

# Delta Upsilon International Fraternity Chapter Excellence Plan Guidebook



2007-2008

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## Introduction

In 1995, the Delta Upsilon International Fraternity Board of Directors and the Undergraduate Advisory Board designed and established the *Chapter Excellence Plan* (CEP). The CEP serves as a foundation on which undergraduate chapters and members can maximize their chapter's operational success. The CEP actually is comprised of six critical elements.

1. Mandatory Chapter Standards (MCS)
2. The Standards of Excellence (SOE)
3. The Awards Program (AP)
4. Chapter Mentors
5. Alumni Advisory Board
6. Accreditation Program

This program has been part of the DU Fraternity experience for the past 12 years and serves as a tool for every colony and chapter of Delta Upsilon. The *Chapter Excellence Plan* is a series of guidelines and suggestions for chapter operations. The requirements in the CEP define the activities that chapters who are regarded as excellent are doing on a regular basis.

In 1998, the Fraternity legislated that, beginning with the 1999-2000 school year, each chapter will be required to "submit the Fraternity's Chapter Excellence Report to demonstrate the extent to which the chapter has achieved excellence in the essential areas of chapter operations and membership development." (Policy 4.8 in the Delta Upsilon Policies and Procedures Manual)

In accordance with that legislation, the Fraternity produces this Guidebook. In a continuing effort to simplify the reporting process for Delta Upsilon chapters, the Fraternity has combined the Accreditation Program, Standards of Excellence, and the Awards Program into one process and this guidebook.

### The Chapter Excellence Plan Guidebook is:

- A tool by which each chapter can evaluate itself in comparison with the Fraternity's expectations and the Standards of Excellence.
- A guide to compiling an entire year's worth of chapter operations into one, easy to read presentation that can be submitted to the International Fraternity for review.
- Specific criteria requirements for levels of achievement in each area of chapter operations. Each area of operations is divided into two levels:

1. **Mandatory Chapter Standards (MCS)**
2. **Standards of Excellence (SOE)**

- A set of specific suggestions on documenting each criterion for each area of operation. The items listed in the shaded "MUST INCLUDE" areas are the minimum documentation requirements. The completeness of supporting documentation will be considered when reviewing any application.

### ***The Mandatory Chapter Standards***

The *Mandatory Chapter Standards* documentation is the minimum level of operations that a chapter must demonstrate in the annual Chapter Excellence Plan Report. These activities must be completed, and they comprise 60% of the total number of points available. Those chapters failing to meet a 60% score will be determined to have NOT met the *Mandatory Chapter Standards*. Should the chapter successfully complete only the *Mandatory Chapter Standards*, the chapter will reach the 60% score.

### ***The Standards of Excellence***

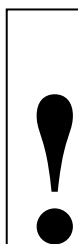
These are requirements of activities that each chapter must complete to be considered an excellent chapter. All of these requirements are part of the total 85% Excellence Rating. The documents required in the second and third "MUST INCLUDE" section represent what is necessary to demonstrate completion of these items.

### ***The 85% Excellence Rating***

The rating is derived from Policy 4.8 of the Delta Upsilon Policies and Procedures. It was determined that chapters exhibiting 85% of the requirements provided for in this guidebook would be operating at a level that the Fraternity would deem as excellent. Those chapters operating below 85% efficiency would be required to demonstrate a plan to achieve that rating. It was also noted that if a chapter fails to complete and demonstrate 85% efficiency, the Fraternity could intervene to help the chapter accomplish that level of excellence. The Fraternity reserves the right to require chapters to adopt the Fraternity's Alcohol-Free Housing Policy if it is deemed necessary in order for the chapter to reach the 85% Excellence Rating.

Chapters not meeting the *Mandatory Chapter Standards* will be required to meet with the Standards Committee during the Leadership Institute following each reporting year. This meeting will be held to discuss and implement any strategies that could help the chapter meet the necessary standards. During this meeting, the Fraternity's Standards Committee could determine whether or not the chapter should adopt the Alcohol-Free Housing Policy.

### ***The Awards Program***



Overall chapter performance, reporting creativity, overall professionalism, and the quality of the content of the chapter's programming are all considered as criteria for awards.

FRATERNITY AWARDS ARE ***NOT*** BASED ON CEP SCORING ONLY

In addition to the Chapter Excellence Plan Submission, the Awards Committee will utilize many resources to determine which chapters are worthy of the Chapter Awards. **Activities and operations that go beyond what is required in this guidebook are strongly encouraged to be submitted.** However, to be considered for the Sweepstakes Trophy, the chapter must be in excess of the 85% rating. As a reminder, the awards are determined based on creativity, content and presentation.

## Review Process

Each chapter will submit the report to the International Headquarters, postmarked by May 1, 2008. The International Headquarters will notify each chapter of the receipt of the materials and will begin the grading process at that time.

Each report will be graded only on content. The materials, documentation and descriptions will be evaluated against each of the criteria. Those grading the reports will also make note of those chapters whose materials are more complete, more descriptive, and those which are more worthy of recognition.

The grading will be tabulated, and the chapters will be divided into three groups:

1. Excellent Chapters (Those chapters above 85%)
2. Accreditation Chapters (Those chapters between 85% and 60%)
3. Standards Chapters (Those chapters below 60% or not submitting)

### Excellent Chapters (+85%)

These chapters will receive an award for accomplishing excellence, and will also be recognized in the *Delta Upsilon Quarterly*, along with recognition by the Fraternity's Awards Program.

