Fraternity & Sorority Life Codex 2016

Policies and Procedures for Muhlenberg College's Greek-letter Social Organizations
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Revised Fall 2015
INTRODUCTION AND PURPOSE

The Office of Fraternity & Sorority Life at Muhlenberg College is dedicated to the intellectual and social development of students through membership in Greek-letter organizations. All Muhlenberg College students are encouraged to avail themselves of the scholarship, leadership, brotherhood/sisterhood, and philanthropic opportunities of membership.

Through a commitment to integrity, diversity, achievement, civility, and life-long learning, Greek Affairs strives to produce men and women of competence and maturity who will contribute positively to the world in which they live.

This manual, made available through the Office of Fraternity & Sorority Life, is a compilation of information gathered from multiple sources. The purpose of this document is to provide a quick and reliable source of reference information for officers of the undergraduate chapters, as well as chapter advisors and National Headquarters.

The Greek Life Codex is by no means a definitive document. As with all collections of information, time will invoke the need for revision. It is hoped that this guide will provide a basic understanding of Muhlenberg College policies and expectations.

If you have any questions, comments, or concerns about this manual, please direct them to the Director of Student Leadership Programs at 484.664.3733.
FRATERNITY & SORORITY RELATIONSHIP STATEMENT

Drafted in 2005, this statement is the formal document that outlines the relationship between the College and the fraternity and sorority chapters. The document outlines the expectations for services, behavior and operation for the College and chapters.

Introduction

Muhlenberg College, like other private institutions of higher education in the United States, enjoys considerable independence and autonomy in articulating its mission and designing policies and programs in support of its mission. The College is a residential educational community. Muhlenberg believes that its Greek system, a fraternal structure of students, alumni, international organizations and volunteers, offers interested students worthwhile opportunities for leadership, improved scholarship, and character development. Muhlenberg College’s decision to recognize fraternities and sororities as one desirable option for interested students has, for many years, also been a part of our vision of a residential educational community. Accordingly, the College chooses to continue recognizing such organizations, within a framework of mutual expectations that this Relationship Statement will describe.

The necessity of this agreement derives from the special status fraternities and sororities are accorded by the nature of their creation, composition and activities. Fraternities and sororities are chapters of national organizations that are legal entities, independent of the College. They are entitled (within constraints of national and College policies) to select their own members, elect their own officers, set their own fee structures and manage their own budgets, and govern their own chapters.

It is our intent that this Statement of Relationship provides the foundation for continuing efforts focused on a mutual goal of achieving greater excellence and new strength in this relationship, while preserving the rights, independence, and integrity of Muhlenberg College and the Greek community.

Muhlenberg College intends to:

A. Continue developing the Greek system as a positive contributor to the campus community;
B. Provide staff, leadership training and educational programming and the necessary funding for such endeavors;
C. Advocate on behalf of the Greek community as a liaison between internal and external constituencies; provide assistance and training for the self governance system;
D. Provide access to and use of campus facilities for chapter activities;
E. Ensure that College-owned chapter houses are maintained up to the College’s normal standards for residential facilities and work with fraternities and sororities residing in non-College-owned facilities to ensure that their housing meets College standards;
F. Ensure the existence of an educational and operational environment supportive of Greek life and its mission;
G. Partner and communicate with the national organizations to develop, maintain and convey mutually agreed upon goals and standards;
H. Provide a system of judicial review for cases which Inter-Fraternity Council and Panhellenic Council feel are inappropriate for their disposition, and;
I. Develop and manage an accreditation system that (a) articulates specific expectations of fraternities and sororities, (b) monitors those expectations, (c) provides adequate warning of a chapter’s failure to meet College standards; and (d) takes appropriate action, up to and including withdrawal of recognition, with chapters that do not meet standards.

Muhlenberg fraternities and sororities recognize their obligation to:

A. Maintain a strong scholastic emphasis that includes attending and participating in educational programming sponsored by Muhlenberg College;

B. Respect the rights of the campus community and the neighborhood;

C. Abide by the rules of conduct included in the Social Code;

D. Meet National and College risk management standards;

E. Maintain facilities to the acceptable College standard;

F. Ensure safe and effective new member education and initiation practices;

G. Actively participate in the Inter-Fraternity Council and Panhellenic Council and maintain a national affiliation in good standing;

H. Maintain an active relationship with an alumni board;

I. Participate in community service and philanthropic activities;

J. Meet the standards articulated in the accreditation system for fraternities and sororities; and

K. Observe all other policies which govern the Greek system.

The Committee on Greek Life (CGL)

Muhlenberg College and the fraternities and sororities agree to the formation and maintenance of a Committee on Greek Life. The Committee on Greek Life has broad responsibilities for the activities and affairs of social fraternities and sororities. The Committee seeks to assist fraternities and sororities in fulfilling their role as personal development organizations within the College. The Committee will meet this goal by reviewing the accreditation standards as identified in the Annual Review, encouraging self-governance as expressed by its support of the Inter-Fraternity, Panhellenic, and National Multicultural Greek Councils, and by cooperation with the national office of each chapter, so the chapter may realize the standards of membership as expected by its national organization.

Fraternity and Sorority Self-Governance

The College recognizes the importance and benefit of limited self-governance for the fraternity/sorority community. It therefore supports the establishment and maintenance of local governing councils based upon a chapter’s national participation in any of the umbrella groups such as the National Panhellenic Conference (NPC), the North American Interfraternity Conference (NIC), the National Multicultural Greek Council (NMGC), and the National Pan Hellenic Council (NPHC). Each council shall be endowed with certain rights and responsibilities as outlined in their own governing documents and within this Relationship Statement. The College further supports the establishment and maintenance of an Intra-Greek Council that would unite the Greek community under one governing body to coordinate events and programs of interest and concern to all fraternity and sorority members.

Recognition of Fraternities and Sororities

A. Annual Review Process
All fraternities and sororities recognized by the College are required to participate in the Annual Review Process. The process is intended to be an exercise in chapter self-evaluation and an opportunity for the chapter to receive guidance and constructive criticism. The Committee on Greek Life will review submissions to determine the chapter’s success in meeting the agreed upon goals and expectations of the community. Chapters that consistently fail to meet expectations will lose recognition from the College. The loss of recognition includes the loss of: use of campus facilities, equipment or resources; participation in intramurals as a Greek organization; participation in sponsored recruitment publications, training and events; participation in the Inter-fraternity/Panhellenic Council; sponsorship of any social or other events with any other college organization; affiliation with the college’s Greek life web site; housing privileges as an organization; and use of Muhlenberg College’s name, logo or symbols.

B. System Expansion

The College will consider expansion in the future in response to student interest and subject to the availability of institutional support. Should campus conditions warrant consideration of expansion, the Committee on Greek Life shall entertain proposals from all interested nationally affiliated groups in accordance with the guidelines as established in the College’s Chapter Expansion Policy.

Community Citizenship

All fraternities and sororities as well as their individual members are part of the Muhlenberg College community and are subject to all policies, regulations, privileges and obligations of that community. Students who violate College policies or local ordinances while involved in chapter activities will be held accountable individually for their behavior and will be referred to the College judicial system. It is expected that chapters will similarly hold individual members accountable for inappropriate behavior through judicial processes internal to each organization. Chapters suspected of violating College policies or local ordinances during, or as a result of, chapter activities will also be referred to the College judicial system.

Membership

A. Formal Membership Recruitment

The governing bodies of the fraternities and sororities shall be responsible for establishing a period for recruitment, creating and enforcing guidelines for programs and activities within recruitment, and managing the bid matching and bid distribution process. Minimum requirements for receiving a bid to any organization shall be determined by either the chapter’s national headquarters or the conference (e.g. NIC, NPC, etc.) to which the organization belongs.

B. New Member Education (NME) and Intake

Chapters are expected to follow their nationally mandated guidelines regarding the length and content of the New Member Education or Intake program. New Member Education or Intake may not continue into performance days, study days or final exam week.

The College requires all chapters to submit a written New Member Education/Intake program to the Director of Student Leadership Programs before recruitment week begins. The program shall specify the dates, times and content of all activities as well as the dates for new member induction or initiation. Any changes to the printed schedule must be submitted to the Director of Student Leadership Programs before implementation. All new members and aspirants shall receive a written copy of the NME/Intake program from the chapter’s new member educator prior to the start of the education process.
Housing Policies and Requirements

Residential Regulations

i. Chapters living in recognized chapter houses shall be responsible for creating and submitting housing rosters and room assignments by the deadline determined each year by the Office of Residential Services. Chapters shall be required to fill at least 90% of available bed space in the chapter house or, in cases where active membership is less than the number of bed spaces, have at least 90% of the active membership living in the chapter house. This total must be met before any active member will receive approval to live elsewhere. Only members of the chapter shall be eligible to live in the chapter house.

ii. Should the chapter house occupancy fall below capacity in either semester and the chapter desires to fill some empty bed spaces, the chapter may request that up to three (3) recently associated members (members associating in that academic year) be released from their current housing contracts in order to live in the chapter house. In order for this to be considered:

   a. The new associate must have the minimum GPA required by the College to move "off campus" which is a 2.500.
   b. All efforts with current members have been exhausted and this is a method of "last resort" to fill the house.
   c. The new member may not be “required” by the chapter to move during the semester that he or she is associating.

The final approval for relocating an associate will be made by the Office of Residential Services.

iii. At least one member of a chapter’s executive board must live in the chapter house.

Safety and Security

The Office of Campus Safety and Security will automatically respond to emergency calls, as well as to any calls for assistance from chapter houses regardless of ownership or location.

Meal Plans

All initiated members living in chapter houses are required to participate in Muhlenberg College’s contract-dining plan unless they participate in a contracted, full-service meal plan, approved by the College, at the chapter house.

Insurance

Each chapter must provide the College with a certificate of insurance evidencing Commercial General Liability coverage that includes, but is not limited to, bodily injury, personal injury, property damage, host liquor and contractual liability, and listing the College as an additional insured by endorsement. Coverage must be written with companies reasonably acceptable to the College and at limits of at least $1,000,000 each occurrence/$2,000,000 general aggregate.

Social Policies

A. Use of College facilities and services

   i. All recognized chapters are eligible to use College facilities and services. Users must complete the appropriate paperwork to reserve campus facilities, and will be afforded the same considerations as any other recognized student organization.

   ii. Chapters may open a Muhlenberg College account through the Business Office to be used for campus business including dining services pending the approval of their national organization.
B. Chapter Events

All chapters shall be expected to comply with the College’s policies with regard to the registration and conduct of chapter events, both in campus facilities as well as at off campus locations.
COLLEGE POLICIES

ALCOHOL POLICY - STUDENTS

NOTE: Only the sections relevant to the organization have been reprinted here. To read the complete policy, please consult the on-line Student Policy and Information Guide for complete information. The following rules would apply to fraternities and sororities only in the case of events held on campus. For other events, chapters are expected to follow their own national risk management policies.

Requirements for Student Club and Organization Events that Include Alcohol

Student clubs and organizations desiring to host an organization event involving alcohol must first consult with their advisor about the proposed event. Upon approval from the advisor, the proposed event must be reviewed by the Treasurer’s Office (Risk Management).

General requirements for hosting events that include alcohol:

1. Clubs and Organizations must complete an Alcohol Request Form and a Facilities Reservation Form for on-campus events. Both forms can be obtained in Seegers Union.

2. All on-campus events at which alcohol will be made available must utilize the bartender services of the College’s food service provider for the distribution of beverages.

3. Social events at which alcohol is being served may only occur between 3:30 p.m. Friday and 2:00 a.m. Sunday. There will be no alcohol served or present at events during the first two (2) weeks of the fall semester.

4. The availability of alcohol at an event location may last a maximum of two (2) hours. Student clubs and organizations are permitted to register only one event with alcohol on a given date.

5. The sponsoring organization is responsible for providing adequate food and non-alcoholic beverages for the duration of the event. Breads, meats, cheeses, vegetables, pizzas, subs, etc. are considered appropriate foods; chips and pretzels are not. The Muhlenberg College Dining Services (x3488) provides a variety of social event snack menus for purchase by Student clubs organizations.

6. Clubs and organizations may be required to provide adequate College approved security for an event at the discretion of the Treasurer’s Office.

7. Alcoholic drinks must be limited to beer and wine in quantities appropriate for personal consumption. Hard liquor, wine coolers, and mixed drinks are prohibited.

Violations by Student Clubs or Organizations

Student organizations found by the campus judicial process to have violated the student alcohol policy shall, at a minimum, be subject to the following sanctions. Other, more serious disciplinary measures may also be taken, at the discretion of the Dean of Students, where warranted.

Social Probation: A status between “good standing” and social suspension during which subsequent violations of the alcohol policy will lead to more severe sanctions.

Social Suspension: A period during which an organization may not sponsor any social events, on or off campus, where alcohol is present.

Recognition Probation: A period of review during which an organization will be notified of specific concerns and must comply with requests for remediation by a specific date.

Recognition Suspension: A period during which an organization is no longer recognized by or registered with Muhlenberg College; is not entitled to the benefits, services and programs afforded recognized student organizations; and may not use Muhlenberg College’s name.
ANTI-HAZING POLICY

Muhlenberg College and the Commonwealth of Pennsylvania define hazing as:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Violations described below shall therefore be understood to be incidents of hazing.

