



The Greek Challenge for Excellence 2009-10

Instructions for Completion of Portfolio

Requirements:

- Portfolio information must fit within a 1.5" 3-Ring Binder.
- All entries for points must have taken place between August 1, 2009 and April 15, 2010. Events planned to occur between April 16 and May 1 should be included with the date of event, flyer from event and description of what you plan to do.
- Portfolios are due to the Greek Life Office (SUB 1111) by noon on April 16.
- Each portfolio must include each of the following:
 - A page protected 2-sided submission with pictures of your chapter and interesting information. This will not be for points, but will be included in marketing materials from the Greek Life Office (Summer Orientation, Visit days, etc.).
 - Completed Chapter Information Sheet
 - Completed Advisor Verification Sheet
 - Letter of support from the Chapter President*
 - Letter of support from the Faculty/Staff Advisor*

Information:

- Portfolio scoring will be completed by April 30, 2010 at 5 pm.
- The Greek Life Director is responsible for scoring portfolios. A judging committee (made up of the Greek Advisory Board and selected non-affiliated faculty/staff) will select council award winners using both the scored and non-scored areas of the portfolios.
- All portfolio materials will be available online at greeklife.truman.edu
- Any questions an organization has about how to complete their portfolio can be sent to the Director of Greek Life at btuttle@truman.edu.
- Gold/Silver/Bronze Status will be awarded based on point totals. 250-300 points = bronze, 301-350 = silver, and 351-400 = gold. Chapter status will be listed on the website. Those who do not apply or fail to make bronze status will not be mentioned.
- The inclusion of falsified information will disqualify portfolios from the review process and result in a meeting with the Greek Advisory Board.

*Only necessary for competition for Council Awards (Council Organization of the Year, Council Scholarship of the Year & Council Philanthropy of the Year)

Greek Challenge for Excellence 2009-10

Quadrant 1: Cultural Exploration and Community Engagement

Organizational Involvement in non-Greek Organizations

10 Points Available

10 points available: 1 point for every 10% of organization involved in another recognized student organization.

Documentation: Roster with other organization listed

Participation in Service Opportunities

15 Points Available

5 points for Big Event: Must have had at least 10 percent of your organization participate.

10 points for Community service: Points awarded are determined based on the average number of hours per person (Ex. 1 hour average per person = 1 point, 3 hours average per person = 3 points. There is a 10 point maximum)

Documentation: Signature from Big Event Organizer for Big Event and roster of members and community service hours per person (the total number of hours will be added together and divided by the number of people in the organization)

Attendance at Diversity related or MAC sponsored events

10 Points Available

Documentation: Flyer from event and page long description of the event. At least 10 percent of your organization must have attended. Include attendance list with flyer and description.

Planning a campus-wide educational program on any topic

20 Points Available

Documentation: Must include Advertising, Budget, Description, Purpose and Implementation. This event must be attended by people outside of your organization. Please enclose the number of non-members who attended and a list of what organizations these non-members came from or if people who attended were not members of Greek organizations. Organizations can also get credit in this section for co-sponsoring an event with another organization. Please include information about who the co-sponsor is and how tasks were divided.

Greek Participation in philanthropy

45 Points Available

15 points: Local Philanthropy: Benefiting an organization in Kirksville, MO or Adair County

10 points: National Philanthropy: Proceeds benefit your Fraternity/Sorority Inter/national Philanthropy

20 points: Donated time or money to an event sponsored by another registered organization on campus, 2 points per instance with 20 points possible

Documentation: Description of event type, money raised or service hours provided, date, time, number of people involved and location. For evidence of assistance with other organizations' events, please make sure you have included the above information and the name of the organization that sponsored the event.

