

# Southeast Missouri State University Greek Five Star Chapter Program



## Philosophy

The fraternity and sorority community at Southeast Missouri State University has a long and rich history. Dating back more than seventy years, fraternities and sororities have been an active part of the Southeast Missouri State University and Cape Girardeau community.

The University's mission is supportive of the goals and ideals of fraternity and sorority membership. These ideals are Academic Achievement, Chapter Management, Membership Development and Education, Civic and Community Engagement, and Harm Reduction/Risk Management. When compared to the Southeast Missouri State University's mission statement that calls for the campus to embrace, "...student-centered education and experiential learning" the connection is clear (Southeast Missouri State University Mission Statement, 2017).

The relationship between the University and fraternities and sororities have long been and must remain mutually beneficial. Fraternities and sororities have great potential to create meaningful experiences through a wide range of leadership opportunities and campus involvement. Through their connection to each person's fraternity or sorority the campus can realize greater alumni involvement and commitment to Southeast. Evidence has repeatedly shown that students engaged in Greek Life have greater retention and persistence rates than students outside of the Greek system (Caruz, 2013, University of North Colorado).

Each national fraternity and sorority maintains a set of standards that each of their local organizations must meet. In addition, the University's Five Star Chapter Program is meant to recognize the work of chapters and to provide feedback on where chapters can further develop their organizations.

## Description

Established in 2017, the Five Star Chapter Program provides organizations the opportunity to be recognized with "star standing" in five key areas of chapter operations **1) Academic Success, 2) Chapter Management 3) Membership Development and Education, 4) Civic and Community Engagement, and 5) Harm Reduction/Risk Management**. Star standing in each of the areas is based upon a set of pertinent criteria. The star standings will be determined by the following point value (*Note: percentage range for four, three, and two star chapters have been changed for calendar 2021*)

1. Five Star Chapters - Chapters attaining 90% or more of possible points; these chapters are considered role model chapters in these areas.
2. Four Star Chapters – Chapters attaining 75% - 89% of possible points; these chapters are considered effective and strong chapters in these areas.
3. Three Star Chapters – Chapters attaining 60% - 74% of possible points; these chapters are meeting expectations but would benefit from additional work to improve these areas.
4. Two Star Chapters – Chapters attaining 41% - 59% of possible points; these chapters are not meeting expectations and must work to improve their chapter's efforts.
5. One Star Chapters – Chapters attaining 26% – 40% of possible points; these chapters are not meeting expectations and must work to improve their chapter's efforts.
6. Chapter Non-Conforming - Chapters scoring less than 25% of the eligible points or failing to submit any information for the Five Star Chapter Program.

**TimeLine**

The following chapter data will be collected from chapters on a **calendar year** basis, January through December. All materials are due, via SELink or other online submission process, to the Office of Greek Life by 1:00pm CST on March 2, 2022.

**Use of Five Star Chapter Program**

The Five Star Chapter Program, focuses on the actions chapters take and the structure they have in place to support their organization. Chapters are strongly encouraged to submit data for the Five Star Chapter Program or formally notify the Office of Greek Life they do not intend to participate. All chapters will have the outcome of this process noted on the Greek Life website and this information will be shared with prospective students/parents who contact the Office of Greek Life office.

The outcome of the Five Star Chapter Program will be shared at the end of Greek Week or at another mutually agreed upon date. Each chapter will be awarded the number of stars as defined under the "Description" section. One fraternity and one sorority, if they have achieved at least four stars, with the highest total point value will be recognized as the overall chapter winner for that category. In the event of a tie, each chapter with that point value will be recognized.

The diversity of chapters across the fraternity and sorority community requires an awards program that recognizes the differences in size and resources for our many campus organizations. In support of celebrating excellence within our chapters, the Five Star Program includes recognition of the National Pan-Hellenic Council (NPHC) chapter of the excellence. This award is in addition to any other award that a NPHC chapter may earn through the Five Star Program. Awarding of the NPHC chapter of excellence is based on total chapter point value of each NPHC participating organization in comparison to others participating NPHC chapters.