Meeting and Time Restrictions (General Program Restrictions)

All students at Muhlenberg College are recognized to have academic and collegiate obligations that must not be unduly restricted or constrained. Examples of improperly restrictive time requirements include but are not limited to the following:

- Any activity or requirement that is as time-consuming as to significantly interfere with class work or study time. This includes but is not limited to pre-initiation and initiation periods.
- Conducting a new member-related activity between the hours of twelve midnight and 6:00 a.m. Monday through Friday.
- Permitting less than six continuous hours of sleep for new members each night between 12 a.m. and 9:00 a.m.
- Conducting any non-academic new member activity within one week of final examinations.

Physical Abuse

Physical abuse is understood to be any action taken or situation created which may knowingly cause pain, injury, or undue physical stress, fatigue, or discomfort. Examples of physical abuse include but are not limited to the following:

- Forced or required consumption of alcoholic or non-alcoholic beverages or substances
- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods that an individual refuses to eat
- Dropping food, such as eggs, grapes, liver, etc., in mouths of new members
- Forced calisthenics, such as push-ups, sit-ups, or runs
- Tying individuals to chairs, poles, or other objects
- Simulated or actual branding
• Causing excessive fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond one’s normal ability
• Paddle swats of any nature, including the trading of swats with members
• Pushing, shoving, tackling, or any other kind of physical abuse
• Throwing anything, such as whipped cream, garbage, water, paint, etc. at an individual

**Psychological Abuse**

Psychological abuse is understood to be any action taken or situation created which may knowingly produce embarrassment, ridicule, harassment, mental or emotional discomfort, or be threatening or frightening in nature. Examples of psychological abuse include but are not limited to the following:

• Line-ups, any form of verbal abuse, or any other activity that serves no constructive purpose
• Deception of new members before a membership ritual which is designed to convince a new member that s/he will not be initiated or that s/he will be hurt during the ritual ceremony
• Yelling or screaming at new members
• Calling new members demeaning names (scum, etc.)
• Playing extremely loud music, music repeated continuously, or any other audible harassment
• Any individual or group interrogations of a negative or demeaning nature
• Creating rooms or areas that are uncomfortable due to temperature, noise, size or air quality

**Improper Requirements or Obligations**

All membership requirements or obligations must in some way enhance the individual’s emotional, spiritual, or intellectual development. Examples of improper requirements or obligations include but are not limited to the following:

• Assigning or endorsing pranks such as panty raids, harassing another organization, etc.
• Assigning or endorsing an activity that is illegal or unlawful, that would constitute theft, burglary, or trespassing, or that would be morally objectionable to an individual
• Defacing trees, grounds, buildings, or objects
• Conducting quests, treasure hunts, scavenger hunts, paddle hunts, big sister hunts, or little sister hunts that include illegal activity, physical abuse, or psychological abuse
• Requiring new members to march in formation
• Carrying items such as coconuts, helmets, swords, burlap bags, shields, paddles, rocks, dog collars, bricks, etc.
• Assigning or endorsing the wearing or apparel that is conspicuous and not normally in good taste
• Requiring or endorsing new members to yell or chant when entering or leaving buildings
• Requiring memorization or non-organization related materials
• Not permitting new members to talk for extended amounts of time
• Assigning or endorsing public stunts or buffoonery
• Requiring or encouraging new members to act like animals or other objects
• Intentionally messing up the house or a room for new members to clean
• Requiring or encouraging total or partial nudity at any time
• Requiring or encouraging new members to run personal errands or any other form of personal servitude
• Requiring or encouraging new members to participate in the act of flouring and/or showering other members

RESPONSIBILITIES
1. Any person (new member, active member, guest, alumni/ae, Muhlenberg College staff/faculty member) suffering or witnessing a hazing abuse must report the incident(s) to appropriate College officials.
2. The appropriate organization officer (president, new member educator, team captain, etc.) must approve all new member-related activities before they occur.
3. Membership-related activities should be kept within the properly reserved space. The activity must not interfere with the rights and activities of others, and should always reflect the best interest of the members of the chapter it represents and the college community as a whole.
4. Student organizations shall be held responsible for any action or situation in violation of this policy, whether incurred by new member, active member, alumni/ae, or guests.
5. Any reprisal or threat of reprisal taken against a person for reporting a violation of this policy shall be considered a violation of this policy, even if the organization is found innocent of the initial alleged charge.
6. All allegations of hazing reported to the College will be investigated. If the investigation yields evidence of hazing, the College will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. Charges against College organizations and individuals would be heard through the campus judicial process. Disciplinary action may include both punitive sanctions (e.g. fines, loss of privileges, suspension or expulsion of the organization) and educational sanctions (e.g. programs, workshops, etc.).
7. The College will support any victim of hazing if they choose to speak to the local police about the possibility of pressing criminal charges.
8. This policy applies to all Muhlenberg College organizations, groups and individuals and is equally applicable on and off campus.

DIGITAL SIGNAGE POLICY AND PROTOCOL

Purpose and Overview
In May of 2012, the Muhlenberg College Student Government Association General Assembly passed a motion to allocate funds to the College to purchase and install a digital signage program for Seegers Union.

The digital signage serves as a visual communication medium to inform students, faculty, staff, and visitors about events occurring in Seegers Union. Standard information displayed includes (but is not limited to): programs, meetings and activities held in Seegers Union; up-to-date weather information; campus news; television feeds; important current and global events; campus facts and emergency messages.

Secondarily, digital signage offers the opportunity for recognized student clubs and organizations in good standing and College academic and administrative departments to publicize events or broadcast announcements that are of campus interest or student-oriented in nature taking place on campus.
The Seegers Union digital signage program and its policy and protocol is managed by the Office of Seegers Union and Campus Events.

**Digital Signage Types and Locations**

Digital signage displays are categorized as “public” or “dedicated” and are strategically located throughout Seegers Union to capture a wide audience.

A. Public Displays

Public displays in Seegers Union broadcast announcements and publicize events, that are of student interest or student oriented in nature or pertain to the campus community. Content typically originates from Muhlenberg College departments and recognized student organizations in good standing.

Space is limited and submissions will be accepted on a first come, first served basis, provided they meet the criteria under Digital Signage Content Submission.

Currently, the following displays in Seegers Union are deemed Public Displays:

- East End Main Corridor – Interactive Display
- West End Main Corridor – Interactive Display
- Lower Level Display (outside of ‘Berg Bookshop)

B. Dedicated Displays

Dedicated digital displays only broadcast specific internal content such as the scheduling feed from R25, College Special Events, Menus and content specific to venues where digital displays are located. Dedicated content is approved by the Director of the Office of Seegers Union and Campus Events, or his/her designee.

Currently, the following displays in Seegers Union are deemed Dedicated Displays:

- Wood Dining Commons Greeter Station Display
- Wood Dining Commons Nutritional Display
- Food Gallery Platform Specific Displays
- Mule Express Platform Display
- Java Joe Platform Display
- Seegers Union Information Desk
- The Light Lounge Multi-Screen Display
- The Fireside Lounge Display

C. Interactive Displays

Interactive Displays offer the unique feature of providing campus information including a campus directory and way-finding for within Seegers Union and, eventually, across campus. Typically, interactive displays are also public displays offering the same features when not in interactive use. Controls are also located at the bottom of these displays to accommodate ADA.

Currently, the following displays in Seegers Union are deemed Interactive Displays:

- East End Main Corridor – Interactive Display
- West End Main Corridor – Interactive Display
Protocol

A. Content Specifications

The creation of content for digital displays requires consideration of technical, legal and aesthetic factors. The technical considerations relate to the system's capabilities and limitations. Legal considerations relate to compliance with appropriate copyright laws. Aesthetic considerations relate to making any digital slides and digital videos visually interesting and effective. Aspect ratios for displaying, graphic readability, balance, color, software compatibility, graphics, backgrounds, etc. will also be evaluated, when applicable.

Submitting organizations are responsible for design, production and timely submission of materials. All content must be submitted broadcast-ready in accordance with the following technical specifications:

- Digital graphic content must be in .jpg, .pdf or .png formats.
- Digital videos must be 30 seconds or less in length. The best format for digital video is MP4. Note: there is no audio available on digital signage.
- Slides are typically displayed for 20 seconds.

**NOTE:** The Office of Seegers Union and Campus Events will make every effort to fulfill requests but provides no guarantee that digital materials submitted will be posted and reserves the right to limit or exclude submissions.

The Director of the Office of Seegers Union and Campus Events reserves the right to refuse, edit, or remove digital signage content for any reason.

B. Restrictions

Announcements may not:

- Endorse a political issue or candidate
- Promote or condone behavior that violates College policies and/or values, or local, state or federal law
- Encourage the sale or consumption of alcoholic beverages or of tobacco-related products
- Include commercial advertisements for business, organizations, entities or individuals not associated with the College

Content that does not fulfill these requirements will not be displayed.

C. Technical Content

Submitting organizations are responsible for design, production and timely submission of materials. All content must be submitted broadcast-ready in accordance with the following technical specifications:

- Digital graphic content must be in .jpg, .pdf or .png formats.
- Digital videos must be 30 seconds or less in length. The best format for digital video is MP4. Note: there is no audio available on digital signage.
- Slides are typically displayed for 20 seconds.
- Written messages for scroll displays may not exceed 175 characters.
**Note:** All copyright and trademark laws will be observed and upheld. It is the submitter’s responsibility to determine and attain permission to display an item. It will be the submitter’s responsibility to provide documentation with their Digital Signage Request Form.

D. Content Submission

To have digital slides, a brief digital video or a short written message displayed in the Student Union, submit broadcast-ready content electronically using the Seegers Union Digital Signage Request Form available on the Seegers Union website.

The Office of Seegers Union and Campus Events will make every effort to fulfill requests but provides no guarantee that digital materials submitted will be posted and reserves the right to limit or exclude submissions. In an effort to prevent signage from becoming visual white noise and to keep the information fresh, the following timelines will be implemented:

- Digital signage requests should be made through the submission website at least seven (7) business days prior to the proposed start date.
- Content is posted no more than fourteen (14) days prior to the event date and is removed automatically at midnight the day the event concludes.
- Informal postings not directly associated with an event may be posted for up to three (3) weeks.

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**EVENT REGISTRATION/ROOM RESERVATIONS**

1. All nonacademic event registration or room reservation requests must be processed with the Office of the Seegers Union & Campus Events. If services (media, food, etc.) and special setups (managed by Seegers Union) are needed, those service departments should be consulted prior to a request form being submitted. In this manner, all information on the form should be accurate and final. Confirmation copies of the request will be sent to you and all service departments involved in the event. All changes, additions and cancellations must be processed through the Office of Seegers Union & Campus Events, this will allow for other organizations to use the facilities.

2. Requests for rooms should be submitted at least two weeks prior to the date of the event. Late requests may impact the ability to provide additional services. After processing and confirmation, a copy of the request will be returned to the sponsor.

3. Request forms should be completely filled out. Failure to provide all information may result in processing delays and possible loss of requested space.

4. Facility request forms submitted by students, or student organizations and clubs, require approval by an advisor. For the purposes of reserving campus space and facilities, the Director of Student Leadership Programs serves as the ‘advisor’ to fraternities and sororities. Chapters should not ask their academic advisor to sign event forms.

5. Services which must be provided outside of regular operational hours (i.e., evenings and weekends) may require a cost charge back for overtime. It is important that a budget account number for these charge backs be included on the request form. An estimate of the charge back costs will be provided upon request. Failure to include a budget account number may result in a processing delay and possible loss of the requested space.

6. Because of special arrangements for preceding and/or succeeding events, rooms may not always be available in a specific arrangement, but may be used "as is". If an organization uses a space “as is,” the organization is expected to return the space to the "as is" set-up at the conclusion of its event.
Check with the Office of Seegers Union & Campus Events about possible setups prior to making a specific request.

7. Although the campus facility request form has a section for requesting media services, no actual services are requested through the completion of the form. All requests for such services (data projectors, laptops, sound systems, etc.) are made through an on-line reservation form. The form may only be accessed by faculty and staff. Chapters must therefore contact the Director of Student Leadership Programs to submit their requests electronically.

8. Events in which the host plans to serve food or beverages must use Muhlenberg College Dining Services to cater the event unless permission is granted by the Office of Seegers Union & Campus Events for other arrangements. The only locations in which outside catering may be used are Hoffman House, chapter houses, the Multicultural Center, and the ML Underground.

**FLAG DISPLAY POLICY**

Recognized student clubs and organizations may from time to time request to fly a flag from the flag poles in front of the Haas College Center. Flying the flag over the Muhlenberg College campus should be the result of a celebration sponsored by, or the commemoration of, an event pertinent to a group. Typical examples of a request could be: a sorority celebrating its Founder’s Day; an international students’ group celebrating the Independence Day of a foreign nation represented within the group; or a group celebrating the kick-off or the conclusion of its Awareness Week. Other requests are welcome; a request does not guarantee approval. The celebration or commemoration – and the flag flown – should be germane to the sponsoring group (i.e., the Math Club cannot commemorate the death of John Lennon by requesting that the College fly the Lithuanian national flag). Other organizations may fly their flags in accordance with the following guidelines:

**Approved Groups to Fly a Flag**
1. Student clubs and organizations officially recognized by the College which have existed for at least six months
2. Other organizations in a formal, written relationship with the College.