Quadrant 2: Intellectual Competence and Reflective Judgment

GPA Fall

20 Points Available

10 points awarded for being equal to or above the all campus men/women's GPA

1 point awarded for every .01 above the all campus men/women's GPA, 10 point limit

5 points if below the all campus men/women's GPA, but improved by .10

Documentation: Provided by the Greek Life Office

GPA Cumulative (at end of Fall semester)

20 Points Available

10 points awarded for being equal to or above the all campus men/women's cumulative GPA

1 point awarded for every .01 above the all campus men/women's cumulative GPA, 10 point limit

5 points if below the all campus men/women's cumulative GPA, but improved by .10

Documentation: Provided by the Greek Life Office

Scholarship Program

15 Points Available

Documentation: Written description of scholarship/study program

Conduct Record

No Points Available

Documentation: Information about conduct code violations, Recruitment/Rush infractions, and any other organizational concerns will be made available to the review committee. This information is also available to the organization's president upon request.

Points will be deducted from total based on the severity of violations.

Public Relations and Advertising

25 Points Available

5 points for having a Public Relations Chair or person responsible for public relations for the chapter

10 points for submitting a press release to the Index, local media or Greek Life Office regarding 2 different events. 5 points are available for each event.

10 points for having an up-to-date website with current information that is linked to the Greek Life website.

Documentation: Copy of press release for each event and signature of advisor that there is a person who serves as the Public Relations Chair. Organization must provide active link to website in documentation materials. Greek Life Office will verify that the website is linked to the Greek Life page.

Regularly Updated Constitution and Records

10 Points Available

Organization must update, revise or review constitution, by-laws or other governing policy and make minutes from meetings available to members

Documentation: Advisor's Signature on Verification Sheet and submission of minutes from the meeting with proposed constitutional/by-law changes (this can be an excerpt)

Advisor

10 Points Available

5 points for having a faculty/staff advisor

5 points for advisor fulfilling duties provided to him/her by the chapter

Documentation: Advisor and President's Signature on Verification Sheet, Explanation of advisor duties and verification that advisor fulfills chapter advisor requirements.

Quadrant 3: Healthy Habits and Balanced Living

Risk Management

25 Points Available

Chapter House Passes Fire Code: Yes or No (if applicable)

10 points for having Risk Management Chair who holds 1 program each semester

5 points for including a copy of the Risk Management Policy from the chapter

5 points for explanation of how they have adapted their national risk management policy to be proactive for their chapter on Truman State University's campus

5 points for paid insurance

Documentation: Must include details of Risk Management program held, present copy of the risk management policy, explanation of how the local policy is catered to the local chapter and have verification by the advisor that the chapter is insured. Include copy of fire code paperwork if your chapter has a chapter house.

Financial Paperwork

20 Points Available

5 points for having a 2 signature account.

5 points for having a financial policy.

10 points for having a clearly defined/detailed budget

Documentation: Include a copy of the budget and explanation of or copy of the financial policy. Advisor and treasurer must sign off on Verification Form.

Intramurals (Non-Greek or Greek League)

Participate: Yes or No

Documentation: List sports played and league they were played in. Verified by the Intramural Office.

Educational Programming for Health

10 Points Available

Documentation: Description of the program or meeting or explanation of program held or work done by a member of the organization who is in charge of health/wellness programming. Include announcement of program and handout from the event.

Collaboration with another recognized student organization for a dry social event

15 Points Available

15 points received for holding a social event (philanthropies do not count) that fulfills the purpose of people getting to know each other in a fun, social setting with no presence of alcohol. This event can be held on or off campus.

Documentation: Explanation of event, must be signed by president of the other recognized student organization.

Attendance at Spirit Events

20 Points Available

2 points for each event that your organization had 10% attendance at, with 6 bonus points available for organizations that have 10% at each event.

