PURPOSE
The Duke Greek Community Standards Program is designed to support the continued success of all fraternity and sorority chapters on Duke’s campus. This program serves as an annual self-evaluation for chapters, providing a framework by which achievements and areas of improvement can be documented. Serving as an annual assessment of performance for Fraternity & Sorority Life, meeting these minimum expectations is required for all chapters to remain in good standing at Duke.

PROGRAM OUTLINE
The Duke Greek Community Standards program will evaluate all organizations using the following criteria:

1. Academic Engagement
2. Community Involvement
3. Membership Engagement
4. Risk Reduction
5. Chapter Management

Chapters must meet all listed requirements to be in good standing with Duke University Fraternity & Sorority Life. In addition, to be eligible for chapter awards, organizations should look to the Awards Guidelines on pages 9-10.

SUBMISSION GUIDELINES
There are five sections of the Duke Greek Community Standards Program to be completed. The program is based on the CALENDAR year system from January to November of each year. For 2018 submissions, chapters should complete sections based on January 2018 to November 2018. Note that different elements of the program are due at different points of the year. Exact guidelines for the submission process are provided on page 11 of this document.

USE OF RESULTS
The Duke Greek Community Standards program is both an assessment tool and an awards program. Most importantly, this program allows organizations to reflect on the past year, celebrate areas of success, and set goals in areas that need improvement. This will be done in coordination with the Fraternity & Sorority Life staff.

Fraternity & Sorority Life staff will evaluate all chapter submissions with regard to meeting the minimum expectations. Chapters that choose to work toward Excellence in any category will have their submissions shared with a committee of faculty, staff, and students who will review the submission in its entirety for awards evaluation.

If a chapter fails to meet the minimum requirements set by Duke Greek Community Standards, the chapter will be placed on a probationary status with Fraternity & Sorority Life for the following year. This probation will include the development of an action plan and regular meetings with Fraternity & Sorority Life staff. Failure to meet minimum standards in consecutive years could result in additional loss of privileges or loss of University recognition.
Complete the following five sections:
1. Academic Engagement
2. Community Involvement
3. Membership Engagement
4. Risk Reduction
5. Chapter Management

**SUBMISSION PROCESS**

- Complete the five sections of the Duke Greek Community Standards (based on the calendar year – January 2018 to November 2018). Note the submission expectations for each piece:
  - If the item is due prior to the end of the year, it should either be submitted through the online form or emailed to greek@duke.edu as per the submission instructions.
  - If the item is expected to be included in the final packet due on November 19, incorporate all of those items into one comprehensive document. No supplemental materials outside of this comprehensive document will be accepted.
  - Please Note: For all events, chapters are asked to submit a list of names of members in attendance and photos from events. These will be submitted through the online form.

- Save the final packet as a PDF file in the following format:
  - Chapter Name Submission 2018 (e.g. Delta Zeta Submission 2018)

- Send the PDF file to greek@duke.edu.

- Following your email submission, you will receive an email confirming your submission. Once submitted, you may NOT make any changes.

- All submissions are due by **11:59PM on MONDAY, NOVEMBER 19, 2018**

- Failure to submit by the posted deadline will result in the ineligibility of chapter and individual awards.

**EXCELLENCE AWARDS PROCESS**

All chapters are expected to meet the minimum standards outlined in pages 4-8 of this document. However, in order to be eligible for chapter awards, there are additional requirements that must be met. All supplemental items should be submitted with the final packet by Monday, November 19, 2018.

Chapters can apply for Excellence Awards in each of the five categories by meeting the expectations for that category outlined on pages 9-10. In order to be eligible for Chapter of the Year, a chapter must be eligible for Excellence in at least four of the five categories.

Excellence Awards will be given to any chapter who meets the additional requirements outlined on pages 9-10. There will also be recognition given to no more than one chapter per council that performs at the highest level for each category.
1. **ACADEMIC ENGAGEMENT**

1.1. **CHAPTER GPA**

The chapter’s semester GPA is above the minimum GPA requirement to be active in their respective governing council.

Submission: You do not need to submit any documentation for this item.