**Flag Specifications**
1. The flag must be a professionally-produced, commercially available flag which has been outfitted to fly on a flagpole (i.e., grommeted and reinforced).
2. The sponsoring organization must provide, at its own cost, the flag to be flown.
3. The flag can be no smaller than [4’ x 6’] and no larger than [8’ x 12’].

**Regulations**
1. Only the United States flag will be flown on the western pole. No flag may fly on the same pole as the United States flag.
2. On the eastern pole, the College Flag will normally fly.
3. Except for flags of other states or countries, organizational flags will fly below the Muhlenberg College flag.
4. One or two organizational flags may fly on the same day.
5. An organization may fly their flag only one day per academic year.
6. Extraordinary events (i.e., a College day of mourning) may preclude an organization’s flying day. In that case, the organization may request another day to fly their flag.
**Responsibilities**

1. The sponsoring organization must provide the Dean of Students with a written request at least 10 business days before the date they wish to fly their flag. The request must include a short rationale giving a brief outline of the reasons why the group would like to fly their flag on the designated date.

2. Upon approval by the Dean of Students Office, the sponsoring organization must contact Campus Safety to arrange for the flag-raising and flag-lowering on the approved date. At least two – and preferably more – representatives of the organization must be present for BOTH the raising and the lowering of their flag to assist Campus Safety. Normally, the flag is raised at sunrise and lowered at sunset.

**FERPA POLICY**

The sharing of information from a student's record is governed by the Federal Education Right and Privacy Act (FERPA), which established guidelines for releasing information pertaining to students' educational records. FERPA was established to protect the rights of students, permitting or restricting broader access to their academic records according to their own decisions.

In accordance with the requirements of FERPA, GPA’s for chapter members and potential new members and aspirants may only be shared after the student signs a form consenting to such sharing. Currently, all potential new members and aspirants either provide a GPA on the recruitment week registration form or sign a limited consent form. New members and aspirants sign a New Member Release Form immediately upon receiving a bid on Bid Day. By signing the form, members authorize the release of grade information for the time that they are matriculating at Muhlenberg College or until they notify, in writing, the Office of Fraternity & Sorority Life of their desire to discontinue the practice.

**FUNDRAISING - SALES AND SOLICITATIONS**

The College feels that student organizations should be provided with opportunities to raise their own program funds through fund raising activities. In order to provide a means of protecting the College, the student organization, and each member of the College community from undue intrusion and provide fair access for legitimate activities, the following guidelines and restrictions have been approved.

1. All on campus or off campus sales and solicitations must be registered with the Director of Student Union & Campus Events. All requests must be submitted at least two weeks prior to the date of the proposed sale/solicitation. Blank contract forms for off campus vendors are also available in the Office of the Student Union & Campus Events.

2. All sales/solicitations involving non-campus vendors must be sponsored by a College office, department, or College recognized organization. Vendors will be charged a $20/table/day administrative fee to the College as well as a 20% gross sales commission to the sponsoring organization. These fees and commissions are to be paid prior to the vendor leaving campus on the day of the sale. Campus organizations providing their own sale items will not be charged these fees.

3. The sale of items which directly compete with the 'Berg Bookstore will not be permitted within or directly around the Student Union. Requests for sales in or around the Union will be submitted to the Bookstore Manager for approval.

4. Sales/solicitations on campus may take place only in specified, approved locations. Door-to-door sales/solicitations in the residence halls require the pre-approval of the Office of Residential Services using the request form available in the Office of the Student Union & Campus Events. There will be no sales/solicitations in the residence halls after 11:00 p.m.

5. Sales/solicitation to off campus constituencies (i.e., parents), require pre-approval of the Director of Student Leadership Programs with pre-submission and approval of the solicitation letter/form.
before mailing. Address labels may only be requested through the Registrar's Office by the Director of Student Leadership Programs after approval has been granted.

6. Sales/solicitation of "games of chance," (i.e., raffles, drawings, etc.) must be approved by the Director of the Student Union & Campus Events, and must be registered in the College Finance Office; This is a requirement under the laws of the Commonwealth of Pennsylvania.

7. Door-to-door sales/solicitations are not permitted within the academic/office buildings.

8. The sales/solicitation of drugs and/or alcoholic beverages is not permitted.

9. The sales/solicitation of items identified with or containing the name or logo of Muhlenberg College must be approved prior to manufacture and sale/solicitation of such items.

10. Items containing federally copyrighted material may not be sold or distributed without written approval of the holder of the copyright.

11. Raffles, including ‘Chinese auctions’, are consider by the Commonwealth of Pennsylvania to be ‘games of chance’ or gambling activities. The tax exempt status of nationally-affiliated fraternities and sororities prohibits them from engaging in this type of fundraising activities. Chapters may attempt to co-sponsor such events with Muhlenberg College offices, departments, or recognized student organizations if the partnering organization is willing to take responsibility for securing the game of chance license.

MAILROOM PROCEDURES

On-Campus Mailings
Mail for distribution to “all students” on campus should not be labeled. Mail for specific groups of students should be labeled and sorted in ascending order by box number. All jobs should be preferably tri-folded, as this is much quicker to distribute. The mailroom requires a three-day turnaround time, although distribution is generally completed before that time frame. The Student Mail Distribution Request is to be completed and submitted with each job.

All forms are available at http://www.muhlenberg.edu/main/aboutus/mailroom/forms/.

Off-Campus Mailings
If a student club or organization does not have an account number, the Administrative Control Project 90010/Student Clubs/Organizations form and the Mailroom Work Request form must be completed and submitted with each mailing. The club or organization will be billed for postage which should then be paid to the cashier in the Controller’s Office.

Student clubs or organizations that have an account number will only need to complete and submit the Mailroom Work Request with each mailing.

Specific procedures mandated by the United States Postal Service are to be followed for standard (bulk) mailings. Please refer to the section on Standard (Bulk) Mail Procedures for additional information.

Envelopes
The mailroom does not stock envelopes. These must be requisitioned from the Copy Center.

Labeling
The mailroom is equipped to label envelopes and newsletters using one-up labels. Please note that envelopes must be labeled before documents can be inserted. Inserts will have to be done manually as the mailroom does not have an inserting machine. Please complete the Mailroom Work Request outlining your specific instructions.
Mail
Incoming mail is picked up at the local post office on Postal Road in Allentown each morning, Monday through Friday and on Saturdays during the academic year. It is delivered to campus mailboxes and offices the same day, except for Saturday’s mail which is delivered on Monday.

Outgoing mail is picked up between 3:30-4:00 p.m., Monday through Friday. Mail delivered to the mailroom after 3:00 p.m. will be metered the following business day. Please try to have large mailings at the mailroom as early as possible for same day dispatch. Notify the mailroom if special circumstances arise.

Standard (Bulk) Mail
Standard (bulk) mailings are those with 200 or more identical pieces that are to be sent at third class postal rates. Listed below are some basic guidelines regarding standard mail:

- Minimum of 200 pieces
- Pieces must be identical
- Must be sorted in ascending zip code order. Trays, bins, or boxes must also indicate zip code order. For example, if you have 10 trays of mail, they should be numbered 1 of 10, 2 of 10, etc. (Trays may be obtained from the mailroom).
- Permit indicia must be used on all envelopes or mail pieces. Contact the mailroom if you need a copy of the indicia for your document. Please do not re-size or redesign the indicia.
- Must be mailed within the United States.
- Must be processed through the mailroom. Bulk mail envelopes cannot be used to mail first class mail, nor can a bulk mail be mailed at a regular mail box.
- Must comply with Move Update requirement mandated by the United States Postal Service. Move Update basically means that all addresses for standard and pre-sorted first class mail will need to be updated within 95 days of a mailing date. The USPS has authorized various methods for complying with this requirement including the use of an ancillary service endorsement which is what the college uses. Please contact the mailroom for additional information on the type of endorsement to be used and placement of endorsements on mail pieces.

Meal Plan Policy

Only the sections relevant to the organization have been reprinted here. To read the complete policy, please consult the on-line Student Policy and Information Guide for complete information.

Students in College-owned or leased houses, apartments, or suites
Upper Class Students are required to select from the Platinum, Gold, Silver and Traditional meal plans.

Students living in college owned or leased apartments, suites, and or houses with a total occupancy rating of eight (8) or fewer and a full kitchen are automatically defaulted to no meal plan. However, these students shall be entitled to select any of the meal plans offered. For the purposes of this policy, a full kitchen is required to have a full size refrigerator, a sink with running hot and cold water, an oven and range top with adequate exhaust, and at least four (4) feet of hygienic countertop space.

Students in privately owned fraternity chapter houses (ATO & SPE)
Members of recognized fraternities living in privately owned chapter houses shall be entitled to select from the Platinum, Gold, Silver, Traditional and Bronze meal plans.

Medical Amnesty Policy

Only the sections relevant to the organization have been reprinted here. To read the complete policy, please consult the on-line Student Policy and Information Guide for complete information.
In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol and Other Drug (AOD) Policies. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the AOD Policies.

Posting and Decorating Policies

General Campus Policy

1. Signs, notices and banners may be posted or hung in authorized areas only. College regulations prohibit the posting or hanging of notices on trees, building exteriors, light posts, etc., except where specifically authorized (such as the Biology archway). Notices posted in residence halls and academic buildings must be affixed to designated bulletin boards only, and are not permitted on any painted surfaces, entrance or fire doors, or windows.

2. Chalking of the sidewalks must be approved by the Dean of Students. Normally chalking is not done more than 48 hours before the event. After completion of the event, chalking must be removed within 24 hours. No chalking is permitted within 20 feet of an entrance to any building.

Seegers Union Policy

1. Decorating of any kind must have the prior approval of the Director of Seegers Union & Campus Events. Any unauthorized decorations or items will be removed and destroyed.

2. In general, posting is prohibited on doors, walls and/or windows. Exceptions must be approved in advance by the Union Director.

3. Designated bulletin boards are available on the Lower Level of the building. A few designated places are available on the Main Level.

4. All expired postings must be promptly removed by the event sponsor.

5. With the exception of the main staircase, items for posting may not be larger than 11" x 17". In the main staircase, posting must not be larger than 30" x 40", and may not extend below the hand rail or above the balcony railing. A tack strip is available for posting convenience.

Requesting a Muhlenberg Web Presence

Requests for a presence on Muhlenberg College's web site are only accepted from campus departments and College-recognized student clubs and organizations. Requests must be submitted to the Webmaster in OIT and are subject to approval by an internal committee.

Fraternities and sororities may request web presence one of the following ways.

- Complete Online Request for Muhlenberg Web Presence
- Call the Webmaster directly: (484) 664-3576

The Office of Information Technology (OIT) will create a new subdirectory of the web root directory (where all files on Muhlenberg's web site are stored) for your chapter’s web page files. OIT will also create a new UNIX users group for your chapter, which includes a list of all responsible persons named in the request. This permits anyone in your users group to edit the web pages, and protects chapter files from being edited by anyone else. All files should be owned by the primary responsible person. Online instructions are provided by OIT for the technical aspects of this procedure (such as: how to upload files to the chapter’s web directory and how to set permissions).
Once the web site development has begun, it is the responsibility of the web page owner to maintain the proper ownerships and permissions on all of their files. OIT may alert appropriate persons, lock the offending files, or take other action as necessary to ensure that security is maintained.

Under normal circumstances, links to commercial web sites that advertise and/or promote retail products are generally not allowed.

**SOCIAL CODE AND OTHER COLLEGE REGULATIONS**

The Muhlenberg College on-line Student Policy and Resource Guide outlines the College’s expectations for social behavior and provides a detailed review of the policies related to individuals as well as living groups. Fraternity and sorority officers and individual members should consult this document for information related to alcohol policies and other College regulations, as well as a review of the College’s disciplinary procedures pertaining to all student organizations and individuals.

**GREEK LIFE POLICIES**

**BLEND FRATERNITY/SORORITY LEADERSHIP GRANT**

The Blend Fraternity/Sorority Leadership Grant Program has been established to encourage members of the College’s fraternity/sorority community to take advantage of regional and national leadership programs that will:

1. Broaden the perspective of attendees to better understand the current context of Greek life within higher education.
2. Expose attendees to new methods of recruitment, risk management and chapter management.
3. Improve leadership skills of current chapter leadership as well as foster the development of leadership skills in new members and aspirants.
4. Create within the chapter a culture that supports continual improvement through regular participation in such programs.

**Eligible Programs**

The Blend Grant provides awards of up to $500 in matching funds to individuals or organizations toward participation in the following conferences, workshops or activities:

**The Undergraduate Inter-Fraternity Institute (UIFI)**

UIFI is a 5-day journey, with each day building upon the one previous. UIFI offers participants the opportunity to explore, define, and enhance their leadership skills, personal awareness, commitment to their fraternity or sorority, and grow to expect values based action from themselves and those they lead.

**Northeast Greek Leadership Association Annual Conference (NGLA)**

Hundreds of fraternity and sorority leaders from the Northeast attend the Annual Meeting each year to participate in three days of workshops, general sessions and idea sharing. Each participant's conference fee includes conference materials and programs; Thursday's welcome reception, lunch Friday and Saturday; and Saturday evening's closing banquet. The awards program allows the organization to recognize the outstanding efforts of Greek governing councils and celebrate accomplishments.