These chapters will also have their reports on display at the 2008 Leadership Institute, and their reports will be used for the compilation materials for the next year's report guide.

### Accreditation Chapters (60%-84%)

These chapters will meet with Accreditation teams made up of alumni volunteers and staff. These meetings will take place during the 2008 Leadership Institute. The team will review the chapter's performance and help the chapter to define goals, plans and strategies for the coming year.

These chapters will be expected to improve to the next level, and will be challenged to move up to the 85% level. These chapters are eligible for individual operational awards.

### Standards Chapters (0%-60%)

Chapters failing to accomplish 60% of the Chapter Excellence Plan requirements cannot meet the Mandatory Chapter Standards of the Fraternity. These chapters will meet directly with the Fraternity's Standards Committee. During this meeting, it will be determined what course of action the Standards Committee will take in dealing with the Chapter.

In the event that alcohol is deemed to be a cause of the chapter's poor performance, the Standards Committee can use the Delta Upsilon's Alcohol-Free Housing Policy. Along with Alcohol-Free Housing, the Standards Committee will implement goals, plans and strategies that will ensure that the chapter is addressing the issues and problems that prevented the chapter from achieving the Mandatory Chapter Standards.

## Follow Up and Appeals

1. The Fraternity's Standards Committee determines which chapters shall receive only corrective actions and which chapters are candidates for implementation of the Fraternity's Alcohol-Free Housing Policy.
2. Chapters failing to meet the 85% Excellence Rating and chapters placed on Alcohol-Free Housing status will receive official letters fully communicating the Standards Committee's decisions.
3. Chapter will have 30 days from their notification of the sanctions levied to appeal the Standards Committee decision. All appeals must be in writing and sent to the International Headquarters by the deadline. Appeals will be considered by the Board of Directors, and will only be granted in extraordinary circumstances.
4. All chapter sanctions levied by the Standards Committee shall be implemented in the time line prescribed by the Committee. If the chapter fails to accomplish the requirements, the Standards Committee may require further actions.
5. If Alcohol-Free Housing is required of a chapter, the chapter will be required to follow the Delta Upsilon Alcohol-Free Housing Policy (Policy 5.5 in the Delta Upsilon Policies and Procedures Manual). This policy is as follows:

### Delta Upsilon Alcohol-Free Housing Policy

1. The Alcohol-Free Housing Policy shall prohibit any alcoholic beverages on the property and premises in which an Undergraduate Chapter is housed whether owned, rented, or leased by that Chapter, or any alumni organization affiliated with or related to that Chapter.
2. All new Fraternity colonies, re-colonizations, and reorganizations shall implement the Alcohol-Free Housing Policy.
3. Chapters located on campuses that impose an alcohol-free housing requirement shall be required to implement the Delta Upsilon Alcohol-Free Housing Policy. All Chapters shall continue to abide by the Fraternity's Loss Prevention Policies and the laws, policies, and regulations of the state, province, county, city, and host institution.
4. The Board of Directors strongly encourages all Chapters to voluntarily implement the Fraternity's Alcohol-Free Housing Policy as part of the Chapter's efforts to achieve the Fraternity's *Standards of Excellence*.
5. The Fraternity's Standards Committee may require a Chapter to implement the Alcohol-Free Housing Policy as defined above and provided for in the *Policy on Chapter Standards of Excellence*.

Established August 19, 1998

Revised November 6, 1999

## What's New?

*The 2007-2008 Chapter Excellence Plan Guidebook* has been revised to address some of the reporting issues of the previous year. Please note the following changes:

1. All of the deadlines, dates and information have been updated to reflect the 2007-2008 Academic Terms.
2. As of August 2007, no program substitutions will be accepted for the AlcoholEdu participation requirement

## Important Reminders

1. The due date for the Chapter Excellence Plan Report is May 1, 2008. Chapters where the university or college utilizes the quarter system may petition to return their reports on June 1, 2008. Petitions may be directed to the Director of Chapter Operations.
2. Chapters, as part of the Chapter Administration section, must also submit the CEP Planning Form by October 1 of each year. This form documents how the chapter leadership has utilized the CEP to plan for the upcoming year.
3. Chapters will be able to have staff review the CEP draft work during the Winter Educational Conference, offering chapters a glimpse at how they are doing, and what remains to be done.
4. Reports will be limited in size this year. Chapters may not submit more than one three-ring binder, and the binder shall not be greater than 4 inches thick.

## Guidebook Instructions

1. Reports must be postmarked by May 1, 2008 to be officially counted and reviewed.
2. Each report must include documentation of each requirement. "Yes we do this," or other non-descriptive, unsubstantiated responses will not be accepted as appropriate documentation.
3. Include on the cover an e-mail address where notification can be sent when the Fraternity receives the report from your chapter.
4. Chapters will need to have alumni and other people of authority write letters attesting to the authenticity of the report.
5. Please follow the reporting format presented in this guidebook. The CEP Committee will not review reports that have been submitted for campus or other awards
6. Web based submissions are acceptable to meet the May 1<sup>st</sup> deadline, but a hard copy of each page must be presented within 30 days of the web based submission.
7. Clearly label the front cover of your report. You may use designs and graphics, but there should be black 1-2" letters spelling out your chapter name on the front cover.
8. Chapters should use only one binder or booklet, limiting the size to a 4" binder. Reports larger than 4" will receive a 15-point deduction.
9. The CEP will be returned to each chapter at the 2008 Leadership Institute.
10. Creativity and clarity are rewarded. Please be accurate and efficient in your documentation.
11. For any and all questions about this report, please call or contact your Chapter Services Representative.