1.2. **SCHOLARSHIP PROGRAM**

The chapter has developed and implemented a chapter scholarship program that includes, but is not limited to:

1. Mission statement
2. Statement on academic policies
3. Information on programs and resources
4. Rewards program (e.g. – awards banquet, weekly recognitions)
5. Any supplemental materials that would be helpful in explaining your program

Submission: Submit a detailed report about the chapter scholarship program that outlines the information above. This submission is due with the final packet on Monday, November 19, 2018.

2. **COMMUNITY INVOLVEMENT**

2.1. **COMMUNITY SERVICE INITIATIVES**

The chapter conducts community service projects that engage a majority of members. Service activities are defined as a donation of direct time (serving a meal, organizing a craft activity, etc.). This could be one large-scale event, or could be recurring small events. A **MAJORITY** (51%) of members must have participated in at least one event over the course of the semester, and you **MUST HAVE PHOTO(S)** documenting this.

Submission: The Service/Philanthropy Chair must complete the online FSL Event Form within 14 calendar days of the completion of the event.

2.2. **PHILANTHROPIC INITIATIVES**

The chapter conducts one large-scale philanthropic project per semester. Philanthropic activities are defined as a donation of resources (money, clothing, etc.). A **MAJORITY** (51%) of members must be present and you **MUST HAVE PHOTO(S)** documenting this.

Submission: The Service/Philanthropy Chair must complete the online FSL Event Form within 14 calendar days of the completion of the event.

2.3. **CAMPUS PROGRAMS**

The chapter will attend or host at least one campus program each semester in the knowledge area of their choosing. Chapters cannot select the same area in repeat semesters. Knowledge areas, with some examples, include:

1. Wellness
a. Chapter selects to attend or host a program focused in one or more of the dimensions of wellness.
b. Examples programs include, but are not limited to:
   i. DuWell programs: Sexual Health 101, Healthy Relationships, Group Health Coaching
   ii. Women’s Center programs: PACT Training, 5 Key Norms Training
   iii. CAPS programs: Koru, Anxiety Busters, Managing Academic Stress

2. Diversity
   a. Chapter selects to attend or host a program where the dominant identity of the event host is not a dominant identity of the chapter.
   b. Example programs include, but are not limited to:
      i. Center for Multicultural Affairs programs: Latinx Heritage Month, Cultural Fluency Workshops, Native American Heritage Month
      ii. Center for Sexual & Gender Diversity programs: Coming Out Day @ Duke, P.R.I.D.E. Training, Trans 101 Training, Kickback Fridays
      iii. Mary Lou Williams Center for Black Culture programs: Black History Month, Jazz @ the Mary Lou, Mary Lou Day
      iv. Center for Muslim Life programs: Islamic Awareness Month, Iftar
      v. Freeman Center for Jewish Life programs: Shabbat dinner, Holocaust Remembrance Day, Passover Seder, Sukkot
      vi. International House programs: Duke Language Partners, Global Cafe

3. Professional Development
   a. Chapter selects to attend or host a program focused in career readiness or preparedness for life beyond Duke.
   b. Example programs include, but are not limited to:
      i. Career Center programs: Student & Employer Diversity Symposium, Ignite your Internship Search
      ii. Alumni Association programs: Life 101

4. Inter/Intra-Council Programming
   a. Chapter selects to attend a program focused in one of the above knowledge areas that is hosted by another fraternity or sorority; or chapter collaborates with another fraternity or sorority to host a program in one of the above knowledge areas.

A MAJORITY (51%) of members must be present and you MUST HAVE PHOTO(S) documenting this.

Submission: The officer who coordinated the program must complete the online FSL Event Form within 14 calendar days of the completion of the event.
3. MEMBERSHIP ENGAGEMENT

3.1. NEW MEMBER EDUCATION

New Member Educator (NME) Training
Each chapter must send the individual responsible for educating their new members to the New Member Educator (NME) training sponsored by Duke University Fraternity & Sorority Life.

Submission: You do not need to submit any documentation for this item.

