter accomplishments, 1 identified area of improvement and 3 action items to address, and 3 areas of focus for the 2019-2020 academic year. This summary needs to be 2-4 pages type, 12-size font, double-spaced, 1-inch margins. *Meet In Person* to work on Google Drive submission.

   ___ 25 points  Summary includes 3 major chapter accomplishments
   ___ 25 points  Summary includes 1 identified area of improvement and 3 actions items to address
   ___ 25 points  Summary includes 3 areas of focus for the next calendar year
   ___ 25 points  Chapter members met in-person with a staff member to work on completing Google Drive submission and/or in preparation for mandatory meeting
I. ORGANIZATIONAL STRUCTURE/SUPPORT RESOURCES

For this section, through your submission, we are looking to better understand:

- How are chapter operations managed?
- What are finance/accounting procedures?
- What support resources are utilized from advisors: SJSU and/or volunteer/alumni/graduate and/or national representative?

1. Constitution/Bylaws: Provide a Copy of Public Chapter Constitution/Bylaws including information on how often they are revised.
   __40 points__  
   Copy of Public Chapter Constitution Bylaws

2. Budget: Provide a Copy of the Budget for both Fall and Spring semesters
   __15 points__  
   Spring semester detailed income and expenses to date
   __15 points__  
   Fall semester detailed income and expenses to date

3. University/Outside Funding Requests: Provide a Copy of Receipt or Statements for appropriately requesting of Associated Students (A.S.) Funding, Tower Funding, Annual Giving Funding, or any other scholarships/grants.
   __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 Spring semester Tower Funding
   __BONUS: 5 points max. __  
   Documentation provided for Fall semester Tower Funding
   __BONUS: 5 points max. __  
   Documentation provided for Fall semester Annual Giving Funding
   __BONUS: 5 points max. __  
   Documentation provided for Spring semester outside funding requests
   __BONUS: 5 points max. __  
   Documentation provided for Fall semester outside funding requests

4. 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 Eats, Event Services, University Police Department, etc.
   __10 points__  
   Per year

5. Public Relations Plan: Provide a List of actively used social media outlets, as well as communication/marketing Plan and/or social media/website calendar.
   __15 points__  
   Include a list of actively used social media and/or communication outlets (i.e., Instagram, Twitter, Facebook Page, Tumblr, Website, etc.)
   __15 points__  
   Provide communication/marketing plan and/or social media/website calendar (e.g. includes posting schedule for recruitment, event advertising, chapter highlights, etc.).
6. **Advisor Relations:** Communicate with your advisor to submit the *Advisor Form*. Your advisor(s) will share information about your chapter’s relationship and touch points with the advisor(s). *If your volunteer/alumni/graduate and/or national representative and SJSU advisor is the same, only one form is needed.*

___20 points  
Completed [Advisor Form](#) from SJSU advisor (staff/faculty member registered with through RSO recognition process)

___20 points  
Completed [Advisor Form](#) from chapter advisor (volunteer/alumni/graduate and/or national representative)
II. RECRUITMENT EFFORTS & MEMBERSHIP ENGAGEMENT

For this section, through your submission, we are looking to better understand:

- What is the history of chapter’s recruitment efforts?
- What does transition look like for officers?
- How is work delegated and broken up among the chapter? What engagement opportunities are available for newer members? Committees, etc.?

1. **Recruitment:**

   - **40 points**
     Written reflection on recruitment for the past two semesters (Spring 2019 and Fall 2019). Must include things that worked well, improvements for following semester, action items/considerations for next semester.

   - **20 points**
     All proper recruitment forms submitted to Student Involvement for Spring semester. **This section will be completed by Student Involvement Staff. No documentation of any kind is needed.**

   - **20 points**
     All proper recruitment forms submitted to Student Involvement for Fall semester. **This section will be completed by Student Involvement Staff. No documentation of any kind is needed.**

2. **Pledge/Intake/New Member Education Plan:** Provide a *Written Explanation* of the chapter’s pledging/intake/new member education plan. This should include a schedule and description of all pledging/intake/new member activities (Meetings, Events, Retreats, etc.). For chapters who did not recruit, please include a plan for what the process is generally and rationale for not recruiting.

   - **10 points**
     Includes anti-hazing statement and chapter/university hazing reporting protocols

   - **25 points**
     Program clearly outlines the schedule/syllabus of pledge/new member activities (e.g., weekly schedule, dates, times, locations, etc.)

   - **25 points**
     Program clearly outlines all responsibilities of pledges/new members (e.g., academic requirements, dues, events/fundraisers/service hours that need to be completed, fundraising dollars, brotherhood/sisterhood events, point systems, required passing quiz scores, etc.)

3. **Transition Plans:** Provide an *Event Confirmation* and *Writing Explanation* of officer transition meetings with incoming/outgoing officers.

   - **30 points**
     Meeting agenda for incoming/outgoing board transition details times, places, locations, topics covered, activities, goals discussed, resources, attendees, and any facilitator’s names and titles
4. **Membership Engagement**: Provide a *List* of opportunities available for members to contribute to the organization who are not officers and a *List* of activities that support membership engagement and brotherhood/sisterhood.

___15 points___

List of opportunities can include but is not limited to: committees, project leads, internal mentorship programs, etc.

___15 points___

List of activities can include but is not limited to: mentor buddy program, recognition for academics, senior recognitions, banquets, etc.
III. CHAPTER AND INDIVIDUAL MEMBER ACCOUNTABILITY

For this section, through your submission, we are looking to better understand:

- How are individuals held accountable in terms of finances, academics, and risk management?