## ***Fraternity Ritual***

*Since 1834, our ritual has been the tie that binds Delta Upsilon Members across the globe. The Fraternity's ritual should be treated with respect, in hope that every man will remember his initiation for the rest of his life. Please note that all of the items in this operational are mandatory and worth **5 points each**.*

### **Mandatory Chapter Standards**

**5**

- ❑ 1. The pledging ceremony is performed as outlined.
- ❑ 2. The chapter properly prepares and rehearses the ritual event before the actual initiation.
- ❑ 3. The ceremony and all readings are performed as outlined in the **revised** ritual book.
- ❑ 4. The chapter's roll book and **revised** ritual books are in good condition.
- ❑ 5. The ritual is performed using proper decorum and dress, free from the use of any alcohol or tobacco products.
- ❑ 6. The chapter maintains an open ceremony for the initiation of its members. Alumni, faculty and family are given formal notification of the date, time and location of the initiation ceremony.

### ***Must Include:***

1. A copy of agenda for **pledging ceremony** (not the initiation ceremony) or activities. Should also include any handouts given to the members or new members.
2. An agendum of the week's activities prior to the initiation ceremony, including a date and time for the rehearsal.
3. Copies of chapter procedures and schedule for initiation.
4. Procedures for safekeeping of ritual books. [Include the number inscribed in the roll book and the numbers inscribed in the ritual books. Photos are encouraged]
5. **LETTER OF VERIFICATION:** *Chapter President and/or Alumni Advisor.*
6. A copy of the invitations sent for the initiation ceremony along with a **list of addresses** to which they were sent.

## **Chapter Administration**

### **Mandatory Chapter Standards**

**5**

- 1. Each academic term, the chapter must complete the necessary administrative requirements for the Fraternity, which includes submitting this report.
- 2. The chapter shall have an updated and current Constitution, By-Laws and House Rules.

#### **Must Include:**

#### **Date Due:**

1. Fall and Spring Membership Rosters	September 15, 2007 and February 1, 2008
Fall CEP Planning Report	Oct. 1, 2007
Biographical Cards and Fees for each new member	Immediately after pledging ceremony
Copy of Initiation Report	7 days before the ritual
Fall 2006 – Spring 2007 Chapter Officer List	Oct. 1, 2007 and Feb. 1, 2008
Leadership Institute Registration	May 1, 2008
Winter Educational Conference Registration	Dec. 1, 2007
Summer Officer Address List	May 1, 2008
Chapter Budget	May 1, 2007
2. A copy of the chapter's Constitution, By-Laws and House Rules.	

**\*This information is held at the International Headquarters, but it is asked that your chapter retain records of the submission dates and contents for your files and for inclusion in this report.**

### **Standards of Excellence**

**3**

- 1. The chapter must establish written chapter and individual officer goals.
- 2. The chapter shall hold weekly executive committee and chapter meetings.
- 3. The chapter must be represented annually at the 2007 LI, the 2008 WEC, and the 2008 RLS.
- 4. All initiated brothers must be registered for the Delta Upsilon On-Line Community.

#### **Must Include:**

1. A copy of individual officer goals and chapter long term **and** short-term goals.
2. Samples of minutes from **both** executive committee and chapter meetings from **each term**.
3. A list of men who attended each Delta Upsilon educational program (LI, WEC, RLS).
4. A list of men that have registered online at [www.deltatau.org](http://www.deltatau.org)

**1**

- 1. The chapter has two executive committee retreats each year.
- 2. Each officer has an officer manual/notebook.
- 3. The chapter shall have a master chapter calendar.
- 4. Parliamentary procedure is used during meetings.
- 5. Minutes of meetings are posted and recorded.
- 6. The chapter shall have a standard agenda for chapter and executive officer meetings.
- 7. The chapter has a functioning judicial board.

#### **Must Include:**

1. A copy of the agenda and minutes from **each** executive council retreat.
2. A sample of the table of contents for an officer's notebook.
3. A copy, photo or sample page from the chapter master calendar.
4. A copy of the parliamentary procedure handout given to members or a parliamentary agenda.
5. A location, photo, or other proof that the minutes are posted.
6. A copy of the agenda used for chapter and executive committee meetings.
7. A copy of the procedures for the chapter judicial board or reference in the By-Laws and list of current J-Board members. **MUST ALSO INCLUDE** documentation of activities of the J-Board.

## *Financial Management*

### Mandatory Chapter Standards

**5**

- 1. The chapter must implement and publish fiscal rules and guidelines.
- 2. The chapter must be current on all financial obligations to the Fraternity **and** outside vendors.
- 3. There will be no use of chapter funds for the purchase of alcohol. (i.e., slush funds, social funds, portions of house dues, special assessments, extra dues, separate accounts, etc.)