**Futures Quest**

Futures Quest is an innovative program which focuses on recent initiates into men’s fraternities - challenging them from the start of their fraternal experience to be men of courage, integrity,
and service. Only men who have been initiated within the previous calendar year are eligible to attend. Through experiential activities, high ropes initiatives, and focused conversations, Futures Quest helps emerging leaders more fully understand how ritual and values can lead them towards positive changes in their chapters. Experienced students serve as mentors, and facilitate small group discussions on significant issues. The program also takes advantage of its natural setting through outdoor experiences such as fireside discussions and nature walks. Over 600 participants have graduated from Futures Quest since its inception in 2001. Futures Quest is sponsored by the North American Interfraternity Conference.

**National Headquarters Leadership Workshop or Conference**

Nearly all National Headquarters provide one or more leadership workshops or conferences annually. The grant may be used to subsidize attendance at these organization-specific leadership programs. This does not include regional or national annual meetings, conclaves or conferences where the primary focus is on topics other than leadership.

**Chapter Teambuilding/ROPES Experience**

The chapter may request funds to help defray the cost of conducting a half-day or day-long teambuilding experience. To qualify, the activity must be conducted at an off-campus location with trained facilitators, consist of 4 to 8 hours of training, and be planned as an activity for all members, not just new members and aspirants.

**Award Criteria**

1. **Limitations on awards.**
   
   A. An individual or organization may only receive one award per academic year.
   
   B. No more than five individual members from one chapter may receive awards within an academic year.
   
   C. No more than two awards will be provided to individual members of the same chapter for the same conference or workshop.

2. **Prerequisites.**
   
   A. Applicants must register for the conference or workshop and provide proof of registration with this application.
   
   B. Applicants should be either current chapter officers or new members and aspirants intent on serving as chapter officers in the near future. Current seniors are not eligible to receive a grant.
   
   C. Applications must be accompanied by a letter of support from the chapter, on chapter letterhead, signed by the chapter secretary.

3. **Matching funds.**

   The Blend Grant will provide up to $500 to cover up to one-half of the total cost of the conference, workshop, or activity. Total is inclusive of all registration, transportation, lodging, and per Diem costs. It is expected that the individual, the chapter, and/or the national headquarters, will provide the additional funding.

4. **Completion of After Action Reports.**

   It is important to assess outcomes of grants previously awarded. All recipients of Blend Grants are required to submit a report that includes a written summary of the event outlining relevant learning outcomes, an expense report of all costs incurred, and a conference program or relevant handouts (the latter can be returned upon review).
CHAPTER EVENT POLICY

Definition of a Chapter Event
For the purposes of defining a Chapter Event, an activity shall be deemed to be a chapter event if a reasonable person examining the totality of the event would conclude that it was related to the chapter. Chapter events may include, but are not limited to, meetings, ceremonies, retreats, banquets, conferences, conventions, new member activities, social functions, fundraisers and community service projects. Factors to be used in making a determination of whether activities are related to the chapter include: the nature and purpose of the event, the involvement of the chapter in planning, organizing, promoting and/or financing the event, the location of the event, and who was invited to and who attended the event.

Types of Chapter Events
If your planned event does not easily fit one of the descriptions below, discuss the event with the Director of Student Leadership Programs. Remember, that the factors identified in the paragraph above could mean that your chapter will be held liable for the event.

1. Brotherhood/Sisterhood: Restricted to active members only.

2. Open: Must be non-alcoholic. Open to all Muhlenberg College students and their registered guests over the age of 18.

3. Invitation (Guest List): Restricted to members, chapter alumni and invited guests where the number of alumni and/or guests exceeds the number of chapter members. Any alumni or guest must be on a guest list with the total number of invited guests to these functions being the lesser of the following:
   A. The chapter members and no more than 2 guests per member or,
   B. The occupancy limit established by the Allentown City Fire Marshall.

4. Private (Date parties): Limited to chapter members and their guests. Any guest must be on a guest list with the total number of guests not to exceed the number of chapter members.

5. Closed (Inter-chapter mixers): Restricted to the members of one Muhlenberg College recognized fraternity and sorority, with a combined membership not to exceed 150, with no additional guests allowed.

6. Recruitment: Activities held during the recruitment periods or activities held at any time where the primary purpose is membership recruitment. No alcoholic beverages can be present at recruitment events regardless of location. Recruitment periods will be set by the Inter-Fraternity and Panhellenic Councils.

Required Procedures for Chapter Events

1. Registration.

With the exception of brotherhood or sisterhood events occurring within the chapter house, chapter events must be registered with the Office of Fraternity & Sorority Life.

- Events occurring in College facilities should be registered through a Facilities Reservation Request Form (FRRF), available at the Seegers Union Information Desk. Forms are to be completed at least two weeks in advance of the event.

- Events occurring in or around chapter houses or at off-campus venues should be registered using a Chapter Event Registration Form (CERF), available online at: http://goo.gl/forms/rWofESp1GK, at least three (3) academic days before the day of the event (This means Tuesday for a Friday night event and Wednesday for a Saturday night event).
Chapter events occurring off-campus in private residences in residential communities will not be approved. Such events should be conducted in commercially licensed facilities designed to support such events.

A. An individual completing the form must be a member of the sponsoring organization. If alcohol will be present at the event, the Event Contact Person listed should be at least 21 years of age.

B. The Director of Student Leadership Programs or his/her designee must receive the registration form before any advertising of the event or distribution of invitations.

C. If a chapter has more non-members in the public areas of the chapter house than the table below identifies, and the chapter has not registered a chapter event, the chapter is hosting an unregistered chapter event and is in violation of the Chapter Event Policy.

<table>
<thead>
<tr>
<th>1-20 members in the chapter</th>
<th>no more than 10 non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-30 members in the chapter</td>
<td>no more than 15 non-members</td>
</tr>
<tr>
<td>31-40 members in the chapter</td>
<td>no more than 20 non-members</td>
</tr>
<tr>
<td>40+ members in the chapter</td>
<td>no more than 25 non-members</td>
</tr>
</tbody>
</table>

D. The Director of Student Leadership Programs or their designee, the Director of the Seegers Union & Campus Events, and the College’s Risk Manager have the authority to decline registering activities that may pose unreasonable risk of violations of the College’s Social Code for the sponsor(s) or other members of the campus community.

E. **Registration of the event does not constitute College approval of such events.** Any activity that is determined to be a chapter event that has not been properly registered will be considered an unregistered chapter event. Chapters will fail this component of the Annual Review process. Intentional and repeated violations of the registration requirement will result in the loss of additional points in the Annual Review.

2. Event Guest Lists.

A. For events identified as Invitation or Private, the event sponsor is required to prepare an Event Guest List. Invitation events are restricted to two (2) guests per member based upon the chapter’s national risk management policy. Private events are limited to one (1) guest per member. The guest list must clearly identify each member of the organization and the guest(s) for whom they are responsible.

B. If the event is being held off-campus, the Event Guest List may be used to satisfy requirement [4.A.] listed below, provided that both chapter members and their guests are appropriately listed.

C. The Event Guest List must be submitted to the Office of Campus Safety and Security at least two hours prior to the start of the event.


   If the event includes alcohol, the chapter should provide a copy of the national organization’s social event registration/planning form and a copy of each sponsoring chapter’s National Risk Management Policy to the Office of Fraternity & Sorority Life at least three days prior to the event.

4. Off-campus Events.
The Event Contact Person is responsible for providing the following information to the Department of Campus Safety prior to departing from campus:

A. A complete list (members and guests) of participants with the printed names of all individuals traveling as a group (perhaps in a commercial van or bus).

B. A complete list of individuals that are not traveling with the group to the destination.

C. A complete list of individuals not returning to campus with the group along with a completed trip waiver form for each.

A national organization may require that all participants utilize third-party transportation in some instances. Be sure to consult the national risk management policy.

5. Third Party Facilities.

If the chapter event is being held at a facility not owned by the chapter or the College, a copy of the facility contract must be provided to the Office of Fraternity & Sorority Life at least three days prior to the event. The chapter should confirm with their national which officers/members are authorized to sign contracts. Officers/members signing contracts should include their title when signing. Under no circumstances should Muhlenberg College be listed as a sponsoring group.

6. Events at Private (Family) Residences.

The College will not accept registrations for social events occurring in residential dwellings which are not designed to accommodate more than a few persons. This includes members’ apartments or leased housing. Such events should be held at licensed, third party facilities designed for such activities.

7. Campus Safety.

For registered events occurring in chapter-owned facilities, Campus Safety has the right to ensure that all policies are in full force if provided probable cause. Probable cause is defined as:

A. Loud music or other noise in excess of acceptable levels emanating from the location of the event.

B. An investigation into an incident involving the consumption of alcohol that requires identification of the source or provider.

C. A documented report or claim from a member of the community indicating that inappropriate behavior is occurring within the event facility.

D. Response to a request for assistance, fire or smoke alarms, or any other call of an emergency nature.

Campus Safety always has the right to ensure policy compliance in facilities owned and/or managed by the College.

**Guidelines for the Service of Alcohol at Chapter Events**

A. Chapter events held in College-owned facilities must adhere to the guidelines printed in the Student Policy and Information Guide under Student Alcohol Policy.

B. Chapter events held at third party venues must adhere to the chapter’s national risk management policy. In practically all cases, the national headquarters requires the use of a third party vendor for alcohol service.

C. Chapter events held in chapter-owned facilities at which alcohol will be present must comply with the following guidelines:
i. Length of Events: An event with alcohol may last a maximum of four (4) hours. Sponsoring groups may not have more than one event in any 24-hour period. The availability of alcohol must cease one half-hour (30 minutes) prior to the event’s designated ending time.

ii. Security: A copy of each sponsoring chapter’s National Risk Management Policy should be submitted to the Office of Fraternity & Sorority Life at least three days in advance of the event. The policy should clearly identify how the chapter will be managing the risk associated with the service of alcohol and the monitoring of guests’ consumption, and whether third-party security is recommended or required.

iii. Food and Non-alcoholic Beverages: The sponsoring chapter is responsible for providing appealing and adequate food and non-alcoholic beverages for the duration of the event.

iv. Types and Amounts of Alcohol: Alcoholic drinks must be limited to beer, wine, or wine coolers in quantities appropriate for personal consumption. Hard liquor and mixed drinks are prohibited.

Policy Coverage
No policy can cover all possible situations that may arise. When this policy is not specific in a certain point, sponsoring chapters are to conduct their activities in the spirit of social responsibility embodied in this policy and their national risk management policy. Sponsoring chapters in violation of this policy’s intent will be subject to review by the Dean of Student’s Office.

COMMUNITY ENGAGEMENT & GREEK COMMUNITIES
Muhlenberg College requires that Greek-letter chapters serve, through engagement with communities beyond the college campus community, an average of 3 hours/per member/per semester to obtain and sustain College accreditation. These hours are reported to the Office of Community Service & Civic Engagement which compiles a database of community involvement from which engagement statistics may be ascertained.

For this database to be accurate, Greek-letter chapter members are requested to report on their engagement activities each month. Individual hours reporting sheets are to be compiled by the Community Service Chair of each chapter, or the applicable officer, and submitted to the Office of Community Service & Civic Engagement no later than the 15th of each month.

The College’s inclusion of community engagement in the fraternity & sorority life accreditation process is intended to encourage relationships amongst communities, with an intentional focus on collaborations with organizations off-campus. This is not intended to devalue the work being done with and for the campus community, but to provide an opportunity for Greek-letter chapters to work with broader communities as well. In an attempt to be true to this intention there are some basic guidelines the Office of Community Service & Civic Engagement follows when entering hours served into the database:

- Hours served must specifically seek to directly impact community(ies) beyond the campus community.
- A maximum of 1.5 hours per member per semester of “tabling” and/or “dorm storming” for an event or organization which impact(s) communities beyond Muhlenberg College campus. (e.g., selling tickets for Dance for a Cure and/or recruiting additional students to volunteer at a local drop-in center.)
- A maximum of 1.5 hours per member per semester of indirect service through campus volunteerism which contributes to broader community service(s). (e.g., volunteer work for a campus theatre production.)
• All hours must be turned in for the previous month (e.g., Sept. 1-Sept.30) on the 15th of the month (e.g., Oct. 15). Summer hours must be reported by the 15th of September. Any hours reported late will not be entered into the Office’s database.

Community Engagement Questions and Answers

Q - What hours are eligible for the College’s requirement?

A - Generally speaking, a service experience which impacts a community broader than the campus community and occurs during the academic school year may be used towards the College's requirement.

Q - Do I have to serve off-campus to have my hours meet the requirements?

A - Not necessarily. For example, if chapter members volunteer for Dance for a Cure, these hours do meet the above requirements. However, remember that attending an event is not the same as volunteering for the event. Only hours served may be submitted. The reason Dance for a Cure is suitable for the College's service requirement is that, although the event occurs on campus, the impact of the event is with a broader community base. The money raised will impact and relate with people and communities beyond Muhlenberg's immediate campus.

Q - Is tabling a form of service?

A - Tabling can be a form of service. However, each chapter member may only log 1.5 hours of tabling per semester. In addition, the table must be for an event that meets the general requirements of impact and be within the academic school year.

Q – Does service I do over Winter Break count towards my chapters overall goal?

A - Yes, service completed during Winter and Spring Breaks may count toward the College's required hours. However, the impact of the service events/activities will ultimately determine if the hours are admissible.

Q - How do I find out about upcoming volunteer opportunities my chapter can become involved in?

