



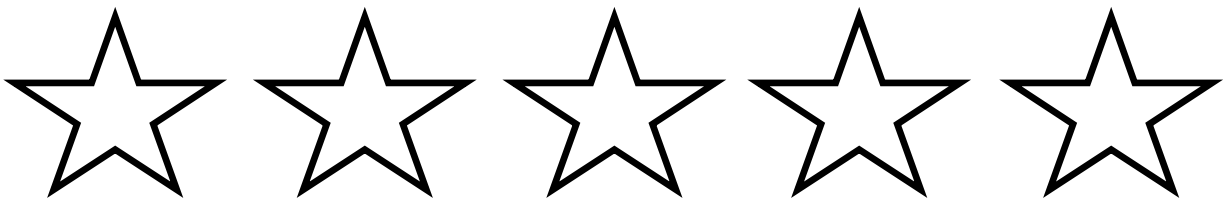
**New Paltz**  
STATE UNIVERSITY OF NEW YORK

*Student Activities & Union Services*

Student Union Building, Room 211

845-257-3025

**2011-2012  
FRATERNITY & SORORITY  
FIVE STAR  
CHAPTER  
ACCREDITATION  
PROGRAM**



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*\*Please note that all forms and documents associated with the Five Star Chapter Accreditation Program are available on the Student Activities & Union Services webpage (<http://www.newpaltz.edu/sub/greeklife.html>) and on Blackboard in the Documents Section of GreekLife.*

# INTRODUCTION AND OVERVIEW

The Five Star Chapter Accreditation Program's purpose is to provide SUNY New Paltz Fraternities and Sororities with a management tool to measure overall chapter success. This program provides the fraternities and sororities with the opportunity to monitor and improve their own activity and performance among all the chapters in the SUNY New Paltz Fraternity and Sorority community. The Office of Student Activities and Union Services has established this program with incentives tied to chapter performance and participation.

The goals of the Five Star Chapter Accreditation Program include:

- To set basic chapter operation expectations between SUNY New Paltz and its recognized fraternities and sororities.
- To aid the chapters in their efforts to improve in the areas of Scholarship, Chapter Management, Chapter Leadership and Service Involvement.
- To monitor, evaluate, provide feedback, and recognize these efforts.
- To identify chapters that may need additional support and guidance.
- To establish measurable outcomes on the progress of sororities and fraternities.

The Five Star Chapter Accreditation Program aids in the development of the individual as a student leader and as a member of an organization. The experience of a fraternity or sorority member is enhanced by participating in leadership development activities, organizational philanthropy, community service projects, and campus initiatives.

## PROGRAM MANAGEMENT

**It is the responsibility of the chapter to manage all aspects of their chapter's participation in the Five Star Program, as it relates to the submission of required documentation, event planning and conduct, reporting information, and communicating with the Office of Student Activities and Union Services.**

Tracking of a chapter's progress in the Five Star Accreditation Program will be coordinated by the Assistant Director of Student Activities and the Office of Student Activities & Union Services staff. Each chapter's progress will be tracked regularly, and the Chapter president or designee may request progress updates via email. Concerns or discrepancies should be discussed with the Assistant Director.

The Five Star Accreditation Program structure and requirements will be reviewed and by the Office of Student Activities & Union Services annually.

# ACCREDITATION SCALE

The accreditation scale used for the Five Star Program is based on a points system. By completing activities and paperwork essential to the success of a chapter at SUNY New Paltz, a chapter can earn points toward their accreditation rating throughout the academic year. The more successfully a chapter manages *and reports* its business, chapter operations, member development, and service to the campus and community, the higher the accreditation.

The accreditation program begins in the Fall semester each academic year. Progress towards accreditation lasts throughout the Fall and Spring semester, with events, paperwork, and service extending throughout the academic year. Points will be awarded throughout the academic year, based on deadlines and chapter submission of materials and paperwork. At the end of May and into June, all points will be calculated, and a chapter will receive its accreditation rating. Ratings will be made public via the Student Activities website during the summer. Each Fall semester, progress and points accumulated towards accreditation are reset to zero, and the chapter begins its process over again.

## FIVE STAR CHAPTER - CHAPTER EARNS 960-1 200 POINTS

The Chapter has exceeded the expectations of the Office of Student Activities & Union Services with regards to the overall vision of excellence for sororities and fraternities.

## FOUR STAR CHAPTER - CHAPTER EARNS 720-959 POINTS

The Chapter has exceeded most of the expectations of the Office of Student Activities & Union Services with regards to the overall vision of excellence for sororities and fraternities.

## THREE STAR CHAPTER - CHAPTER EARNS 480-719 POINTS

The Chapter has satisfactorily met the expectations of the Office of Student Activities & Union Services with regards to the overall vision of excellence for sororities and fraternities.