**Submission Process**

Chapters must address each area in all five sections for their chapter to be properly recognized for the appropriate star rating. Submissions should be clear in terms of the materials submitted and not exceed the word limit set for each question. Supplementary attachments can include items like photos, specific sections of bylaws, or specific materials that add value and support to questions. Submitting your written responses as attachments is not allowed and will not be judged. Effort should be made to avoid the use of chapter specific terminology or terminology not generally known outside of the Greek community. Additionally, be sure to spell out any abbreviations and avoid using chapter specific terms where possible. As your Five Star Chapter materials are reviewed by other faculty/staff, they should represent your chapter and every effort should be made to address spelling and grammar issues prior to submission. Each chapter is encouraged to share unique examples of activities or programs that support your evaluation for each category item.

Only one person, the Chapter President or designee, per chapter may upload the materials, however, the separate areas can be completed by other members of the chapter. Materials must be submitted via the online process shared by the Office of Greek Life. Information on this process will be shared at the beginning of Spring 2022.

**Evaluation**

The submitted materials will be reviewed by faculty and professional staff at Southeast Missouri State University or invited professionals with experience in Greek Life and/or who work with student organizations at a college or university. Each submission will be reviewed by at least three individuals and the average of those scores will be the score for each item/section. Reviewers are asked to provide written feedback in relation to their score. Any dispute between panelists will be resolved by the Office of Greek Life.

**Confidentiality**

The materials submitted to the University for evaluation as part of the Five Star Chapter Program, remain the property of the chapter. All materials are uploaded, and printed copies are only made to assist with the evaluation. All physical copies are destroyed after the competition of the Five Star Program evaluation process. Materials submitted for the Five Star Chapter Program will not be shared with other chapters without the permission of the chapter. The one exception to this is information that is already publicly available.

**Section 1: Academic Achievement**

1. The chapter must maintain a term chapter grade point average at or above the all-women's undergraduate/all men's undergraduate average for each semester of the evaluation year.

*Documentation: Provided by Greek Life.*

	Fall semester	Spring semester
Performance .30 above comparison group average	40 points	40 points
Performance .20 above comparison group average	30 points	30 points
Performance .10 above comparison group average	20 points	20 points
Performance at comparison group average	10 points	10 points
Performance below comparison group average	No points	
Performance .10 below comparison group average	-10 points	-10 points

2. The new member class must have achieved a term grade point average at or above the all-women's undergraduate/all men's undergraduate average for each semester of the evaluation year. (Evaluated by combining the spring and fall semester new member classes and determine an overall new member term gpa for the calendar year) *Documentation: Provided by Greek Life.*

Performance .30 above comparison group average	40 points
Performance .20 above comparison group average	30 points
Performance .10 above comparison group average	20 points
Performance at comparison group average	10 points
Performance below comparison group average	No points
Performance .10 below comparison group average	-10 points

3. The chapter must demonstrate evidence of a chapter scholarship program. This could include virtual study sessions, study buddies, tutors, etc. *Documentation: A typed narrative describing how you have assisted chapter members to improve their academics this year. A copy of your chapter bylaw is not sufficient, you should explain how the program is accomplished.*

Range: 0-20 points

4. Summarize the chapter's scholarship accountability plan including how members are celebrated and recognized for high academic performance, as well as how members are held accountable for poor academic performance. *Documentation: A typed narrative explaining how you recognize your members for academic excellence and respond to poor performance.*

Range: 0-20 points (Up to 10 points for a detailed description of your scholarship accountability plan. Up to 5 points for describing how you celebrate members and up to 5 points for describing how you hold members accountable for poor performance)

5. Chapter has members in University recognized Academic Honor Societies. Honor society must be academic discipline specific, does not include or apply to the Jane Stephens Honor Program, Dean's List, Phi Kappa Phi, or Phi Eta Sigma, or other honor societies not registered with the University and connected to an academic department. *Documentation: A list of members and their honor society and the semester of membership. Student ID must be included so information can be verified with academic departments. Students submitted without an ID number will not be considered.*

Range: 0-30 points (1 point for each percentage of the chapter membership that is a member of the honor society, up to a maximum of 15 points per semester) for a complete list of eligible societies please visit: <https://semo.edu/pkp/wall.html> Students that are members of the honor society for two semesters should be listed for both semesters.