#### ***Must Include:***

1. A copy of chapter financial rules and guidelines, i.e. policies and or By-Laws speaking to financial rules.
2. A copy of the accounts payable statements.
3. **LETTERS OF VERIFICATION:** *Alumni Advisor; Greek Advisor; Chapter President*

### Standards Of Excellence

**1**

- 1. The chapter utilizes and manages a chapter-wide budget.
- 2. The chapter's finances are computerized or kept with a financial institution or certified accountant.
- 3. Two officers' signatures are required on all checks written by the chapter.
- 4. The chapter shall actively pursue all accounts receivable and total accounts receivables are not to exceed 5% of the chapter's total income.
- 5. A source independent of Delta Upsilon shall conduct an annual audit or compilation report of the chapter's books.
- 6. Chapter financial information is disclosed to new members and initiated members.
- 7. The chapter annually saves at least 5% of its total budget for emergency reserve purposes.
- 8. The families of all chapter members receive appropriate financial information.
- 9. Receipts are required for any reimbursements to members who use personal funds for chapter supplies, resources, etc.
- 10. The chapter has a collection policy in place for all members to review.

#### ***Must Include:***

1. A copy of a computerized budget.
2. A copy of a printout of a balance sheet or other computerized financial document.
3. A photocopy of a check that is either signed by two officers or produced by a third party financial management service.
4. A copy of the chapter accounts receivable list and total amount past due (Calculate % of total budgeted income.)
5. A copy of chapter financial audit or compilation report prepared by alumni or an auditing service.
6. A copy of chapter financial information sheet given to members.
7. Highlighted budget entry that shows at least 5% savings for emergency purpose.
8. A copy of letter sent to chapter members' families detailing bills and the fee collection policy.
9. Copies of the purchase order policy and/or receipt refund policy.
10. A copy of the chapter's collection policy that outlines due dates, and the resulting consequences of failure to pay dues, including procedures for suspension of membership for failure to remit balances.

## **Facility Management**

### **ONLY CHAPTERS WITH HOUSES SHOULD COMPLETE THIS SECTION**

***Undergraduate Chapters that own, lease, or rent a facility to meet in and/or live in (where members of DU are the occupants), are considered "housed" chapters. Please contact Delta Upsilon IHQ with any questions.***

#### **Standards of Excellence**

**3**

- 1. All fire extinguishers and smoke alarms will be inspected annually.
- 2. Emergency phone numbers will be posted on or near all chapter telephones.
- 3. Once a term the chapter shall have an unannounced fire drill.
- 4. The chapter's facility shall be in compliance with local fire and safety codes.
- 5. The chapter shall take the appropriate actions to secure the facility during periods when it is vacant.
- 6. A fire prevention plan exists for all chapter events and/or residences.

1. Copies of the renewal information for the fire extinguishers and dates of smoke alarm inspections.
2. A copy of the emergency phone sheet that is posted by all phones.
3. Time, date, and review of unannounced fire drills by the Vice President - Loss Prevention.
4. A copy of physical plant inspections, recommendations and copies of fire inspection reports and recommendations as well as copies of chapter and/or alumni responses to code compliance and recommendations.
5. A copy of the inspection and closing procedure checklist for the chapter house when it is to be vacated. If the facility is occupied year-round, please include the procedures for move in and move out.
6. A copy of the written plan for fire prevention including exit routes, inspection dates, and potential problems and their solutions. For those chapters without houses, please include fire safety plans for any location where members congregate or live in close proximity.

**1**

- 1. The chapter's facility is well maintained and clean.
- 2. There is a procedure to follow for repairs and maintenance on the chapter property.

#### ***Must Include:***

1. -A photo of the chapter property and a description of house duties documenting a clean and presentable house.  
-A copy of the chapter house duties that includes activities, penalties, and methods of job selection.  
-**LETTERS OF VERIFICATION:** *Greek Advisor Letter; Alumni Advisor Letter*
2. The procedure or example of procedure for the repair and/ or addition to chapter property.

### ***Loss Prevention***

*Loss Prevention helps ensure that each chapter maintains a safe environment for its members and guests. Therefore, all of the requirements listed below must be adhered to in order to meet the Mandatory Chapter Standards, The Standards of Chapter Excellence, and to qualify for the Awards Program.*

#### **Mandatory Chapter Standards**

**5**

- ❑ 1. There must be a selected or elected Vice President - Loss Prevention on the chapter's executive committee.
- ❑ 2. The chapter adheres to the Fraternity's Constitution and By-laws and the Fraternity's Loss Prevention Policies. The chapter adheres to the guidelines of the university/college, state/province, city, and county.
- ❑ 3. The chapter shall pay all loss prevention fees in a timely manner.
- ❑ 4. A Social Event program/policy is utilized to guide in the management of social events.
- ❑ 5. Chapter programming shall include at least three seminars, guest speaker, and/or presentation concerning alcohol use and abuse each year.
- ❑ 6. The chapter reviews with the entire membership the Crisis Management Manual.

#### ***Must Include:***

1. The name of the officer and a copy of the position description for the chapter's VP-Loss Prevention.
2. **LETTER OF VERIFICATION:** *Greek Advisor, Alumni Advisor*
3. Section from the VP-Loss Prevention notebook regarding payment of insurance fees and or copies of invoices and or canceled checks.
4. A copy of the program, or an outline of the steps taken to ensure that Social Events are managed safely, and that they adhere to all Fraternity and University/College policies.
5. The time, date, and summary of the programs.
6. The time, date and summary of the Crisis Management Program.

### ***AlcoholEdu***

- **5 points** awarded if a chapter has 75% or more members of the chapter or colony are certified.
- **3 points** awarded if a chapter has between 50% and 75% of the membership of the chapter or colony are trained.
- **1 point** awarded if a chapter has trained and certified 25% to 50% of the chapter.