## TWO STAR CHAPTER - CHAPTER EARNS 240-479 POINTS

The Chapter has completed the minimum expectations of the Office of Student Activities & Union Services with regards to sororities and fraternities. (Chapter leadership meets with the Assistant Director to discuss, develop, and implement an action plan that will raise the chapter's accreditation status; this could include additional training, support, development, communication and assistance from national/regional leadership, etc.)

## ONE STAR CHAPTER - CHAPTER EARNS 0-239 POINTS

The Chapter has failed to complete the necessary expectations of the Office of Student Activities & Union Services. (Chapter leadership meets with the Assistant Director to discuss, develop, and implement an action plan that will raise the chapter's accreditation status; this could include additional training, support, development, communication and assistance from national/regional leadership, etc. Two consecutive years at this level could result in the chapter's suspension, probation or loss of recognition.)

# PROGRAM GUIDELINES

The program is a collection of standards in the following areas: Scholarship, Management & Operations, Membership Development, and Involvement & Service. Chapters must strive to achieve the highest level of achievement in each of the categories. This program provides individual chapter leadership with the ability to monitor, measure, and evaluate chapter management, programming, service, and overall chapter image.

## **SCHOLARSHIP (200 TOTAL POINTS AVAILABLE)**

In an attempt to promote academic excellence among Sorority and Fraternity members and their respective organizations, points will be given according to academic performance of chapter members every semester. Organizations that make academic excellence a priority will receive points for their efforts.

- A chapter will receive accreditation points based on how their all-chapter GPA falls in a range: 50 points for 3.5-4.0; 40 points for 3.0-3.49; 30 points for 2.5-2.99. All-chapter GPAs will be checked at the beginning of each semester, so points will be awarded twice per year.
- A written academic plan describing goals for the chapter in achieving academic excellence will gain points for the chapter. This includes an active plan explaining what individuals and the organization have planned for the semester. It should be detailed and set incentives, measurable goals and rewards. This plan will be submitted to the Office of Student Activities and Union Services once annually.
- If a chapter takes new members, points will be awarded if the New Member Class GPA improves or does not drop during the semester in which they participated in New Member Education. Each individual Fall 2011 and Spring 2012 New Member's grades will be verified and compared for points in this category.

## **MANAGEMENT AND OPERATIONS (330 TOTAL POINTS AVAILABLE)**

The foundation for excellence in a chapter is effective management and operations for the chapter. To support and facilitate effective management, the Office of Student Activities and Union Services requires paperwork submission each semester. Accreditation points will be allocated based on meeting the deadlines and the completion of each task.

- To verify membership and roles within the organization, each Chapter will submit a completed and accurate Chapter Roster by a scheduled deadline each semester.
- Each chapter is required to seek the support of a SUNY New Paltz faculty or staff advisor, and submit an Advisor Agreement Form by the required deadline each semester.
- To keep up to date with the organization's policies and procedures, the Chapter should submit organizational and/or chapter risk management policies, and copies of constitutions and by-laws each year.
- The chapter's efforts will be reported in a series of monthly reports, provided by the Chapter President or designee. Reports are due the first Monday of the month by 5pm, and may be written or typed using the Monthly Chapter Report form.

- The chapter's cumulative success for the academic year should be reported in the Semester Report. This report must be typed, outlined according to the guide, and submitted to the Office of Student Activities & Union Services by the close of business on the last day of finals in the Fall and Spring Semesters.
- The Chapter should maintain its webpage with periodic updates. Web space is linked off of the Student Activities and Union Services page, and should be updated regularly.
- To maintain good standing, Chapters must attend the required UGA and Sub-Governing Board Meetings.
- In an effort to encourage and reward our fraternity and sorority leaders who contribute to the quality of life on campus for all of our chapters, students who serve on the UGA Executive Board and/or a Sub-Governing Council Executive Board will receive points for their chapter.
- Throughout the semester, Monthly Leadership Meetings will be held on a variety of topics meant to educate and guide chapter leadership. The Assistant Director of Student Activities will plan and coordinate the meeting, topics, and speakers.
- Each semester, Chapter Presidents may have a one-on-one planning meeting with the Assistant Director of Student Activities, to discuss concerns and progress specific to each chapter. Points are available to chapters who take the initiative to schedule and plan for this meeting.

### **MEMBERSHIP DEVELOPMENT (300 TOTAL POINTS AVAILABLE)**

The mark of a successful chapter is the ability to enhance each member's academic and co-curricular experience. One way to accomplish this is through effective recruitment and education of new members. Another way is through the continuing opportunity for active members to develop leadership through training and experiences. Accreditation points in this area will highlight the ability of Chapters to do these effectively.