New Member Education Program
The chapter adheres to a membership intake program/new member education program that incorporates the following standards:

1. Promotes scholarship and academic achievement
2. Offers leadership opportunities
3. Encourages campus involvement
4. Clearly expresses values and expectations for conduct
5. Provides opportunities for personal development
6. Concludes all activities by the date set each semester by Fraternity & Sorority Life

Submission: Provide a detailed description & calendar of your new member education program. This should be submitted at least 7 calendar days prior to the start of new member education. Submission should be emailed to greek@duke.edu.

3.2. INTER/NATIONAL EVENT ATTENDANCE

Chapters must have at least one member attend a leadership program and/or business meeting sponsored by your inter/national organization.

Submission: Submit an official document from the program that outlines the agenda of the event, and a receipt of registration payment. This could be a hotel or flight reservation, or could be a receipt from conference registration. This submission is due with the final packet on Monday, November 19, 2018.

3.3. BROTHERHOOD/SISTERHOOD EVENTS

The chapter plans two events each semester that is meant to build/increase brotherhood or sisterhood bonding between members. This could be a purely social event (e.g. – bowling, watching a TV show together), or could be another event that fulfills one of the knowledge areas in Campus Programs. A program cannot count for both the Campus Programs requirement and the Brotherhood/Sisterhood requirement. At least 25% of members must be present and you must have photo(s) documenting this. These events/programs cannot include alcohol/parties.

Submission: The officer who coordinated the program must complete the online FSL Event Form within 14 calendar days of the completion of the event.
3.4. ALUMNI/ALUMNAE OUTREACH
The chapter hosts at least one program or activity per year designated for alumni. Parties are not an acceptable activity for this category.

Submission: The officer who coordinated the program must complete the online FSL Event Form within 14 calendar days of the completion of the event.

4. RISK REDUCTION

4.1. RISK MANAGEMENT PLAN
The chapter must work in partnership with DuWell to create a chapter-specific risk management plan. This should include general risk management guidelines, and also any event-specific guidelines necessary for the chapter’s programming. Once created, this document should be reviewed and updated annually in partnership with DuWell.

Submission: Submit the final risk management plan created with DuWell staff. This submission is due with the final packet on Monday, November 19, 2018.

4.2. PARTY MONITOR TRAINING
The chapter must have 20% of its membership party monitor trained annually – this could be completed all at once, or could be completed over the calendar year. These cannot be individuals who can test out of participating in the training – new individuals must be trained annually.

Submission: You do not need to submit any documentation for this item.

4.3. FIVE KEY NORMS TRAINING
The chapter must have 2 members trained each year as facilitators for the Women’s Center Five Key Norms program, focused on addressing the norms that perpetuate sexual violence in communities.

Submission: You do not need to submit any documentation for this item.

5. CHAPTER MANAGEMENT

5.1. UNIVERSITY CENTER ACTIVITIES & EVENTS
The chapter follows all UCAE policies and registers each year as a Recognized Student Organization through DukeGroups.

Submission: You do not need to submit any documentation for this item.

5.2. FRATERNITY & SORORITY LIFE REQUIREMENTS
The chapter submits all necessary paperwork to the Fraternity & Sorority Life staff by established dates & deadlines. This includes, but is not limited to:

1. Roster information
2. New Officer information
3. New Member forms (Anti-Hazing Compliance Form, Verification of Candidates Form)
The chapter also attends all necessary programs and workshops hosted by Fraternity & Sorority Life. This includes, but is not limited to:

1. Leadership Academy
2. Officer Workshops
3. Community-wide programs

Submission: You do not need to submit any documentation for this item.

5.3. OFFICER TRANSITION MEETING

The chapter held an officer retreat for the transition of new officers. This retreat should include:

1. Reflection with outgoing & incoming officers on the past year’s accomplishments
2. Review of chapter policies and officer responsibilities
3. Goal setting for the next year with incoming officers

Submission: Submit an agenda for the officer transition meeting that includes date & location of the meeting, a list of both incoming and outgoing officers (name and position), a list of individuals who attended the meeting, and 5 chapter goals decided on by the officers at this meeting. This should be submitted within 14 calendar days of the meeting. Submissions should be emailed to greek@duke.edu.