#### **TO RECEIVE CREDIT:**

**YOU MUST INCLUDE A LIST OF ALL CHAPTER MEMBERS, INDICATING THOSE MEMBERS THAT ARE ALCOHOLEDU TRAINED**

## ***Membership Recruitment***

### **Mandatory Chapter Standards**

**5**

- 1. The chapter's size must be equal to or above the median fraternity size on campus.
- 2. All recruitment activities are non-alcoholic.
- 3. The chapter maintains a written year-round recruitment program.

#### ***Must Include:***

1. University or college official membership records if available. (Must include last 2 semesters/3 quarters)
2. **LETTERS OF VERIFICATION:** *Greek Advisor; Alumni Advisor*
3. A copy of the year-round recruitment program including calendars and dates of events throughout the year.

### **Standards of Excellence**

**3**

- 1. The chapter's membership size cannot decrease 10% or more for two consecutive years.
- 2. The chapter conducts at least two recruitment seminars each academic year.
- 3. The chapter utilizes alumni in the recruitment process.
- 4. The chapter utilizes technology in the recruitment process.

#### ***Must Include:***

1. University or college official membership records for the two previous years, if available. If unable to acquire, please include a table outlining the figures for the past two years.
2. Agendas from each recruitment seminar, including the date, time and location.
3. **LETTERS OF VERIFICATION:** *Alumni Advisor*
4. The URL of the chapter web site and or sample e-mail as utilized in the recruitment process.

**1**

- 1. The chapter maintains an active recruitment committee.
- 2. The chapter's retention rate of new members is equal to or greater than 85%.
- 3. The chapter utilizes educational programs and service events as recruitment activities.
- 4. The chapter educates and utilizes its new members for recruitment purposes.
- 5. The chapter utilizes a financial scholarship program in the recruitment process.

#### ***Must Include:***

1. List of committee members, goals, and ideas used for recruitment.
2. Include official campus numbers of men pledged versus men initiated.
3. Lists and details of activities the chapter uses for recruitment.
4. Include summary of education new members receive in recruitment and any potential members they invited to the chapter.
5. Include the scholarship applications, lists of candidates, and winner(s) for the recruitment scholarship.

## ***Academic Performance***

### **Mandatory Chapter Standards**

**5**

- ❑ 1. The chapter GPA must be at or above the All-Men's Average on campus (Cumulative over last academic year).
- ❑ 2. The chapter must utilize a written scholarship program.

#### ***Must Include:***

1. Campus academic report from the last 2 available terms (usually Spring 2007 and Fall 2007), or the last three quarters.
2. A copy of the written scholarship program.

### **Standards of Excellence**

**3**

- ❑ 1. There must be an elected Vice President-Scholarship on the chapter's executive committee.
- ❑ 2. The chapter cannot experience a decline in the chapter's cumulative GPA of 5% or more for two consecutive years.
- ❑ 3. An academic eligibility requirement to vote at chapter meetings, hold chapter offices, to become a new member, and also to initiate, is observed.

#### ***Must Include:***

1. Name of officer and position description of VP-Scholarship with verification that he is on the executive committee.
2. Chapter GPA for each term for the past two academic years from a campus official report, if available.
3. A copy of chapter procedures and policies relating to academic performance. May require by-laws or chapter scholarship program.

**1**

- ❑ 1. The chapter utilizes an academic faculty advisor in scholarship programming.
- ❑ 2. The chapter maintains a library or study area.
- ❑ 3. Quiet hours are enforced or, where there is no house, study hours are made available.
- ❑ 4. The chapter maintains a recognition program to reward scholastic achievement.
- ❑ 5. The chapter utilizes campus resources such as tutorials, workshops or seminars, and library hours.
- ❑ 6. Members of the chapter should have access to high-speed Internet connections.

#### ***Must Include:***

1. Name and position description for the faculty advisor. **Letters of Verification:** *Chapter Advisor*
2. Picture and description of chapter study area. Chapters with no house: include the location on campus where members congregate to study.
3. List of quiet hours and consequences for failure to adhere to quiet hours, or the times and locations of chapter study times.
4. Description of the academic recognition program including past award winners and the categories awarded.
5. Description of how the chapter utilizes campus resources.
6. Description of and or contract of service with high speed provider.

## **Membership Education**

### **Mandatory Chapter Standards**

**5**

- ❑ 1. The chapter must have a written membership education program.

#### **Must Include:**

1. An outline and description of the membership education plan which should include a calendar or list of activities, list of scholarship programming activities, dates and summaries of culturally enriching seminars, and summaries and dates of education on loss prevention.

### **Standards of Excellence**

- ❑ 1. The chapter has a written code of conduct for all members.

#### **Guest Speakers**

**3**

- ❑ 2. Two Alumni Speakers each year.
- ❑ 3. Three Loss Prevention speakers each year.
- ❑ 4. One Faculty or Administrator speaking engagements each year.
- ❑ 5. One Greek Advisor or Dean of Student speaking engagement each year.

#### **Workshops and Seminars**

- ❑ 6. One workshop on etiquette and proper conduct.
- ❑ 7. Two educational programs per year with another campus organization.
- ❑ 8. Workshop with **members** on the Fraternity history and principles.
- ❑ 9. One brotherhood retreat.
- ❑ 10. Two cultural events.