- Chapters who have a successful semester with no judicial sanctions or action by Office of Student Activities and their National/Regional Office will receive points towards their accreditation.
- A New Member Education Workshop will be held each semester to better educate Chapter Presidents and New Member Educators of appropriate guidelines and expectations. This is a required workshop if a chapter is taking new members that semester, but it is encouraged that all chapters attend; participating Chapters will receive accreditation points.
- A Chapter will receive points for hosting a successful New Member Education program with at least 75% of candidates initiated during the Fall and Spring semesters.
- Chapters will receive points for attending and participating in events on campus to further their training, education, and social awareness. (Examples include Hazing Prevention Week Programs, the Leadership Conference, etc.). These programs will be announced as they become available.
- To better educate and train its members, the Chapter should hold or attend a Chapter leadership retreat/training program. A copy of the agenda or outline of the program must be submitted for accreditation points.
- To encourage teamwork and friendship, the chapter should coordinate one mandatory chapter development event; the event should be social or teamwork oriented, and must be dry. Submit information about the time, date and location with an attendance sheet for accreditation points.

## **INVOLVEMENT AND SERVICE (370 TOTAL POINTS AVAILABLE)**

One of the highlights of the Fraternity and Sorority experience is the collective gift of service and philanthropy. Points are awarded for a chapter's involvement in Greek self governance, student-run committees, service-learning projects, and community service activities.

- Chapters will receive points toward accreditation for registering and participating in any or all of the following: First-Year Student Move-In Day, semesterly Club & Involvement Fairs, and Spring Accepted Students Day. Sign-ups for these events are coordinated by the Office of Student Activities & Union Services.
- Chapters must participate in required UGA events and programs, including Greek Week, Meet the Greeks, and other projects and events as required.
- The Chapter should achieve 100% participation from active members in community service projects throughout the academic year. Each member must complete at least 10 hours of service during the year, and report it to Student Activities via a Community Service Report within two weeks of the project.
- One of these community service events should directly benefit the Ulster County Community. This includes, but is not limited to: Make a Difference Day, Taste of New Paltz, New Paltz Clean Sweep, etc.
- Points will be awarded to chapters who plan and conduct a program on campus for New Paltz students. The program can be social or educational, must be open to all New Paltz students, and will not be a recruitment event or general information meeting about the organization. Given the size of a program or project, it could be a collaborative effort with another chapter/organization. The event must take place on campus, and be coordinated through the Office of Student Activities and Union Services. Chapters must complete a Program Completion Report and submit a sign-in sheet within two weeks of their event. Additional accreditation points will be given for additional programming.
- Chapters are encouraged to submit an outline or summary of achievement and/or positive public relations. This can include supporting other chapter's efforts, thank-you notes, awards, articles, and good public relations events documentation.
- To recognize outstanding efforts of the Fraternity and Sorority Community, each Chapter should complete one UGA Awards Nomination Packet by the required deadline in the Spring semester. To receive accreditation points, the chapter should write nominations for at least three awards.
- Chapters with at least 50% of their members actively involved in other co-curricular experiences will be rewarded. Chapters should submit a list of members and their club, organization, or student leadership involvement once per semester.

# PARTICIPATION INCENTIVES

It is a requirement that fraternities and sororities earn at least a Two Star accreditation during each academic year. Failure to do so will result in the Office of Student Activities & Union Services intervening to help improve the chapter's accreditation for the following year; failure to receive at least two stars two years in a row could result in loss of recognition.

Fraternities and Sororities who achieve a Three, Four, and Five Star accreditation will be listed accordingly on the Student Activities & Union Services website, and on subsequent office publications for the following academic year.

To recognize outstanding achievement, our 2011-2011 Five Star Chapters will enjoy the following incentives and privileges for their hard work:

- The Chapter will be recognized with a plaque and a certificate of Chapter of Excellence.
- A plaque will be hung in the Office of Student Activities & Union Services listing the Five Star Chapters each academic year.
- Chapter will have access to programming grant money through the Office of Student Activities & Union Services.
- Five Star Chapters will be highlighted on the Student Activities & Union Services webpage.
- A letter of recognition will be sent from the College to the Chapter's regional/national board of directors, highlighting the success of the chapter.
- Five Star Chapters will have the option to book their Chapter meeting room in the Student Union for the Fall semester; the Assistant Director will coordinate this reservation before weekly meeting spaces are available to other organizations.
- A display case will be available for one month of the Chapter's choosing for the upcoming Fall or Spring semester. Reservation will be coordinated by the Assistant Director.
- An ad will be posted on the WNPC message board indicating our Five Star Chapters for the first 4 weeks of classes in the Fall and Spring semesters.