1. **Public Code of Conduct/Accountability Procedures**: Provide a *Copy of Public Code of Conduct/Accountability Procedures*, which clearly outlines the expectations of the members regarding accountability for violations of the chapter's code of conduct and expectations (e.g., misuse of alcohol/drugs, academic probation, hazing, delinquent payments, and other risk management issues.). If your organization does not have a *Code of Conduct/Accountability Procedures*, please complete the *Code of Conduct/Accountability Procedures Form* to address how members are held accountable for misuse of alcohol/drugs, academic probation, hazing, delinquent payments, and other risk management issues.

   __ 20 points
   Procedures includes information about misuse of alcohol/drugs or other risk management/conduct issues

   __ 20 points
   Procedures includes information about academic expectations and consequences for not meeting requirements (if this is not included in governing documents, then submit your academic/scholarship success plan)

   __ 10 points
   Procedures includes information about chapter finances, delinquent payments

2. **Spring 2019 Chapter GPA**: This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

   __50 points
   **Overall Chapter** Institution GPA is *at or above* the gender average

   __50 points
   **Active Member** Term GPA is *at or above* the gender average

   __**BONUS**: 5 points (20 max)
   Members with a *4.0 Term GPA*

3. **Fall 2019 Chapter GPA**: This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

   __50 points
   **Overall Chapter** Institution GPA is *at or above* the gender average

   __50 points
   **Active Member** Term GPA is *at or above* the gender average

   __**BONUS**: 5 points (20 max)
   Members with a *4.0 Term GPA*
IV. LIVING ORGANIZATIONAL MISSION AND VALUES

For this section, through your submission, we are looking to better understand:

- How are mission and values articulated to new members? Reiterated to active members?
- How are individuals and chapter activities in alignment with the mission and values of the organization?

1. **Continuing Education:** Provide *Official Documentation (date, time, location, and attendance list)* for one chapter coordinated educational event per semester. This can include leadership workshops, risk management workshops, retreats, educational workshops on relevant to the chapter’s mission, values, causes, etc.

   - _25 points_ Spring semester
   - _25 points_ Fall semester
   - __**BONUS:** 15 points max.__ 5 bonus points will be awarded for each educational event for the calendar year.

2. **Direct Community Service:** Provide *Official Documentation (date, time, location, and service and attendance list)* for one chapter coordinated community service event per semester. This can include volunteering at one or multiple non-profit organizations or volunteering within the SJSU or local community as long as participation is organized by chapter.

   - _30 points_ Spring semester
   - _30 points_ Fall semester
   - __**BONUS:** 30 points max.__ 10 bonus points will be awarded for each additional different event for the calendar year. *(ex. On-going weekly tutoring would count as one community service project versus three events if your chapter attended three times)*

3. **Philanthropic Project/Event:** Provide a *Philanthropic Report (documentation includes money raised, items collected, and causes supported)* for one philanthropic project/event that was organized and hosted by the chapter each semester.

   - _30 points_ Report includes all philanthropic projects/events and fundraising (dates, times, locations)

4. **Fundraising:** Provide a *List* of donations collected and/or money fundraised.

   - _30 points_ *List* of donations collected and/or money fundraised for Spring semester
   - _30 points_ *List* of donations collected and/or money fundraised for Fall semester
5. **Alumni/ae Involvement**: Provide an *Event Confirmation (invitation to alumni, photo from event, and list of alumni in attendance)* for any event hosted by the chapter for or with alumni/ae members.

___ **BONUS: 20 points** Spring semester
___ **BONUS: 20 points** Fall semester
___ **BONUS: 10 points max.** 5 bonus points will be awarded for each additional event
V. RELATIONSHIP TO SJSU/CAMPUS COMMUNITY

For this section, through your submission, we are looking to better understand:

- Are chapters meeting with Student Involvement staff?
- What is the chapter’s relationship within the Greek community? Within council? Within Greek community? Wider RSO community? SJSU community?

1. **Student Involvement Relations:** Chapter officers schedule and attend meetings with Student Involvement staff at least three times a semester. **This section will be completed by Student Involvement Staff. No documentation of any kind is needed.**
   - 30 points Spring scheduled meetings
   - 30 points Fall scheduled meetings
   - **BONUS:** 10 points 5 points for each additional scheduled meeting

2. **Campus Life:** Provide an **Event Confirmation (photos and/or event attendance confirmation by campus department)** showing that your chapter participated in 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 Move-In Weekend (Volunteering for), Student Organization Fair, Campus Moviefest, Homecoming, Admitted Spartan Day, Fire on the Fountain, Legacy Week, Earth Day, Spartan Speaker Series, Leadership Today, Leadership & Career Conference, Leadership Certificate Program, etc.
   - 25 points Spring chapter participation
   - 25 points Fall chapter participation
   - **BONUS:** 30 points max. 5 bonus points will be awarded for each additional event with chapter participation

3. **Campus Involvement/Leadership:** Provide your full chapter roster and includes all of their on-campus involvements outside of fraternity and sorority life.
   - 100 points List includes full chapter roster with all campus involvements.
     (No partial points given)
   - **BONUS:** 5 points max. 1 points additional for every chapter member who serves as a club president or treasurer of a recognized student organization (as verified by Student Involvement)

4. **Leadership Development Programs:** Provide **Official Documentation** of all chapter members who attended any leadership development programs. Official documentation can include photographs, the itinerary from the event, or other written event confirmation.
   - 20 points Chapter member participation in one non-SJSU sponsored/hosted leadership program (e.g., national leadership retreat, AFLV, etc.)
5. **Interaction with Other Chapters:** Provide an *Event Confirmation* *(documentation examples: photos, sign-in sheet, flyer, etc.)* for one coordinated event per semester with another chapter. Event must be **alcohol and substance free.** This can be a study social, movie night, service event, philanthropy, community event, university-sponsored event.

- **10 points**  
  Spring semester
- **10 points**  
  Fall semester

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