#### **Must Include:**

1. A copy of the chapter code of conduct that includes codes or polices on alcohol and drug abuse; sexual abuse; inter-fraternity fighting; proper treatment of women, guests and employees and any chapter wide behavioral expectations.
2. A list of guest speakers, the dates, times, and summaries of their presentations. The list should reflect the following criteria as these speakers are required throughout the CEP Guidebook.
3. Documentation that outlines the date, time, location and material covered during the seminar/workshop.

**1**

- ❑ 1. The chapter is active in the Greek community and attends all IFC meetings.
- ❑ 2. The chapter maintains a membership manual in addition to the new member manual
- ❑ 3. Fraternity songs are taught and sung at chapter meetings.
- ❑ 4. The chapter membership is surveyed to determine their needs and interests.
- ❑ 5. The chapter promotes each member's activities, honoraria and community involvement. Each member should be involved in at least one activity outside the chapter.

#### **Must Include:**

1. **LETTERS OF VERIFICATION:** *Greek Advisor Letter*
2. Table of contents from a membership manual.
3. A copy of the song sheet or an agendum allotting time for singing.
4. A copy of a membership education survey given to members and that survey's results.
5. A list of all members with each member's activities and honoraria.

## ***Associate Member Education***

### **Mandatory Chapter Standards**

**5**

- ❑ 1. There is a written Associate Member Education program separate from the Associate Member Manual.
- ❑ 2. Hazing is not tolerated in any form; neither as a part of the associate member program nor as acts of individual members of the chapter.

#### ***Must Include:***

1. The written associate member education program that includes:
  - A weekly associate member program meeting syllabus with readings from the *Cornerstone*.
  - All academic responsibilities for associate members and members.
  - All financial responsibilities for chapter members and associate members.
  - A copy of the chapter By-Laws.
  - Education on LP Policies
2. **LETTERS OF VERIFICATION:** *Greek Advisor; Alumni Advisor; Chapter President*

### **Standards of Excellence**

**3**

- ❑ 1. The date of initiation will be made clear at the beginning of the associate member period.
- ❑ 2. All associate members are educated about the Loss Prevention Policies of the Fraternity.

#### ***Must Include:***

1. Announcement about **the specific initiation dates** either in the associate member manual or in meeting minutes.
2. Agenda reflecting education on the Fraternity's Loss Prevention Policies and an agenda reflecting education on hazing for brothers and associate members.

**1**

- ❑ 1. The updated associate member manual is submitted to IHQ annually.
- ❑ 2. The associate member program (pledging ceremony to initiation ceremony) is no longer than 8 weeks.
- ❑ 3. All "big brother" programming is outlined and communicated to associate members.

#### ***Must Include:***

1. The associate member program manual.
2. Confirmation that the program is no longer than 8 weeks (i.e., specific dates for the associate member induction and initiation ceremonies.)
3. A copy of big brother responsibilities, activities, selection criteria, etc., and not just an overview of the Big Brother Night, or just the selection process.

## *Alumni Relations*

### Mandatory Chapter Standards

- 5**  1. The chapter shall organize and host two alumni events per year such as Founders Day, Initiation, or Homecoming.

***Must Include:***

1. Copies of the invitations and/or programs for both events. (Should include budget, itineraries, and photos for the events.)

### Standards of Excellence

- 3**  1. The chapter will utilize at least two active advisors. One of the two must be an alumnus of the Fraternity.
2. Each chapter officer must meet with an advisor at least once a month.

***Must Include:***

1. Contact information for the advisors including name, telephone, address, and officer position.
2. **LETTERS OF VERIFICATION:** *Alumni Letter*

- 1**  1. There is a program in place to recognize alumni contributions to the chapter.
2. The chapter has a year round system of correspondence with alumni utilizing cards, thank-you notes, initiation invitations, anniversaries, etc.
3. There shall be an alumni directory for mailings, which is updated annually.
4. The chapter will have a written program/action plan for alumni relations outlining alumni newsletters, events, and other related programming designed to keep alumni involved and up-to-date on chapter happenings.
5. The chapter shall publish an alumni newsletter at least twice a year.

***Must Include:***

1. A copy of the alumni recognition program; i.e., awards, gifts or presentations, and include a list of past and current award winners.
2. Copies of email or mail correspondence with general alumni body. Newsletters will not be accepted.
3. A copy of page(s) from the updated alumni directory.
4. A copy of the chapter's alumni relations program.
5. Copies of each of the alumni newsletters.

## *Public Relations*

### Mandatory Chapter Standards

5

- 1. The chapter must host at least two events for faculty members, community members, or parents each year.
- 2. The chapter submits news and information to the *Quarterly Magazine* each term.

#### ***Must Include:***

1. Copies of invitations, flyers, and support materials for each event including agenda, invitations, and thank you notes for parents and faculty attendance.

### Standards of Excellence

3

- 1. All chapter publications and events shall be in accordance with Delta Upsilon's policy on the Use of Fraternity Trademarks.
- 2. The chapter shall meet with its chapter advisors once a month.
- 3. The chapter maintains written correspondence (other than newsletters) with parents, alumni, and faculty informing and inviting them to initiations and other chapter functions.

#### ***Must Include:***

1. Copies of flyers and T-shirt slogans for any events held during the year.  
**LETTERS OF VERIFICATION:** *Greek Advisor; Alumni Advisor; Chapter President*
2. **LETTERS OF VERIFICATION:** *Alumni Advisor*
3. Copies of the invitations, letters, and/or newsletters that inform alumni and parents about chapter events.