A - The Office of Community Service & Civic Engagement distributes a bi-weekly email bulletin, CorkBoard, which summarizes volunteer opportunities and announces service oriented events. To subscribe to the bulletin, send an email to CommunityService@muhlenberg.edu with "subscribe" in the subject line. You may also email the Assistant Director for ideas and suggestions.

Q - I’m not sure how to get involved in Allentown communities - what do I do?!

A - Email, call, or stop by the Office of Community Service & Civic Engagement in the lower level of Seegers Union. We strive to connect students, faculty and staff with Allentown communities - it’s our job and we really enjoy doing it!

**First-Year Student Social Prohibition**

Fraternity and sorority chapters shall not hold any Open event until after the second weekend of the fall semester. First-Year students may be invited to chapter houses on an individual basis in the case of a previously existing relationship, but not for chapter social functions - invitation or otherwise through the second weekend of the semester. A “previously existing relationship” is defined as friends from home, advisees, relatives - not someone met just the other evening or in a first class.

This should not exclude a first-year student's participation in a chapter’s philanthropic, service, leadership or educational activity; it specifically addresses what are commonly referred to as "social functions."
NEW MEMBER EDUCATION/INTAKE PROGRAM GUIDELINES

These guidelines were established to ensure that new members and aspirants are well informed of their rights and responsibilities during their introduction into the Muhlenberg College Greek community. The guidelines also provide a means for the College and the chapters to communicate more effectively what is going on during new member education/intake and to make the process as transparent as possible to the rest of the Muhlenberg College community.

Forms

- Every new member and aspirant must have signed a New Member/Aspirant Release Form prior to any chapter or new member education activity. The New Member/Aspirant Release Form is available to be completed on-line at: http://goo.gl/forms/Ijyx9ijJdX. It is the obligation of the chapter New Member Educator/Director of Intake to verify that all new members and aspirants have completed the New Member/Aspirant Release Form prior to conducting any activities.

- Each chapter must distribute and read the Muhlenberg College Anti-Hazing Policy to all active members and new members/aspirants. The Anti-Hazing Policy Signature Form must be signed by all members of the chapter and filed with the Muhlenberg College Office of Fraternity & Sorority Life within the first week of any new member education/intake program.

- A copy of the chapter’s New Member Education/Intake Schedule must be distributed to each new member/aspirant prior to the start of the New Member Education/Intake program. An affidavit, signed by each new member verifying that s/he has received a copy of the schedule must be returned to the Office of Fraternity & Sorority Life within the first week of any New Member Education/Intake program.

- Chapters wishing to hold off-campus new member/aspirant activities including initiation, retreats or road trips, must register the activity as they would any other chapter event, using the Chapter Event Registration Form available on-line at: http://goo.gl/forms/rWofESp1GK. Completed forms must be submitted at least three academic days prior to the event.

- If you unfortunately have a new member/aspirant choose to withdraw from your chapter, you are required to notify the Office of Fraternity & Sorority Life using a Report of Depledging (http://goo.gl/forms/jz0JoxKU9n). The form should be submitted to the office within two academic days of the occurrence.

Timelines

- All New Member Education/Intake programs must be completed within the timeframe established by your national headquarters.

- Each chapter’s New Member Education/Intake program must be submitted in writing to the Muhlenberg College Office of Fraternity & Sorority Life prior to the start of Recruitment Week. Written programs must include all dates, beginning and ending times, locations and descriptions of each activity. This includes initiation date, time and location.

- The Director of Student Leadership Programs and all chapter new members must be informed of any changes to New Member Education/Intake programs before they occur.

Rules

- Review all of the prohibitions and expectations of the Muhlenberg College Anti-Hazing Policy.

- For organizations with required study halls or study hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group or in a separate location. The College has no mandate for study hours.
• All organizations must follow their own inter/national New Member Education/Intake programs, where applicable. In cases where Muhlenberg College and inter/national policies differ, Muhlenberg College policy will always take precedence.

• New Member Educators/Intake Directors are encouraged to meet regularly with the Muhlenberg College Director of Student Leadership Programs as well as their chapter’s alumni and chapter advisors for feedback. Questions or concerns should be directed to the Muhlenberg College Office of Fraternity & Sorority Life in Seegers Union or 484.664.3733.

• Organizations should familiarize themselves with the Muhlenberg College Student Policy and Resource Guide (specifically sections on Hazing, Alcohol and the Student Social Code), Commonwealth of Pennsylvania Law, and their own inter/national policies related to new member/aspirant activities.

New Member/Aspirant Qualifications

1. A student is eligible to participate in recruitment if s/he is a full-time student at Muhlenberg College, entering at least his/her second full year of studies, and has a minimum cumulative GPA as designated by their national fraternity. Full-time is defined as taking three or more courses in a semester. Newly matriculated transfer students must submit a full transcript from their previous institution(s) to verify eligibility in order to participate.

5. A student is not eligible to participate in recruitment if s/he is currently serving a disciplinary suspension or expulsion. A student on disciplinary probation is eligible to participate in pending the approval of the Inter-Fraternity Council (for NIC groups), the Panhellenic Council (for NPC groups) or the Director of Student Leadership Programs (for non-affiliated groups).
THE ANNUAL REVIEW

OVERVIEW

Introduction

In April of 2005, the President convened a committee of faculty, staff and students to act on the recommendation of the Fraternity & Sorority Life Task Force:

To assist chapters in living out their missions, values and creeds, as well as to meet the expectations of the College, the College should develop an accreditation process for the chapters.

- Recommendation No. 2, Fraternity & Sorority Life Task Force Report, November 2004

The committee was encouraged to conduct a review of other assessment models in use at other colleges and universities and to gather from the recognized Fraternity & Sorority chapters assessment tools currently in use by national headquarters.

What makes this assessment unique is that it doesn’t ask or expect chapters to “reach for the stars.” Instead, the committee chose to provide a set of minimum assessment standards. In other words: what is it that chapters MUST do in order to remain recognized at Muhlenberg College? While it is expected that every chapter should want to be exceptional, the commitment for that achievement must come from the chapter itself and cannot, or perhaps should not, be manufactured externally.

The committee relied heavily on other college assessment tools for categories in which to assess chapters; however many of the components within a category are more closely related to what several of the national organizations expect from their chapters. In some cases, the College’s expectations exceed the national organizations’. In other cases, the national organization sets a higher expectation. The chapter that is meeting the expectations of national headquarters will often be meeting the College’s expectations as well.

While the committee strived to be complete and concise in the development of the assessment, which has become the Annual Review, it is likely that changes will need to be made as both Fraternity & Sorority life and the Muhlenberg experience change. Your feedback is always appreciated.

Scoring Requirements

Fraternities and Sororities will be assessed in five broad categories.

1. Academic Achievement
2. Community Service and Philanthropy
3. Chapter Programming
4. Chapter Management and Development
5. Campus Community Building

A more complete description of each category appears at the start of the designated section. Each category lists between five and fourteen components. Each component is an expectation or standard that the chapter should meet in order to achieve accreditation. There are a total of 40 individual components to the Review. Some chapters will not be required to complete all 40 components for the following reasons:

- Components 1, 5, 24, 26 and 28 only apply to chapters that decide to conduct a spring recruitment and New Member Education/Intake program. Choosing to do so will add five (5) points to the Minimum Points Threshold.
- Component 35 applies only to chapters living in privately-owned housing.
The Minimum Points Threshold

In order for a chapter to receive accreditation, it must annually achieve a *Minimum Points Threshold*. The threshold varies depending upon how many recruitment periods are conducted each *Assessment Period* as well as whether and how the chapter is housed.

- The Minimum Points Threshold for chapters conducting fall and spring recruitment and without chapter housing is 38 points.
- The Minimum Points Threshold for chapters conducting only fall recruitment and without chapter housing is 33 points.
- The Minimum Points Threshold for chapters living in College-managed housing and conducting only fall recruitment is 34 points.
- The Minimum Points Threshold for chapters living in privately-managed housing and conducting only fall recruitment is 35 points.
- The Minimum Points Threshold for chapters living in College-managed housing and conducting spring and fall recruitment is 39 points.
- The Minimum Points Threshold for chapters living in privately-managed housing and conducting spring and fall recruitment is 40 points.

A CHAPTER MUST MEET OR EXCEED THE MINIMUM POINTS THRESHOLD IN ORDER TO BE ACCREDITED FOR THE FOLLOWING CALENDAR YEAR.

Receiving a Zero

Several components award additional points that could allow a chapter to “skip” receiving points on one or more components, and still achieve the minimum requirement through exceptional work on another item. However,

ANY ITEM THAT RECEIVES A SCORE OF “0” IN ONE YEAR, MUST RECEIVE A SCORE OF “1” IN THE SUBSEQUENT YEAR, OR ELSE THE CHAPTER AUTOMATICALLY FAILS ACCREDITATION FOR THAT YEAR.

Achieving Accreditation

Achieving accreditation is therefore met in two ways:

1. Meeting the minimum point threshold, and
2. Completing any component that received “0” points in the previous year’s Annual Review.

Therefore, a chapter can fail to be accredited even if it achieves the minimum point threshold if it has not rectified a score of “0” received in the previous accreditation process.

Any chapter failing to receive accreditation in three (3) out of four years may lose its recognition status with the College. The Committee on Greek Life will conduct a hearing with representatives of the chapter and then make recommendations to the President on the future status of the chapter. The loss of recognition includes the loss of: use of campus facilities, equipment or resources; participation in intramurals as a Fraternity & Sorority organization; participation in sponsored recruitment publications, training and events; participation in the Inter-fraternity/Panhellenic Council; sponsorship of any social or other events with any other college organization; affiliation with the college’s Fraternity & Sorority life web site; housing privileges as an organization; and use of Muhlenberg College’s name, logo or symbols.

A chapter continually failing accreditation has three years, or three administrations, in which to improve. The Annual Review will give specific feedback as to what needs to be corrected. Chapters having difficulty meeting the minimum expectations should seek support and assistance from the College, the national headquarters and alumni - all of which are interested in helping the chapter succeed.
Annual Review Period
The process will be administered on a calendar year cycle, January through December. The assessment period parallels the term of office of the Executive Board for each organization. Completion of some components will be required at the end of the spring semester.

In all cases, it is the chapter’s responsibility to ensure that the requested verification is included in the proper report. For instance, while the Office of Community Service & Civic Engagement records all service hours and chapter philanthropic giving, it is the responsibility of chapter leadership to ensure that the materials become a part of the proper report.

It is strongly recommended that you make a copy of all paperwork submitted for your own records should the original paperwork be misplaced or lost.

CHAPTER TRAINING FOR THE REVIEW
The Director of Student Leadership Programs is available to conduct information sessions for chapter leadership and/or chapter membership. It is recommended that chapters schedule a time to have the Director meet with the chapter to better understand the requirements of the Annual Review. Members with further questions about the process are encouraged to seek clarification at any time during the school year.

COMMITTEE ON GREEK LIFE (CGL)
As per the Relationship Statement agreed to by the chapters and Muhlenberg College, the Committee on Greek Life shall review submissions to determine each chapter’s success in meeting the agreed upon goals and expectations outlined in the Annual Review. The Committee on Greek Life is composed of:

- Director of Student Leadership Programs, who will serve as the chairperson of the committee;
- Assistant Treasurer of the College or designee;
- A member of the faculty, as appointed by the President of the College;
- Director of Campus Safety or designee;
- Director of Residential Services or designee;
- President of the NIC Inter-Fraternity Council or designee;
- President of the NPC Panhellenic Council or designee;
- A representative from the National Multicultural Fraternity & Sorority Council chapter(s);
- Two non-affiliated Representatives, appointed by the Muhlenberg College Student Government Association (SGA);

The committee will review submissions at its late winter meeting. A chapter’s final status for the coming year should be available by the end of February.
REWARDS FOR EXCELLENCE

While the Annual Review itself does not emphasize “excellence,” several of the individual components have been identified as items to be considered for one of five awards to be presented to Fraternity & Sorority chapters.

Academic Excellence Award - presented to the chapter most effectively demonstrating its commitment to the academic success and intellectual development of its members. Applications for the Academic Excellence Award are reviewed by the President’s Committee on Greek Life. The award carries a cash prize of $300.

Chapter Engagement Award - presented to the chapter demonstrating the greatest commitment of its members to engagement with local communities and philanthropic activities. Applications for the Group Initiative Award are reviewed by the staff of the Office of Community Service & Civic Engagement. The award carries a cash prize of $300.

Dean’s Award - presented by the Dean of Students to the chapter best demonstrating a commitment to promoting leadership, scholarship, philanthropy and service. Applications for the Dean’s Award are reviewed by the Dean and her staff. The award carries a cash prize of $300, a silver cup and recognition at the Spring Honors Convocation Ceremony.

Outstanding Programming Award - presented to the chapter conducting a program that demonstrates good planning and organization and seeks to meet the developmental and/or educational goals of the members and/or Muhlenberg Community. Applications for the Outstanding Programming Award are reviewed by the President’s Committee on Greek Life. The award carries a cash prize of $300.

A more complete description of all the awards and how to apply is available in the Fraternity & Sorority Awards packet. Award applications are due annually by January 30.

READING THE ANNUAL REVIEW

The following sections provide in-depth detail about each of the Annual Review Components. Components are grouped into the five broad categories (Academic Achievement, Community Service and Philanthropy, Chapter Programming, Chapter Management and Development, and Campus Community Building). Underneath “Component Descriptions” is listed the number of components in that category. A number in parentheses indicates that there are more components for chapters a) living in a chapter house, and/or b) conducting spring and fall recruitment.