6. Chapter has members recognized by the University for the “Dean’s List,” their first semester membership in Phi Eta Sigma, or induction into Phi Kappa Phi. *Documentation: A list of members and the semester they were on the Dean’s List, Phi Eta Sigma, or Phi Kappa Phi. Student ID must be included so information can be verified. Students submitted without an ID number will not be considered.*

Range: 0-30 points (1 point for each percentage of the chapter membership that is a member of the honor society/Dean’s List, up to a maximum of 15 points per semester. Students that are on the Deans List or other academic honor should be listed for both semesters.

## Section 2: Chapter Management

7. The chapter must send chapter delegates to attend or virtually attend at least one regional or national conference, meeting, convention, or educational program/seminar sponsored by the chapter’s national organization. *Documentation: Those attending should write a summary of what was learned and how their attendance will impact them and the chapter. Include the dates, locations of the conference, and any program that was provided.*

Range: 0-20 points (up to 10 points for attending conference with description of documentation listed and 5 points for each additional active member who attends, up to a maximum of 2 additional members)

8. The chapter conducts at least one officer retreat or training session a year, either in person or virtually. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, agenda, and goals/outcomes of the event. Detailing the outcomes of the event is critical to secure full points.*

Range: 0-10 points

9. The chapter conducts an annual retreat for all members either in person or virtually. The retreat must include educational components related to chapter goals, values/mission/purpose of organization, or leadership development skills. *Documentation: A typed narrative that explains the activities in the retreat, as well as who led them, the date of the retreat, and the outcomes of the retreat. Detailing the outcomes of the event is critical to secure full points.*

Range: 0-20 points

10. The chapter must have an internal standards/judicial board whose purpose is to address member conduct standing concerns and encourage and motivate members to uphold their and the chapter’s values. *Documentation: A typed narrative that describes your standards board, how members are selected, and how incidents are reported as outlined in your bylaws. Include the type of sanctions that are typically imposed on members along with why they are chosen. Just submitting a copy your bylaw is not sufficient.*

Range: 0-20 points

11. UPDATED - The chapter has an active and functioning organized group of alumni that assist the chapter in activities such as chapter operations, fundraising, event planning. The alumni association or board should consist of at least three people. The chapter must have contact with this board as a whole at least once a semester. *Documentation: A typed narrative explaining the types of interactions your chapter has with this group of alumni.*

Range: 0-10 points

12. NEW - Chapter hosts at least one event for alumni members of the organization that is not part of the University’s Homecoming schedule or occurring the week of Homecoming. The program/event must be organized and managed by the chapter and not an alumni association. Financial support from alumni members or an alumni association is permitted. *Documentation: Description of the program/event by Chapter officer responsible. Include the date of the program/event and the estimated attendance by the chapter and alumni*

Range: 0-20 points (10 points for the first event and 5 points for each additional event up to 20 total points)

13. Chapter has a written budget and explains the process of how the budget is formed, how funds are allocated, how the chapter votes to approve the budget, and how members are updated on the status of your budget. The budget includes explanation on revenues and expenses and is based on past actual revenue and expenses for the chapter. The budget must be formally adopted by the chapter.