1

- 1. There is a parents' newsletter published once a term.
- 2. The chapter coordinates one faculty-only event.
- 3. The chapter opens at least one of its programs to the entire university community.
- 4. The chapter meets with the Greek Advisor or Dean of Students at least once a term.

1. A copy of each of the parents' newsletters.
2. A date, summary, and program from the faculty event.
3. A list of dates and summaries for events that were campus wide.
4. **LETTERS OF VERIFICATION:** *Greek Advisor or Dean Of Students*

## *Service*

### Mandatory Chapter Standards

5

- 1. The chapter shall sponsor and/or be actively involved in two service projects each academic year.

***Must Include:***

1. Documents in regard to any service events including the name, date, time, location, participants in event, and the benefiting charity or organization, thank you notes, etc.

### Standards of Excellence

3

- 1. The chapter must select or elect a service chairman who is responsible for identifying and coordinating service projects.
- 2. All members participated in the two chapter sponsored service events required in the Mandatory Chapter Standards listed above.

***Must Include:***

1. Name of the officer and position description for the service chairman.
2. Attendance records or other proof of 100% participation in chapter sponsored service events.

1

- 1. Chapter has designated a primary beneficiary of its philanthropic activities.
- 2. The human service officer keeps records of man-hours, money raised, etc., for all projects.
- 3. Support the community service efforts of other fraternities and sororities by selecting a minimum of one other Greek service event per term in which to participate.
- 4. The chapter supports Delta Upsilon's Service Partner, the Boys & Girls Clubs, or the chapter has partnered itself with another community service organization
- 5. The chapter promotes its service activities to parents, alumni, university and surrounding community.

***Must Include:***

1. Name and contact information for the primary beneficiary of the chapter.
2. A copy of the records for projects in which the chapter has participated that include the participants, man-hours, money raised, etc., on each project.
3. Listing of the philanthropies of other fraternities and sororities in which the chapter participated. Names, dates, and summaries required.
4. A copy of the contact information and time given to the service organization or the location of the Boys & Girls Club that the chapter served with.
5. Thank you letters, advertisements, announcements, etc., relating to service events.

### **Letters of Verification**

In order to receive credit for certain subjective requirements, the chapter must provide letters of verification from advisors, alumni and officials that are in contact with the chapter on a regular basis. Below is a list of what each letter should address. ***The individual should send these letters separately from the chapters report, but they should clearly list which chapter the letter refers to. Alumni and Greek Advisors unwilling to verify the information should send a letter to that effect!***

***Where all three people are present, it is expected that each person should verify the elements listed in the letter, and each should still submit. "Cross verification" is acceptable and encouraged.***

#### **Greek Advisor or University Official Letter Should Address and list:**

*\*if no such person exists, the alumni chapter president will be acceptable.*

- The overall validity of the report.
- Chapter grades.
- Chapter membership size.
- Facility Management (chapter cleanliness.)
- That no chapter funds are used for the purchase of alcohol.
- That all recruitment activities are alcohol free.
- The chapter's participation in the Greek community and IFC meetings.
- The chapter's adherence to the Fraternity's Constitution and By-laws and the Fraternity's Loss Prevention Policies. It should also address the chapter's adherence to the guidelines of the university/college, state/province, city, and county.

#### **Alumni Advisor Letter Should Address:**

- The overall validity of the report.
- The identification as an advisor of the chapter.
- The number of and topics of officer and chapter meetings the advisor attended.
- Facility management (chapter cleanliness.)
- That no chapter funds are used for the purchase of alcohol.
- That all recruitment activities are alcohol free.
- Their participation in the recruitment process.
- The chapter's adherence to the Fraternity's Constitution and By-laws and the Fraternity's Loss Prevention Policies. It should also address the chapter's adherence to the guidelines of the university/college, state/province, city, and county.

#### **Chapter President's Letter Should Address:**

- The overall validity of the report.
- That no chapter funds are used for the purchase of alcohol.
- That all recruitment activities are alcohol free.
- The chapter's adherence to the Fraternity's Constitution and By-laws and the Fraternity's Loss Prevention Policies. It should also address the chapter's adherence to the guidelines of the university/college, state/province, city, and county.
- The proper performance and participation in the Fraternity's Ritual.

*\* Other letters could be written by THE LOCAL FIRE CHIEF, DEAN OF STUDENTS, FACULTY ADVISOR, AUDITOR, ACCOUNTANTS, or other relevant authorities that can attest to particular criteria.*

***After Completion***

Please mail or ship all documentation and report material to the International Fraternity Headquarters at:

Delta Upsilon International Fraternity  
C/O Director of Chapter Services  
8705 Founders Road, PO Box 68942  
Indianapolis, IN 46268

It is important that the chapter ensures it has the most recent version of this guidebook. The requirements of a chapter for a particular operational area may change from year to year. This version of the CEP Guidebook was published on August 15, 2007.

Questions about this application can be directed to the Director of Chapter Services at the International Headquarters.

**Sample Cover Letter**

*Below is a sample letter that the chapter should place at the front of the application package to identify what levels of achievement the chapter is applying for.*

<Date>

Director of Chapter Operations  
Delta Upsilon Fraternity  
P.O. Box 68942  
Indianapolis, IN 46268

To Whom It May Concern:

Enclosed you will find the *Chapter Excellence Plan Report* for the \_\_\_\_\_ Chapter. Please consider this is as our documentation for the Chapter Excellence Plan as consistent with the Fraternity's Policy on the Standards of Excellence.