Documentation: Verified by Greek Life Office

Participation in Homecoming (on a team or in a performance event)

5 Points Available

Documentation: Verification by Greek Life from the Homecoming Committee via Center for Student Involvement

Participation in Greek Week (points for participating on a team)

5 Points Available

Documentation: Verification by Greek Life via the Greek Week Committee

Quadrant 4: Effective Leadership and Responsible Citizenship

Leadership in other Campus Organizations

10 Points Available

Documentation: Organization Roster with executive position listed. Points awarded based on the number of members in your organization who hold a leadership position in a recognized student organization at Truman State University according to the chart below.

1-10 Members	11-30 Members	31-50 Members	51-80 Members	81-100 Members	101-125 Members
1 point for every 10% of organization involved	1 point for every person involved up to 10 points	Numbers that fall in between the numbers below will be rounded down	Numbers that fall in between the numbers below will be rounded down	Numbers that fall in between the numbers below will be rounded down	Numbers that fall in between the numbers below will be rounded down
		2 people = 2 points	3 people = 2 points	4 people = 2 points	5 people = 2 points
		4 people = 4 points	6 people = 4 points	8 people = 4 points	10 people = 4 points
		6 people = 6 points	9 people = 6 points	12 people = 6 points	15 people = 6 points
		8 people = 8 points	12 people = 8 points	16 people = 8 points	20 people = 8 points
		10 people = 10 points	15 people = 10 points	20 people = 10 points	25 people = 10 points

Leadership in Greek-Related Organizations

10 Points Available

Documentation: Organization Roster with executive position listed. Points awarded based on the number of members in the organization that holds a leadership position (see below) in the following: Greek Life Intern, Greek Week Directors, Greek Community Relations Board Chair, Greek Week Committee Member, Bacchus and Gamma Executive Board, Order of Omega Executive Board, Council Executive Boards.

1-10 Members	11-50 Members	51 + Members
1 point for every 10% of organization involved	Numbers that fall in between the numbers below will be rounded down	Numbers that fall in between the numbers below will be rounded down
	2 people = 2 points	3 people = 2 points
	4 people = 4 points	6 people = 4 points
	6 people = 6 points	9 people = 6 points
	8 people = 8 points	12 people = 8 points
	10 people = 10 points	15 people = 10 points

New Member Education

20 Points Available

New Member Semester GPA (if applicable):

5 points for Timeline of process that includes topics for education

5 points for holding a ritual overview program (outside of initiation)

5 points for having a new member contract that is signed by new members each semester

5 points for having a new member scholastic achievement (study) program

Documentation: Written overview of process, timeline and explanation of education materials/program used, date of ritual overview program verified by president, copy of new member contract and explanation of new member study program.

Attendance at National Convention/Leadership Activities

Participate: Yes or No

Points awarded for meeting Inter/national organizations requirements for attending National, Regional or other Topic Specific Meetings/Conventions.

Documentation: Include list of event attended, students who attended and copy of registration form if available. Advisor's Signature on Verification Sheet.

Alumni Relations

20 Points Available

10 points available for holding an Alumni event.

5 points available each semester for correspondence with Alumni membership. (10 points possible)

Documentation: Description of event and number of Alumni in attendance. Please include copies of correspondence for each semester. Examples include, but are not limited to: newsletters, webpage announcements, letters, etc.

Attendance at Council Sponsored Mandatory Speakers

___ Attended or Not-Applicable

___ Did Not Attend

Documentation: Verified by Council holding Mandatory Event.

Greek Life Summit Participation

20 Points Available

10 points available for attending the Greek Life Summit each semester.

Documentation: Documented and verified by the Greek Life Office.

President's Square Table Participation

20 Points Available

10 points available for attending all of the meetings each semester.

Documentation: Documented and verified by the Greek Life Office.

Greek Community Relations Board

___ Attended

___ Did Not Attend

Documentation: Verified by the Greek Community Relations Board

Attendance at Greek Life New Member Orientation

___ Attended

___ Did Not Attend

Documentation: Verified by the Greek Life Office.

Bonus Points for Help with Move-in

Points will be awarded by Greek Life Director per emails at the beginning of the year. See Director for point info.