*Documentation: A typed narrative explaining the budget process, including a copy of the budget.*

Range: 0-25 points (20 points for explaining the budget process, how it is formed, how funds are allocated and 5 points for attaching a summary copy of the budget. Do not submit multiple spreadsheets showing revenue and expenses to show the organizations budget, summarize into one page if needed)

14. Chapters submit President's Report, which includes roster and chapter updates, monthly by required deadline. *Documentation: Provided by Greek Life*

Range: 0-30 points (3 points per monthly report)

15. UPDATED - Chapter has a website and a social media presence where chapter events and information is shared. *Documentation: A list of all social media accounts and website address, along with an explanation of marketing campaigns, the audiences reached, and any notable social media efforts taken. List the person/officer responsible for updating all social media. Include web address hyperlinks for social media channels where possible and not just the chapter's social media handle.*

Range: 0- 25 points (10 points for detailed narrative that explains your chapter's marketing efforts, 5 points for an up-to-date website, 2 points for each additional updated social media platforms like Facebook, Instagram, Twitter, TikTok, YouTube, etc. up to 10 points)

### **Section 3: Membership Education and Development**

16. The chapter must host two educational programs per semester for the benefit of the chapter membership. Must have 75% of members in attendance at each event. *Documentation: A typed narrative that explains each event and who presented them, the date they were held and outcomes of the events.*

Range: 0-20 points (5 points for each program, up to a total of 20 points)

17. The chapter has an internal awards/recognition process that recognizes individual members who demonstrate a commitment to the founding principles/values of the fraternity/sorority through participation in the chapter's activities/events/programs. (Active of the Year, nominating individuals for national awards, etc). *Documentation: A typed narrative that explains the criteria and selection process for the awards, and a list of award recipients.*

Range: 0-10 points

18. Chapter has and follows a new member education plan. Full point plan would include length of new member process, a plan for new member retention, programs/workshops geared towards new members and the use of professional or experts to present the new member education program. *Documentation: Summary of new member plan, with typed narrative from new member educator explaining the process. Process should be broken out by specific outcomes and not just a list of events. Include who, by name and title, was responsible for presenting each new member program or workshop.*

Range: 0-35

19. Chapter conducts its Ritual once during the semester, either in person or virtually. *Documentation: Statement by chapter officer responsible for the Ritual confirming the event took place and the date. Purpose of the Ritual: Initiation, Founders Day, etc. This does not include or apply to a Ritual chapter meeting. If during a semester that no new members are initiated, a ritualistic ceremony can be substituted.*

Range: 0-20 points (10 points each semester)

20. NEW - Chapter has members serving in leadership positions for the fraternity and sorority community. These positions include, governing council executive officers, members of a governing council judicial board, as recruitment councilors (Pi Chi's), governing council committees (such as IFC's Diversity Equity, and Inclusion Taskforce), Iota Chi, Greek Week executive or Steer Co, or other Office of Greek Life recognized leadership position.

*Documentation: A list of members and the organization they are a member of. Student ID, the organization and semester they are member must be included so information can be verified with departments. Students submitted without an ID number will not be considered.*

Range: 0-20 points (1 point for each person that is a member of these organizations, up to a maximum of 10 points per semester). A student that holds one of these positions for both semesters should be listed for both semesters.

21. Chapter is a University registered student organization and has an active Alumnus/Alumna chapter adviser and a university faculty/staff adviser. *Documentation: Provided by Greek Life*

Range: 0-15 points (5 points being a registered student organization during both academic years, 5 points for having an active Alumni Chapter Adviser, 5 points for having an active university faculty/staff advisor.)

22. Chapter membership attend two governing council or Office of Greek Life sponsored or endorsed educational Greek Connections programs per semester. Event must be sponsored or approved by governing council or the Office of Greek Life. *Documentation: Provided by Greek Life.*

80% - 89% attendance, 15 points

90% - 95% attendance, 20 points

95+% attendance, 25 points

23. Chapter has members recognized by the University as members of Order of Omega, Rho Alpha, NRHH (National Residence Hall Honorary), or other Office of Greek Life recognized student leadership organization/society. *Documentation: A list of members and the organization they are a member of and the semester they are member. Student ID and the adviser for the organization must be included so information can be verified with departments. Students submitted without an ID number will not be considered.*

Range: 0-30 points (1 point for each percentage of the chapter membership that is a member of these organizations, up to a maximum of 15 points per semester). Students that are members for both semesters should be listed for each semester.