Each component description includes:

- The number and title of the component;
- A description of the component;
- The timeframe in which the component is to be completed;
- How completion of the component is verified; and,
- Whether there are any additional points awarded for completing the component.
1. Academic Achievement

The College’s preeminent mission is one of academic success and intellectual development for its students. The Mission Statement reflects the College’s commitment to this goal:

Muhlenberg College aims to develop independent critical thinkers who are intellectually agile, characterized by a zest for reasoned and civil debate, knowledgeable about the achievements and traditions of diverse civilizations and cultures, able to express ideas with clarity and grace, committed to life-long learning, equipped with ethical and civic values, and prepared for lives of leadership and service. The College is committed to providing an intellectually rigorous undergraduate education within the context of a supportive, diverse residential community.

Similarly, fraternities and sororities identify academic and scholarly pursuits as being of primary importance to the organization.

Academic performance and scholastic achievement are signs of Sound Minds at work. Reinforcing the value of education and its importance, Sigma Phi Epsilon exists to advance the mission of the college or university where it has a chapter.


Alpha Chi Omega believes in the attainment of high scholarship and the pursuit of intellectual interest. Alpha Chi Omega advocates that its members continue to develop to their fullest potential as educated women throughout their lives.


The congruence of these goals provides the local chapters with a mandate to instill in their members a commitment to life-long learning and to develop a chapter plan that actively and purposefully supports and fosters academic achievement. The Academic Achievement category attempts to catalog the efforts and successes of each chapter in fulfilling this obligation.

Component Descriptions

There are five components to the Academic Achievement category of the Review if the chapter conducts recruitment once a year, otherwise there are eight (8).

1. and 2. Grade Release Authorization (Spring and Fall of Each Year)

Description: All new members and aspirants complete a New Member/Aspirant Release Form. The form has new members/aspirants: (1) provide consent for educational records to be released to the chapter, and (2) acknowledges obligations of membership. For NIC and NPC affiliated groups, the Panhellenic and Inter-Fraternity Councils usually take care of getting these forms completed on Bid Day in the fall. For non-NPC/NIC chapters, chapters conducting rolling recruitment, or chapters recruiting in the spring, the form is available at: http://goo.gl/forms/Ek1VfD9mdy.

Assessment Timeframe: This component is required each semester that recruitment is conducted and will be tabulated at the conclusion of the semester as appropriate. Failure to submit the proper paperwork within the specified time frame in either semester will result in a final score of 0 for the component.

Verification Method: New Member/Aspirant Release Forms for all new members and aspirants must be submitted to the Office of Fraternity & Sorority Life in the Student Life Suite before the start of any new member education/intake activities.

Additional Points: None.

3. and 4. Chapter GPA (Spring and Fall of Each Year)

Description: The chapter must have a term Grade Point Average of at least 3.0 in both the spring and fall semesters of the review period.

Assessment Timeframe: This component will be tabulated at the conclusion of each semester. Grades for chapters and chapter members are not available until after January 25 for the fall semester, and July 25 for the spring semester. The score will be added to the chapter report by the Director of Student
Leadership Programs during the break. Chapters should still confirm that the score has been added to their submission.

**Verification Method:** The component will be verified by data compiled and provided by the Office of the Registrar in a Microsoft Excel file.

**Additional Points:** None.

### 5. and 6. New Member/Aspirant GPA (Spring and Fall of Each Year)

**Description:** The new member/aspirant class cumulative GPA at the end of the semester in which they associated must be within .05 of their cumulative GPA at the end of their semester prior to association OR the new member/aspirant class term GPA equals or exceeds the independent, upperclass term GPA for the semester in which the new members/aspirants associated.

**Assessment Timeframe:** This component will be tabulated at the conclusion of each semester as applicable. Grades for chapters and chapter members are not available until after January 25 for the fall semester, and July 25 for the spring semester. The score will be added to the chapter report by the Director of Student Leadership Programs during the summer and winter breaks. Chapters should still confirm that the score has been added to their submission.

**Verification Method:** The component will be verified by data compiled and provided by the Office of the Registrar in a Microsoft Excel file.

**Additional Points:** None.

### 7. Academic Incentive Plan

**Description:** The academic incentive plan should be a comprehensive chapter program which encourages academic improvement and rewards academic achievement. The plan must include:

- A description of how the chapter will make use of academic resources offered by the College
- A listing of tangible rewards for members who perform well academically
- A plan of intervention for ‘at-risk’ members
- A specific plan for assisting new members and aspirants in maintaining satisfactory grades
- An assessment of the success of the plan in the previous year.

**Assessment Timeframe:** The academic plan should address the upcoming year, with the exception of the assessment, which should address the implementation of the previous year’s plan. The plan should be submitted by the end of the spring semester.

**Verification Method:** A written academic plan, submitted by the chapter to be implemented in the following year. It is not necessary to submit an entirely new plan each year. In fact, it would be more appropriate to keep the same plan and, using good assessment practices, change only those components which are not working for the chapter.

**Additional Points:** None. Exceptional programs may be given consideration for the Academic Achievement Award.

### 8. Academic Advisor

**Description:** The chapter should have a Muhlenberg College faculty or staff member serving as the academic advisor to the chapter. A document on the suggested role of an academic advisor is available from the Office of Fraternity & Sorority Life or the chapter’s national headquarters.

**Assessment Timeframe:** An academic advisor must be identified by a chapter prior to the end of the fall semester of each year.
Revised Fall 2015

Verification Method: The chapter must submit a Fraternity & Sorority Academic Advisor Contract to the Office of Fraternity & Sorority Life by the date listed.

Additional Points: None.

2. COMMUNITY SERVICE AND PHILANTHROPY

Community service and philanthropic activities have always been a hallmark of Fraternity & Sorority-letter organizations:

*Leadership through Service: Phi Sigma Sigma believes that a woman who serves is also a woman who leads. By serving others, our members become more valuable citizens, students, parents, workers and community leaders.*

- Phi Sigma Sigma. http://www.phisigmasigma.org/today/memberdev.html (03.06.06)

Similarly, the College has developed a strong commitment to community engagement as evidenced in the Office of Community Service & Civic Engagement Mission Statement:

>The Office of Community Service & Civic Engagement fosters mutually beneficial collaborations between the College, Allentown communities and beyond to catalyze personal, institutional and community change.

>The Office strives to prepare students, in particular, for their roles as citizens and leaders through community-based educational and volunteer experiences.

Several opportunities exist for organizations to collaborate on both public and private initiatives. The Office of Community Service & Civic Engagement can assist chapters in connecting with local organizations. In addition to opportunities available through the Office of Community Service & Civic Engagement, every Fraternity & Sorority organization has an established relationship with national philanthropies that further serves to strengthen the ties between the broader community, the College, and the Fraternity & Sorority community.

Component Descriptions

There are three components to the Community Service and Philanthropy category of the Review, two of which are repeated each semester.

9. and 10. Community Service Hours (Spring and Fall of Each Year)

Description: The chapter conducts enough service hours within the broader community, as documented by the Muhlenberg College Office of Community Service & Civic Engagement, to average three (3) hours per member. This does not mean that each member must participate in the community service activities of the chapter to that degree. The service hours of the chapter, divided by the number of members in the chapter must be at least three hours.

Assessment Timeframe: This component will be assessed at the conclusion of each semester.

Verification Method: The chapter must report its service activities and hours, and those of its members, to the College’s Office of Community Service & Civic Engagement on a monthly basis. The Office compiles statistics for individual and group service that are reported to members of the Muhlenberg College community. Only the report provided by the Office of Community Service & Civic Engagement will be valid in assessing whether the chapter has met the requirement.

Additional Points: One (1) additional point will be awarded to a chapter whose community service hours are equal to or greater than 8 hours per member average. Two (2) additional points will be awarded if a chapter’s service hours are equal to or greater than 12 hours per member average.

11. and 12. Chapter Philanthropic Giving (Spring and Fall of Each Year)

Description: This component seeks to acknowledge the charitable giving the chapter conducts on behalf of either its national philanthropic cause, or in local or specific causes throughout the semester. As with community service, it is not expected that every member personally donate the specified minimum. Rather, the chapter is expected to raise, either through personal donations or fundraising efforts, an average of $10 per member for the spring semester.
Assessment Timeframe: This component is measured semesterly and will be assessed at the conclusion of each semester.

Verification Method: The chapter must report its donation of funds, and those of its members, to the College’s Office of Community Service & Civic Engagement on a monthly basis. The Office compiles statistics for individual and group service that are reported to members of the Muhlenberg College community. Only the report provided by the Office of Community Service & Civic Engagement will be valid in assessing whether the chapter has met the requirement.

Additional Points: One (1) additional point is available to chapters whose chapter giving is equal to or greater than $20 per member average. Two (2) additional points are awarded if a chapter’s giving is equal to or greater than $30 per member average. Exceptional fundraising will be given consideration for the Fraternity & Sorority Group Initiative Award.

13. Chapter Service Project

Description: The chapter plans and conducts a community service or philanthropic project in which at least 50% of the chapter participates. The chapter must coordinate the service project in collaboration with the College’s Office of Community Service & Civic Engagement. The Office will provide appropriate assistance to the group in conducting and reporting the activity.

Assessment Timeframe: This component will be assessed at the conclusion of the assessment cycle in December.

Verification Method: A chapter must submit a Community Service Project & Philanthropic Donation Report to the Office of Community Service & Civic Engagement on the same monthly schedule as for other service/philanthropy components. Verification forms submitted late will receive 0 points.

Additional Points: The chapter may receive 1 additional point for having 100% of new members or aspirants participate in the project.

3. CHAPTER PROGRAMMING

The College and the Fraternity & Sorority community seek to create an environment that facilitates the intellectual, social and personal growth of its community members. Fraternities and sororities, because of their commitment to the ideals of brotherhood and sisterhood, are well-positioned to plan and conduct a variety of programs that can aid their members in meeting developmental needs as well as establishing standards of behavior for the community.

Chapters are encouraged to make maximum use of the resources provided by the College, national headquarters, alumni members and other chapters in accomplishing many of these programming goals. The components of this category are addressed in two sub-headings:

   Educational Programming

Components 14-19 address specific topics that have been historically linked to Fraternity & Sorority life and still present challenges to the successful functioning of the chapter. In most cases, the chapter will be able to utilize programming provided by the College or by the national headquarters to satisfy the requirement. **Chapter members are not permitted to conduct these workshops unless working with a professional or with prior permission of the Director of Student Leadership Programs.**

   Community Programming

Components 20-21 encourage the chapter to extend its programming beyond the sisterhood or brotherhood to include other community stakeholders such as faculty and other students. It is through this type of programming that chapters will be able to demonstrate the positive nature of fraternity & sorority membership.
Component Descriptions

There are nine components to the Chapter Programming category of the Review. Each component requires a separate program. Programs should be at least an hour in length. The program must be “interactive,” in some way, i.e., simply watching a DVD or streaming a video will not qualify as completing the component.

14. Anti-Hazing Program

Description: At least 75% of chapter members attend an anti-hazing program. Chapters may use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement.

Assessment Timeframe: The program must be conducted within the calendar year.

Verification Method: A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hIlCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

Additional Points: The chapter may receive 1 additional point for having 100% of new members/aspirants in attendance at the program.

The chapter may receive an additional point for planning and conducting an anti-hazing program that is made available to the rest of the Fraternity & Sorority community.

15. Alcohol Education Program

Description: At least 75% of chapter members attend an alcohol education program. Chapters may use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement.

Assessment Timeframe: The program must be conducted within the calendar year.

Verification Method: A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hIlCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

Additional Points: The chapter may receive 1 additional point for having 100% of new members/aspirants in attendance at the program.

The chapter may receive an additional point for planning and conducting an alcohol education program that is made available to the rest of the Fraternity & Sorority community.

16. Sexual Assault Program

Description: At least 75% of chapter members attend a sexual assault program. Chapters may use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement.

Assessment Timeframe: The program must be conducted within the calendar year.

Verification Method: A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hIlCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

Additional Points: The chapter may receive 1 additional point for having 100% of new members/aspirants in attendance at the program.
The chapter may receive an additional point for planning and conducting a sexual assault program that is made available to the rest of the Fraternity & Sorority community.

17. Self Development Program

**Description:** The chapter plans and conducts a program or workshop for chapter actives and new members/aspirants on a self-development topic such as:

- Time management and successful prioritizing;
- Community building and healthy working partnerships;
- Goal setting;
- Cognitive health;
- Career development skills (resume writing, values and interests, summer work, internship guide);
- Personal motivational strategies;
- Stress reduction;
- Introduction to Library resources.

It is important to note that the chapter itself must plan and conduct the self-development program. Chapters may not use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement. **The topic of the program should be discussed with the Director of Student Leadership Programs prior to its presentation to ensure that it will count for this component.**

**Assessment Timeframe:** The program must be planned and conducted within the calendar year.

**Verification Method:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** The chapter may receive 1 additional point for having 75% of chapter members (actives and new members/aspirants) in attendance at the program.

The chapter may receive 1 additional point for having 100% of new members/aspirants in attendance at the program.

18. Diversity & Social Justice

**Description:** At least 75% of chapter members attend a program on the issues of diversity and/or social justice. Chapters may use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement. It is highly suggested that the chapter seek out programs sponsored by the Multicultural Center.