5.4. PUBLIC RELATIONS

The chapter should have a public relations presence for sharing their news and events externally. This could include:

1. Social Media Handles (Twitter, Instagram, Facebook, Snapchat)
2. Website
3. Newsletters (for alumni, parents, etc.)

Submission: Submit information about the chapter’s public relations strategy that outlines any of the information above. This could include sample newsletters, social media impressions, etc. This submission is due with the final packet on Monday, November 19, 2018.
AWARDS REQUIREMENTS
Chapters can submit supplemental materials for any or all of the Excellence Awards. Note that to be eligible for Chapter of the Year, a chapter must be eligible for at least four of the five Excellence Awards. To receive any Excellence Award, a chapter must have submitted all materials for Duke Greek Community Standards by the assigned deadlines.

All materials should be as detailed as possible; including dates, locations, attendance lists, agendas, and photos (if applicable), and all should be included in the final packet submission due on Monday, November 19, 2018.

1. EXCELLENCE IN ACADEMIC ENGAGEMENT
   - The chapter’s semester GPA in both semesters is above their all-council average GPA.*
   - The chapter’s new member GPA is above their all-council new member average GPA.*
   - The chapter hosts significant programming to both support & reward academic performance.
     - Support programs could include: tutoring programs, major study groups
     - Reward programs could include: scholarship banquets, weekly recognitions
   - The chapter engages faculty members in their academic programming.
   - BONUS: The chapter budgets for an academic scholarship for members.

2. EXCELLENCE IN COMMUNITY INVOLVEMENT
   - The chapter hosts events in each of the four categories (Wellness, Diversity, Professional Development, Inter/Intra-Council Programming) in both semesters.
   - The chapter supports campus events hosted externally to Fraternity & Sorority Life.
     - Examples include: Non-revenue generating athletic events, DevilTHON
   - The chapter has members inducted into Order of Omega Greek Honor Society.*
   - The chapter has members serving in their governing council leadership roles.*
   - The chapter can demonstrate that more than 50% of members are engaged meaningfully in at least one other student organization.
     - Meaningful engagement is defined as involvement that requires at least 3 hours of work per week. This could be in a leadership role or as part of a selective campus organization/team.
   - BONUS: The chapter engages in campus leadership opportunities.
     - Examples include: A-Team volunteers, University-wide committees

3. EXCELLENCE IN MEMBERSHIP ENGAGEMENT
   - The chapter hosts more than two brotherhood/sisterhood events in both semesters.
   - The chapter hosts one program annually for chapter members focused on organizational values & ritual. This should be beyond initiation or another ritual ceremony.
   - The chapter hosts one program that explores the personal identities of its members.
   - The chapter hosts one workshop for members focused on values-based recruitment.
   - The chapter recognizes members for excellence within the organization.
     - Examples include: Senior Sendoff, Brother/Sister of the Year, weekly awards
   - BONUS: The chapter holds one program for members to successfully reenter the chapter following a semester abroad.
4. EXCELLENCE IN RISK REDUCTION
   o The chapter has a functioning internal judicial process and can provide an example of the recent use of that process.
   o The chapter has more than two members trained as Five Key Norms trainers.*
   o The chapter has 20% of its membership trained as party monitors in a semester.*
   o BONUS: The chapter hosts a risk reduction program open to the greater fraternity & sorority community.

5. EXCELLENCE IN CHAPTER MANAGEMENT
   o The chapter has developed a calendar for the semester that is shared with members prior to the end of the previous semester.
   o The chapter reviews and updates relevant chapter bylaws once a year.
   o The chapter has developed a 2-3 year strategic plan.
   o The chapter can demonstrate the use of multiple forms of communication with a variety of stakeholders.
     o Examples include: Alumni newsletter, Parents’ Group, active Facebook page
   o The chapter can provide a letter of support from their primary advisor that verifies active advisor participation in chapter business.
   o BONUS: The chapter’s Executive Board participates in UCAE’s Student Organization Transition Academy as part of their officer transitions, or the chapter utilizes LAUNCH, the student organization within the Center for Leadership Development & Social Action.

* Denotes any item that does not require submission for documentation. Fraternity & Sorority Life will verify these statistics.