24. NEW - Chapter participates in at least one program per year whose primary purpose is to educate members on issues around diversity and inclusion. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, and outcomes of the event. Programs from utilizing University resources, resources from a chapter's headquarters, or other Office of Greek Life approved program qualify for this program requirement.*

Range: 0-20 points (10 points for first program and 5 points for each additional program during the calendar year. Maximum of 20. Note these programs could also be programs counted under Greek Connections question)

25. NEW – The chapter hosts a set of programs or events without alcohol whose primary purpose is to foster brotherhood/sisterhood within the organization. These events should be limited to chapter members and meant to increase connections between members within the organization. *Documentation: A typed narrative explaining the brotherhood/sisterhood development program and the officer position responsible for this position. Documentation should show the types of events and frequency of them, and not just an event title and date.*

Range: 0-20 points

**Section 4: Civic and Campus Engagement**

26. UPDATED – A chapter requires an average minimum number of community service hours per person for the year and has a chapter infrastructure in place to support the chapter's commitment to community service.

*Documentation: List the officer responsible for community service, monthly chapter total service hours, and organizations served. Events during Greek Week and Homecoming are not eligible. Events during a chapter's Philanthropy weekend can be included. Chapters do not need to include a breakdown by person in terms of hours each semester.*

Range: 0-50 points (10 points for having a Community Service Chair, 30 points for achieving the minimum annually 15 hours per member, additional 10 points for exceeding the minimum number of hours by 3 hours or more. Chapters failing to achieve 15 hours per member can earn up to 25 points if the total chapter number of hours completed are equal to or greater than what the chapter total would have been had all members completed an average of 15 hours or more).

27. NEW - Chapter hosts/sponsors at least two community service programs each year. These events must be direct service and not fundraising programs. Direct service examples include: MoDOT Highway cleanup program, Habitat for Humanity, service at a local food pantry or other agency, etc. Service programs cannot be part of a Philanthropy event or weekend and cannot include alcohol.

*Documentation: A typed narrative explaining the service events and the organization benefiting from the service.*

Range: 0-30 points (10 points for each of the first two service program and 5 points for each additional service program, up to two additional programs for a total of 30 points).

28. Chapter hosts/sponsors at least one fundraising/philanthropy event each semester, either in person or virtually. *Documentation: A typed narrative explaining the event(s), the organization receiving the funds, amount donated, and evidence that the funds received from the event were donated. Events during Greek Week and Homecoming are not eligible.*

Range: 0-30 points (10 points for each of the first two fundraising/philanthropy programs and 5 points for each additional fundraising program, up to two additional programs for a total of 30 points).

29. Chapter co-sponsors at least one activity with another social sorority or fraternity each semester, either in person or virtually, that is not during Homecoming or Greek Week. Event can be a social event; however, it cannot be part of a Philanthropy event or weekend and cannot include alcohol. Social event can be the Homecoming or Greek Week partner organization but must be prior to Homecoming or Greek Week and cannot occur the week of Homecoming or Greek Week. *Documentation: A typed narrative explaining each event and what chapters attended, including if the event was social or other focus.*

Range: 0-40 points (10 points for each activity per semester, 5 additional points for each additional event, up to 20 points for the year)

30. Chapter co-sponsors at least one activity with another student organization or student athletic team that is not a social Greek organization each semester, either in person or virtually, that is not during Homecoming or Greek Week. Event can be a social event; however, it cannot be part of a philanthropy event or weekend and cannot include alcohol. Any partnership with an athletic team cannot be simply attending an athletic event/game in order to be counted for this question. *Documentation: A typed narrative explaining each event and what chapters attended, including if the event was social or some other focus.*

Range: 0-40 points 10 points for each activity per semester (5 additional points for each additional activity event, up to 20 points for the year)