We attest that the information provided is accurate and complete to the best of our knowledge. If you have any questions about this application, you may contact:

<Name>

<Address>

<Phone>

<email>

Fraternally,

The Men of the \_\_\_\_\_ Chapter.

(Signature) \_\_\_\_\_

Alumni Chapter/House Corporation President

(Signature) \_\_\_\_\_

Chapter President

<b><i>Self Evaluation</i></b>
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*Use the scoring sheet below to determine your chapter's performance. The total possible points column is the total number of points awarded if all items in a given operational area are completed. To qualify for the 85% Excellence Rating, a chapter must first complete all of the mandatory standards. In order to qualify for the Sweepstakes Award a chapter must obtain an 85% Excellence Rating..*

	Total Possible Points	Total Possible Points NO HOUSE	Chapter Score	Chapter Efficiency (Score/possible)
Fraternity Ritual	30	30		
Chapter Administration	29	29		
Financial Management	25	25		
Facility Management	20	0		
Loss Prevention	30	30		
Membership Recruitment	32	32		
Alumni Relations	16	16		
Academic Performance	25	25		
Membership Education	40	40		
Associate Member Education	19	19		
Public Relations	23	23		
Human Service	16	16		
Total Score	305	285		
-AlcoholEDU Bonus	5	5		
Total Possible	310	290		
Total Chapter Efficiency	100%	100%		

The chapter should realize that this chart should be used to only self-evaluate your total efficiency. It does not, however, bear any weight on your final percentage. All criteria must be documented in order for the requirement to be counted.

### ***Year Long Action Plan***

*Below is a sample action plan that the chapter can use to ensure that a complete application package is submitted on time. Each chapter officer should also develop an action plan for achieving the standards that apply to his particular office.*

#### *August*

1. Hold an Excellence Planning Retreat, outlining the steps and agendas to reach chapter excellence.
2. Discuss the standards during a chapter meeting.
3. Report weekly progress reports during executive committee meetings.
4. Photocopy relevant CEP Guidebook sections for each chapter officer.
5. Document, Document, Document. Compile and keep documentation for all chapter activities.

#### *September*

1. Meet with alumni to discuss action plans and request assistance where necessary.
2. Create a master calendar to identify when necessary activities will take place.
3. Each officer should produce a short action plan to identify how he will meet the standards.

#### *October*

1. Work with the chapter's Leadership Consultant to put together an outline for an application package, and establish a progress report process.
2. Submit a Planning Form by October 1, 2007, outlining the steps, committees and elements of the chapter's plan to accomplish the tasks.
3. Review the Leadership Consultant Visitation Summary Report with the chapter, executive committee, alumni, and Greek advisor.
4. Distribute copies of the report to chapter officers and adjust the action plan as needed.

#### *November*

1. Call the International Headquarters for assistance if needed.
2. The primary parts of the application package should be completed BEFORE people leave for the winter break.

#### *December*

1. Hold a meeting with Greek advisor to obtain grades, recruitment materials, and other relevant material.
2. Prepare a draft version to share and discuss at the Winter Education Conference in January.

*Repeat the process above January through April*

#### *May*

1. The component parts of the application package should be completed BEFORE members depart for the summer break.
2. One individual should be responsible for compiling the report and sending it to the International Headquarters.

#### *June*

1. Follow up with IHQ to make sure the application was complete, shipped, and received.

**EVENT DOCUMENTATION FORM**

Use additional paper if necessary.

Program Title: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Program for which area of operations? \_\_\_\_\_

Program planned by: \_\_\_\_\_

**Program Presenter/Facilitator Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Briefly describe the program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the program successful? Yes No      Should the program be repeated? Yes No

Number in attendance: \_\_\_\_\_

Was a planning committee involved? Yes No

How many volunteers were used? \_\_\_\_\_

What did volunteers help with? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Materials needed for the program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improving the program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>SAMPLE (Housed)</b> <i>Report Received on 5/1/07</i>	<b>CEP SUMMARY</b> <i>Delta Upsilon Fraternity</i>
<b>Chapter Administration</b>	
<b>Administrative Requirements</b> <i>Late on Chapter Budget, Fall Roster</i>	<b>5 pts.</b>
<b>Constitution, By-Laws, House Rules</b>	<b>5 pts.</b>
<b>Written Goals</b> <i>No officer goals submitted in report</i>	<b>0 pts.</b>
<b>Weekly Executive and Chapter Meetings</b>	<b>3 pts.</b>
<b>Attendance at LI, PA, RS, and RLS</b>	<b>3 pts.</b>
<b>Master Chapter Calendar</b>	<b>1 pts.</b>
<b>Parliamentary Procedure</b>	<b>1 pts.</b>
<b>Meeting Minutes Posted</b> <i>No proof of posting. Show how chapter is notified.</i>	<b>0 pts.</b>
<b>Standard Agendas for Chapter Meetings</b>	<b>1 pts.</b>
<b>Active Judicial Board</b> <i>No listing of current members or minutes of meetings.</i>	<b>0 pts.</b>
<b>Two Executive Retreats</b>	<b>1 pts.</b>
<b>Officer Notebooks</b>	<b>1 pts.</b>
<b>Score: 16 pts. Out of 26 pts.      Operational Efficiency: 61.5</b>	