**Assessment Timeframe:** The program must be planned and conducted within the calendar year.

**Verification Method:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** The chapter may receive 1 additional point for having 100% of new members/aspirants in attendance at the program.
The chapter may receive an additional point for planning and conducting a sexual assault program that is made available to the rest of the Fraternity & Sorority community.

19. Chapter Leadership Program

**Description:** The chapter plans and conducts a leadership program for chapter members and/or participates in a teambuilding experience.

It is important to note that the chapter itself must plan and conduct the program. Chapters may co-sponsor an activity with another chapter pending approval of the Director of Student Leadership Programs.

**Assessment Timeframe:** The program must be planned and conducted within the calendar year.

**Verification Method:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** The chapter may receive 1 additional point for having 75% of chapter members (actives and new members/aspirants) in attendance at the program.

The chapter may receive an additional point for having 100% of new members/aspirants in attendance at the program.

20. Campus Social Event

**Description:** The chapter sponsors at least one alcohol-free, all-campus, social event. It is important to note that the chapter itself must plan and conduct the social event. Chapters may not use programs planned by other student organizations, the Inter-fraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement. Chapters may co-sponsor an activity with another chapter pending approval of the Director of Student Leadership Programs.

**Assessment Timeframe:** The program must be planned and conducted within the calendar year.

**Verification Timeframe:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** None.

21. Chapter Faculty Program

**Description:** The chapter sponsors or co-sponsors at least one event that encourages direct interaction between its members, and faculty & administration. Chapters may not use programs planned by other student organizations to satisfy this requirement. Chapters may co-sponsor an activity with another chapter pending approval of the Director of Student Leadership Programs. The exclusive intention for the program must be faculty and administration interaction.

**Assessment Timeframe:** The program must be planned and conducted within the calendar year.

**Verification Timeframe:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** None.
4. **CHAPTER MANAGEMENT**

This category encompasses both the administrative details of managing a chapter and those components which affect the chapter’s operations. It is in managing many of these operational issues that members begin to develop solid leadership skills.

Active engagement in leadership development is critical to maintaining excellence in Fraternity & Sorority life and further supports the mission of the College with includes preparing students who are “committed to life-long learning, equipped with ethical and civic values, and prepared for lives of leadership and service.”

> Accountability is Fundamental to all Commitments: Accountability means holding to your promises, making you responsible for both your words and your actions.
> - Delta Tau Delta, *The Mission and Values of Delta Tau Delta Fraternity*

There are four sub-headings in this category:

**Administrative**

Components 22 to 29 deal specifically with administrative matters that should be of importance to the chapter. Verification of a component is often satisfied by turning in the required paperwork on time. In several cases, while the component is only assessed at the end of the semester or year, the paperwork is turned in as required throughout the semester.

While paperwork is far from glamorous, its proper completion and submission indicates that the chapter is communicating with both the chapter members and other stakeholders in the College community.

**Leadership Development**

Components 30 and 31 seek to address the need of continual education for chapter leadership. Fraternity & Sorority life and life in the chapter is always changing. Chapter leadership is expected to stay abreast of the trends and changes through active participation in leadership development opportunities on a regional or national level. Additionally, the chapter needs to ensure that leadership remains strong and focused over time through a well-thought out officer transition program.

**Alumni Involvement**

Components 32 and 33 under this heading seek to establish a strong and lasting relationship between alumni members and the active chapter. Alumni can provide guidance to collegians both as members of the national organization and as seasoned professionals and business people. As former collegians, they are familiar with the goals of the group and the challenges faced by current leadership. As business professionals, they may be able to provide leadership with better resources and an experienced eye for spotting potential challenges.

The mentoring relationship that can develop between an alumni group and a chapter is beneficial to both. Alumni are provided with the opportunity to give back to the fraternity in a meaningful and tangible way, while collegians see that the commitment to the fraternity can and should extend beyond the college years.

**House Management**

Components 34 and 35 represent some of the most basic, and yet most important, standards for the chapter: those that ensure the safety and well-being of members in their home. This category is a partnership between the College, the chapter and health and safety professionals.
Component Descriptions
There are eight components under the Chapter Management sub-heading of Administrative. Three are repeated if a chapter conducts spring recruitment.

22. Chapter Event Registration
   Description: The chapter ensures that all activities meeting the definition of a chapter event, as outlined in the College’s Chapter Event Policy, are properly registered with the College.

   Assessment Timeframe: This component is assessed in the End-of-Year timeframe. It will take into account forms properly submitted throughout the assessment period. Failure to submit the proper paperwork within the specified time frame or submitting incomplete or inaccurate paperwork will result in a final score of 0 for this component. Chapters that fail to properly register subsequent events will receive an additional score of -1 for each event.

   Verification Method: An online Chapter Event Registration Form (http://goo.gl/forms/6bMkt6uZdF) must be submitted to the Office of Fraternity & Sorority Life at least three academic days prior to the proposed event.

   Additional Points: None.

23. and 24. New Member Education/Intake Schedule
   Description: The chapter provides a copy of its new member education or intake schedule to the Office of Fraternity & Sorority Life prior to the start of recruitment. The schedule must include specific dates, times and locations for all education-related activities. Content of activities should include a general category (teambuilding, national history, etc) for the activity. There should be clearly stated goals and objectives for each piece of information learned and for any event that occurs. Outside of a chapter’s ritual ceremonies, there should be nothing in a New Member Education/Intake program that couldn’t be shared publicly.

   Chapters with unique national rules requiring continuous updates to the education/intake schedule should meet with the Director of Student Leadership Programs to discuss a suitable means for meeting the requirements of this component.

   Assessment Timeframe: This component is measured semesterly and will be assessed at the end of each semester as appropriate. Failure to submit the proper paperwork within the specified time frame will result in a final score of 0 for the component. Failure to submit changes to the schedule throughout the education/intake process will similarly result in a final score of 0 for the component.

   Verification Method: The chapter submits a copy of the new member education or intake schedule prior to the start of recruitment in each semester.

   Additional Points: None.

25. and 26. NME/Intake Schedule Affidavit
   Description: The chapter must provide, within seven (7) days of the start of the NME/Intake program, a signed affidavit from each new member verifying that s/he has received a copy of the new member education schedule.

   Chapters with unique national rules requiring continuous updates to the education/intake schedule should meet with the Director of Student Leadership Programs to discuss a suitable means for meeting the requirements of this component.

   Assessment Timeframe: This component is measured semesterly and will be assessed at the end of each semester as appropriate. Failure to submit the proper paperwork within the specified time frame will result in a final score of 0 for the component.
**Verification Method:** New Member Education Schedule Affidavits must be submitted to the Office of Fraternity & Sorority Life in the Student Life Suite within seven (7) days of the start of any new member education/intake activities.

**Additional Points:** None.

**27. and 28. Anti-Hazing Signature Form**

**Description:** The chapter has all members sign an anti-hazing signature form and has it on file in the Office of Fraternity & Sorority Life in the Student Life Suite within the specified time period.

**Assessment Timeframe:** This component is measured each semester and will be assessed at the end of each semester as appropriate. Failure to submit the proper paperwork within the specified time frame will result in a final score of 0 for the component.

**Verification Method:** An Anti-Hazing Signature Forms must be submitted to the Office of Fraternity & Sorority Life in the Student Life Suite within seven (7) days of the start of any new member education/intake activities.

**Additional Points:** None.

**29. Officer and Advisor Contact List**

**Description:** The chapter will submit to the Office of Fraternity & Sorority Life a complete listing of chapter officers, including name, position held, and phone number.

**Assessment Timeframe:** This component will be assessed at the end of the fall semester.

**Verification Method:** The chapter must provide the information listed above through the online Officer Update Form ([http://goo.gl/forms/BbkV0Qdkyx](http://goo.gl/forms/BbkV0Qdkyx)) between November 1 and the last day of the fall semester.

**Additional Points:** None.

**Component Descriptions**

There are two components under the Chapter Management sub-heading of Leadership.

**30. Leadership Conference**

**Description:** The chapter president attends either a regional or national student leadership conference. The program may be a regional or national conclaves/conference sponsored by the National Headquarters, or it may be a headquarters sponsored leadership development program such as Phi Kappa Tau’s Leadership Academy, or it may be a program offered by one of several other agencies such as the Northeast Fraternity & Sorority Leadership Association Annual Conference, The National Conference on Student Leadership, or the National Leadership Institute. Any program outside of a national headquarters sponsored program must be approved by the Director of Student Leadership Programs in advance of participation.

**Assessment Timeframe:** This component will be assessed at the conclusion of the assessment cycle in December (End-of-Year).

**Verification Method:** The chapter must submit a Conference Participation Certification form, along with a one-page synopsis of the experience to the Office of Fraternity & Sorority Life in the Student Life Suite within 14 days of returning (exceptions can be made for summer conferences/workshops).

**Additional Points:** An additional 1 point will be awarded if at least two members of the chapter’s executive board attend the same leadership conference.

An additional 2 points will be awarded if at least six members of the chapter’s executive board attend the same leadership conference.
31. Officer Transition Program

Description: The chapter must schedule and conduct an officer transition program to coincide with the installation of new officers; this may occur in either the spring or fall semester. Effective officer transition is the single most important factor in helping a chapter maintain continuity within the organization. An officer transition program provides outgoing officers with a sense of closure and incoming officers with a clear understanding of challenges facing the organization, the status of ongoing projects, and the expectations of the chapter, the national headquarters and the College. Transition program resources are available from the national headquarters or the Director of Student Leadership Programs.

Assessment Timeframe: This component will be assessed at the end of the fall semester.

Verification Method: The chapter must submit an outline of its officer transition program and the date for the program to the Office of Fraternity & Sorority Life in the Student Life Suite at least seven days prior to the program.

Additional Points: None.

Component Descriptions
There are two components under the Chapter Management sub-heading of Alumni Involvement.

32. Alumni Board Meetings

Description: The chapter has an alumni board of at least five (5) members that meets at least quarterly with chapter leadership. The alumni board should be more than just a house management corporation. It is expected that the alumni board will have general knowledge of the chapter’s activities, assist in the management of assets (if any) and maintain a regular relationship with both the chapter and the national headquarters. Alumni members do not have to be graduates of Muhlenberg College.

Assessment Timeframe: This component will be assessed at the end of the fall semester.

Verification Method: The chapter should submit the names and contact information for members of the Board, along with copies of the minutes of the board meetings to the Office of Fraternity & Sorority Life in the Student Life Suite within the specified timeframe.

Additional Points: 1 additional point will be awarded for a board that meets monthly during the academic year.

33. Chapter Alumni Program

Description: The chapter conducts at least one event that encourages direct interaction between the current membership and alumni. The event may occur within new member education, as a part of homecoming or a founders’ day, or as a stand-alone program. The focus/emphasis of the program must be alumni interaction.

Assessment Timeframe: The program must be planned and conducted within the calendar year.

Verification Method: A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hllCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

Additional points: 1 additional point will be awarded if the chapter conducts more than one alumni event.
**Component Descriptions**

There are two components under the **Chapter Management** sub-heading of **House Management**. Chapters in College-maintained housing will complete one of the two components. Chapters in privately-owned housing will complete both components. Chapters without facilities are not required to complete these requirements.

**34. Fire Safety Program**

**Description:** The chapter conducts a fire safety workshop or program for all members residing in the chapter house. The program should review the chapter evacuation plan, fire safety precautions and information on fire extinguishers/fire suppression.

**Assessment Timeframe:** This component will be assessed at the end of the fall semester.

**Verification Method:** A chapter must submit a Chapter Program Report to the Office of Fraternity & Sorority Life in the Student Life Suite within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** None.

**35. Annual Inspection Documents (Non-College Owned Housing)**

**Description:** Chapters maintaining a privately owned residence are required to have the house inspected annually by the Allentown Fire Marshal or his designee.

**Assessment Timeframe:** This component will be assessed at the end of the fall semester.

**Verification Method:** The chapter will provide a copy of the annual inspection certificate, or other official inspection paperwork, to the Office of Fraternity & Sorority Life sometime within the review year. One point will be awarded for completion of this component.

**Additional Points:** None.

**5. Campus Community Building**

The Fraternity & Sorority system is a part of the larger Muhlenberg College community. As such, it is important that Fraternity & Sorority life remain connected by ensuring that members, as well as the organization, contribute positively to the fabric of that community. Chapters can do this by encouraging members to continue their membership and leadership in organizations outside of the chapter. Chapters also do this by providing healthy opportunities for social interaction between members and independent students as well as between members and faculty/staff.

Components 36 to 40 reflect that fraternities and sororities are self-regulating organizations. Components in this category reflect the commitment to sound practices of internal regulation and external accountability.

*In the mind of the larger community, the general public image of Fraternity & Sorority is not distinguished as separate or individual organizations. This means that our actions (good and bad) directly affect the reputation that all Fraternity & Sororities will have in their communities.*

- Delta Zeta. Fraternity & Sorority World. http://www.deltazeta.org/pages/content/fraternity & sorority_world.html (03.06.06)

**Component Descriptions**

There are five components to the **Campus Community Building** category of the Annual Review:

**36. Standing with Fraternity & Sorority Governance**

**Description:** The chapter is in “good standing” with the Inter-Fraternity Council or Panhellenic Council with regard to behavior, attendance at Council meetings, and financial standing. The chapter is expected to have an officially-named delegate present for at least 75% of the properly called
regular meetings. A chapter currently serving sanctions imposed by the governing group, or in arrears on dues, shall not be considered in “good standing”.