31. Chapter members serve as officers (the position may be elected or appointed) in other student organizations outside of the chapter. *Documentation: Name, Student ID number, name of the organization, semester the member served as an officer and adviser for each officer. Information will be used to verify positions of leadership.*  
 Range: 0-30 points (1 point for each percentage of the chapter membership that is an officer position, up to a maximum of 15 points per semester). A member serving as an officer for two semesters should be listed twice.
32. Chapter members participate, either as participants or facilitators in Camp Redhawk, FyLP, Emerging Leaders, President's Leadership Academy, CSIS, or other Office of Greek Life approved University sponsored leadership development program. Note: Points are only given to participants who complete the program and not just for being admitted. *Documentation: Name, Student ID number, name of the organization and adviser for each organization listed. Information will be used to verify positions of leadership. Students submitted without an ID number will not be considered.*  
 Range: 0-30 points (1 point for each percentage of the chapter membership that is a participant in one of these groups/programs, up to a maximum of 15 points per semester.)

### **Section 5: Harm Reduction/Risk Management**

33. The chapter educates members on the organization's emergency response plan/policies each year. This includes the chapter's emergency communication plans and life safety programs (CPR, First Aid, medical amnesty, etc.) *Documentation: A summary of the plan, including a short, typed narrative including the date the policy was reviewed, who presented it, and an explanation of activities used to instruct members.*  
 Range: 0-10 points
34. The chapter must educate its membership on the risks associated with alcohol use and abuse at least once per semester. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, and outcomes of the event.*  
 Range: 0-30 points (10 points each semester for presenting appropriate information each semester, 5 points for an additional training each semester. Maximum of 15 points each semester up to 30 points for the year)
35. NEW - Chapter participates in at least one program or training per semester whose primary purpose is to educate members on issues around sexual assault. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, and outcomes of the event. Programs from Iota Chi, Redhawks Rising, or other organization whose mission is to support sexual assault awareness or survivor support qualify for this program requirement.*  
 Range: 0-30 points (10 points each semester for each program where this information is shared, 5 points for an additional training program each semester. Maximum of 15 points each semester up to 30 points for the year)
36. The chapter must have a designated officer whose responsibility is to educate and enforce a chapter's national risk management and harm reduction policies. (Could be in combination with other duties.) *Documentation: A typed narrative describing the position, who held it, and their duties, as outlined in the chapter bylaws, as well as goals for the office and outcomes. Detailing the outcomes is critical to secure full points.*  
 Range: 0-10 points

37. NEW - Chapter participates in one program each year where a member of the University presents to the chapters on the University's Code of Conduct. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, and outcomes of the event. Programs from the Office of Student Conduct, Dean of Students Office, or other Office of Greek Life approved University professional meet this program requirement.*

Range: 0-10 points

38. For the calendar year of this application, (January – December) a chapter has no instances of being found responsible for violation(s) of the Student Code of Conduct as determined by judicial process. For purpose of this section, a chapter under a judicial sanction and who remain in good standing are eligible for full points. *Documentation: Provided by Greek Life and the Office of Student Conduct.*

Chapters with no infractions receive 30 points per semester. A deduction of 15 points for each section of the Student Code of Conduct a chapter is found to have violated, up to a total loss of 30 points per semester.

Chapters not in good standing during any semester will receive no points for that semester. Chapters on probation, suspension held in abeyance, and suspension from the University are not eligible for the Harm Reduction/Risk Management award and are not eligible for the overall chapter of the year award. Chapters on probation, suspension held in abeyance, and suspension from the University will be listed a "Chapter Non-Conforming" for the Harm Reduction/Risk Management category.

*The Chapter Five Star Program cannot capture an absolute perfect picture of each Greek organization at Southeast. The Staff within the Office of Greek Life are committed to using this program as a tool to recognize demonstrated success. We also pledge the program evaluation is completed free of influence from chapters or advisers and those scoring the evaluations have agreed to the confidentiality of the submissions.*