**Assessment Timeframe:** This component is assessed at the end of the fall semester.

**Verification Method:** The chapter will be required to submit a letter to the Office of Fraternity & Sorority Life in the Student Life Suite between November 1 and the last day of the fall semester from the governing group attesting to the fact that the chapter is currently in “good standing.”

**Additional Points:** None.

### 37. Standing with the Inter/National Headquarters

**Description:** The chapter is in “good standing” with its National Headquarters. “Good standing” is defined as meeting all standards with regard to behavior, adherence to membership expectations, and financial obligations.

**Assessment Timeframe:** This component is assessed at the end of the fall semester.

**Verification Method:** The chapter will be required to submit a letter to the Office of Fraternity & Sorority Life in the Student Life Suite between November 1 and the last day of the fall semester from the National Headquarters, attesting to the fact that the chapter is currently in “good standing” with the organization.

**Additional Points:** None.

### 38. Participation in Other Clubs

**Description:** At least 25% of the chapter membership is involved in a Muhlenberg College club, organization or team outside of the chapter.

**Assessment Timeframe:** This component will be assessed at the end of the spring semester.

**Verification Method:** The chapter should submit a complete membership list, identifying each member’s participation in a club, organization, team or group outside of the chapter to the Office of Fraternity & Sorority Life in the Student Life Suite within the specified timeframe.

**Additional Points:**
- 1 additional point will be awarded if the chapter has at least 50% of its members participating in clubs, teams or organizations outside of the chapter.
- 2 additional points will be awarded if the chapter has at least 75% of its members participating in clubs, teams or organizations outside of the chapter.

### 39. Leadership in Other Clubs

**Description:** At least 10% of the chapter membership holds leadership positions in Muhlenberg College clubs, team or organizations outside of the chapter.

**Assessment Timeframe:** This component will be assessed at the end of the spring semester.

**Verification Method:** The chapter should submit a complete membership list, identifying each member’s leadership role in a club, organization, team or group outside of the chapter to the Office of Fraternity & Sorority Life in the Student Life Suite within the specified timeframe.

**Additional Points:**
- 1 additional point will be awarded if at least 20% of its members hold leadership positions in clubs, teams or organizations outside of the chapter.
- 2 additional points will be awarded if at least 30% of its members hold leadership positions in clubs, teams or organizations outside of the chapter.
**40. All-campus/All-Fraternity & Sorority Participation**

**Description:** The chapter participates in at least one all-campus or all-Fraternity & Sorority event. Chapters are encouraged to use programs planned by other student organizations, the Interfraternity or Panhellenic Council, national offices, or College-provided programming to satisfy this requirement.

**Assessment Timeframe:** This component will be assessed at the end of the fall semester.

**Verification Timeframe:** A chapter must complete an online Chapter Program Report (http://goo.gl/forms/4hIlCxo3Yw) form within 48 hours of the completion of the program. Reports for programs occurring on Fridays or weekends should be submitted by the following Tuesday. Verification forms submitted late will receive 0 points.

**Additional Points:** 1 additional point will be awarded if the chapter participates in more than one all-campus or all-Fraternity & Sorority event.
GREEK HOUSING AGREEMENT

Muhlenberg College recognizes that its Greek-letter social fraternities and sororities make numerous positive contributions to the College and surrounding communities. Furthermore, the College recognizes that individual students can benefit greatly by membership in a Greek social organization. Muhlenberg College seeks to support the fraternity & sorority community by providing housing arrangements to chapters that support the special nature of these organizations and enhance the benefits of chapter membership as these arrangements provide mutual benefit to the College and the Greek-letter organizations. At the same time, these arrangements also confer obligations upon the College and the Greek-letter organizations.

THIS AGREEMENT ("Agreement") is entered into on this by and between Muhlenberg College (hereinafter the “College”) and _ (hereinafter the “Greek Organization”).

WHEREAS, certain College-owned residences are assigned, when available, to Greek Organizations as chapter houses for the upcoming academic year and the capacity of those residences is determined by the College; and

WHEREAS, the Greek Organization desires to be assigned by the College a residence for use as a chapter house and the College is willing to make such assignment; and

WHEREAS, assignment of a residence by the College is regarded as a privilege; and

NOW, THEREFORE BE IT RESOLVED, the College and the Greek Organization, intending to be legally bound, agree to the following:

1. Residence. The designated residence for the Greek Organization is located at [address], Allentown, Pennsylvania (hereinafter the “Residence”). The maximum capacity of the Residence is [max number] student residents. For the purpose of fulfilling capacity requirements, the housing roster of the Residence must meet a minimum occupancy of [min. number] students residents per semester.

2. Occupancy.
   a. The Greek Organization is responsible for maintaining full occupancy by group members of the Residence at all times. If occupancy of the Residence falls below [min. number] persons during a semester, the Greek Organization shall be responsible for providing satisfactory replacement(s) and for assuming the cost of any vacancy pro-rated for the number of days the vacancy remains during the semester. A satisfactory replacement is defined for these purposes as: 1) a current member of the Greek Organization; 2) in satisfactory academic and behavioral standing with both the College and the Greek Organization; 3) who is not currently a resident at a College-owned property. The Greek Organization shall advise the Office of Residential Services of any and all changes to the housing roster as soon as they are known and such changes shall not become effective until approved by the Office of Residential Services.
   b. Should the chapter house be below capacity in the fall and the chapter desires to fill some empty bed spaces, the chapter may request that up to three (3) recently associated members (members associating in that semester) be released from their current housing contracts in order to live in the chapter house. In order for this to be considered:
      i. The new associate must have the minimum GPA required by the College to move "off campus" which is a 2.50.
      ii. All efforts with current members have been exhausted and this is a method of "last resort" to fill the house.
iii. The new member may not be “required” by the chapter to move during the semester that he or she is associating.

The final approval for relocating an associate will be made by the Office of Residential Services.

c. The Greek Organization shall designate a House Manager to act on its behalf for the academic year. The Greek Organization shall inform the Office of Residential Services of the House Manager when the final roster is turned in to the Office of Residential Services. The House Manager must attend all Greek Organization house meetings, Office of Residential Services meetings, and other meetings and trainings as designated by either the Greek Organization or the College.

d. The housing roster must include: 1) a member of the Greek Organization’s executive board, 2) at least one other active member who was initiated prior to the most recent membership class, and 3) the House Manager. The House Manager must reside in the Residence for the entire academic year and the executive board member may not simultaneously serve as the House Manager.

3. Term and Termination.

a. The term of this Agreement shall commence on and shall expire on a specified date. Prior to the expiration of the term, the College shall review the assignment of a residence to the Greek Organization for the purpose of assessing the intended benefits of the housing arrangement. After the review is completed, the College shall determine, solely at its discretion, whether a renewal of this Agreement shall be offered to the Greek Organization.

b. The College may, as it may elect, immediately terminate this Agreement 1) upon the removal of recognition of the Greek Organization by the College, and/or the removal of the charter by the Greek Organization's Inter/National Headquarters; or 2) upon the Greek Organization's failure to fulfill any of its obligations under this Agreement or the policies, agreements and requirements incorporated herein by reference within five (5) days of its receipt of written notice of any such failure.

c. At the expiration of this Agreement or in the event this Agreement is terminated by the College as set forth above, all privileges afforded the Greek Organization due to its unique status shall also be revoked including, but not limited to: 1) the right to make room assignments within the Residence; 2) the right to hold registered social functions within the Residence; 3) the right to have only members occupy the Residence; and 4) the right to storage of ritual or other chapter-affiliated equipment.

4. Insurance. The Greek Organization must provide the College with a certificate of insurance evidencing Commercial General Liability coverage that includes, but is not limited to, bodily injury, personal injury, property damage, host liquor and contractual liability, and listing the College as an additional insured by endorsement. Coverage must be written with companies reasonably acceptable to the College and at limits of at least $1,000,000 each occurrence/$2,000,000 general aggregate.

5. Compliance. The Greek Organization, and specifically the officers of the Greek Organization, shall be responsible for ensuring that its members residing in the Residence, as representatives of the organization, understand and abide by (i) all local, state and federal laws; (ii) the requirements of Muhlenberg College-recognized student organizations; (iii) the College’s Student Social Code; (iv) the College’s MILE Property Manual; (v) the Residential Services College Housing Lease; (vi) all applicable inter/national headquarter policies and procedures; and (vii) all Office of Residential Services policies and procedures. The Greek Organization's officers shall be responsible for offering
full cooperation in the investigation of violations and enforcement of any disciplinary measures authorized by any College official.

6. **Greek Organization Requirements.** The Greek Organization shall (i) render appropriate care and use of the Residence; (ii) meet all standards and expectations of the College with regard to continued recognition; (iii) emphasize the advancement of scholastic achievement of members; (iv) promote educational programming; (v) adopt no policies that conflict with College policies or procedures; and (vi) require that individual residents of the Residence meet all payment deadlines (including any advanced payments required to reserve a room) as outlined in the College Housing Lease. All housing policies (residential requirements for members, assignment procedures, etc.) the Greek Organization may adopt or follow must be filed annually in the Office of Residential Services.

7. **Clean-Up/Improvement Days.** The Greek Organization must organize and conduct two semi-annual exterior clean-up/improvement days in an effort to maintain the outward appearance of the Residence (ex. mulching, flowers, cleanup). Such activities must be coordinated through the Office of Residential Services.

8. **Open House.** The Greek Organization shall, at least annually, host an open house event of at least two hours in duration for friends, neighbors and members of the College administration.

9. **Fire Safety.** The Greek organization shall, at least quarterly, conduct a fire safety program that addresses:
   a. Proper fire prevention procedures for your facility
   b. Facility evacuation routes
   c. Standard fire prevention and escape tips
   d. How- and when - to use fire extinguishers.
   e. Academic Breaks and Vacations. All members of the Greek Organization are expected to comply with policies regarding vacating and securing the Residence during academic breaks and vacation periods.

10. **Room and Board Contract Cards; Reassignment.** Each individual living within the Residence shall sign a Room and Board Contract Card which shall be filed annually with the College by the appropriate deadline along with the next year's Residence roster. The College reserves the right to reassign students to different rooms in the Residence for the purpose of efficient maintenance and operations.

11. **Inspection Reports.** A representative of the College and the Resident Liaison, and the House Manager will conduct safety and condition inspections of the Residence twice a semester and prepare an Inspection Report which shall promptly be filed with the Office of Residential Services, the Greek Organization, and the Office of Greek Affairs. The Greek Organization will have two (2) weeks from the date of inspection in which to address areas of concern outlined in the Inspection Report.

12. **Modifications.** The Office of Residential Services must approve any modifications or decorations added or made to the Residence.

13. **Furniture.** All furniture provided by the College must remain inside the room or area to which it was allocated. Permission to move or remove College supplied furniture must be obtained from the Office of Residential Services.
   a. The Greek Organization is responsible, at its sole cost and expense, for maintaining individual rooms and common rooms in a clean and appropriate manner as outlined in the College Housing Lease.
   b. The Greek Organization is expected to provide proper protection and care of all College property in and around the Residence. Repair/Replacement of damaged or missing College property, when not attributed to an individual or individuals, shall be billed to the Greek Organization as appropriate and shall be paid by the Greek Organization within 30 days of receipt. Repairs, maintenance, and modifications will be coordinated by the Office of Residential Services in cooperation with the Greek Organization and will be billed to the Greek Organization or individual as appropriate.

15. College Maintenance. The College will respond to requests for minor maintenance and repair issues within the Residence within 48 hours of receiving the request in writing. The response will be either completion of the work or a time frame for when the work will be completed. The College will use its best efforts to provide proper notice (i.e. 24 hours notice for minor repairs and two (2) weeks notice for major repairs) for conducting maintenance and repairs within the Residence. Emergency situations will be addressed by the College as quickly as possible.

16. Outdoor Furniture. Furniture provided by the Greek Organization for outdoor use must conform to practical standards for items subjected to the elements. Upholstered furniture shall not be kept outside on the porch or lawn area.

17. Financial Obligations. All financial obligations of the Greek Organization to the College or other organizations must be paid in full as required by the College. In cases where the Greek Organization and the College have agreed upon arrangements for financial debt, the Greek Organization is expected at all times to be in good financial standing (e.g., the Greek Organization is expected to be current in debt payments).

18. Disputes. The Director of Residential Services and/or designee shall reconcile all cases related to matters of interpretation and procedures for implementation of this Agreement.

19. Neighborhood Concerns. The Greek Organization realizes that the Residence is located adjacent to other residence areas and understands that the conduct of members, either individually or as a group, must take account of the relationships and that such conduct shall be responsible, considerate, and responsive to the reasonable concerns of its neighbors. The Greek Organization accepts the responsibility to develop a communication link with its neighbors and work to develop and maintain good relations.

20. Event Occupancy Limitations. All registered events and chapter functions occurring within the Residence must comply with the occupancy limitations identified by Muhlenberg College Campus Safety and the Allentown Fire Department. The occupancy of the Residence shall be posted publicly in the house.

21. College Access to the Residence. The College reserves the right to enter the Residence for the purpose of inspection, improvement, repair, maintenance, or control in the event of an emergency, or for any other purpose in accordance with the College Housing Lease.

22. Substance Free. The bedrooms and common areas of the Residence shall be maintained as substance free regardless if the occupant is of age.