Annual Chapter Expectations Program
(ACE Program)

Office of Fraternity and Sorority Life
Department of Student Life
University of South Carolina
# Table of Contents

Introduction..................................................................................................................3
ACE Program Outline.....................................................................................................4
Leadership and Member Development........................................................................5
Safety and Accountability...............................................................................................7
Community Engagement.................................................................................................9
Academic Excellence.....................................................................................................11
Accomplishments and Challenges................................................................................12
Officer Contact Information.........................................................................................13
Evaluation.......................................................................................................................14
Introduction

To improve the management of, inspire the growth and development of, and evaluate the quality of fraternity and sorority chapters at the University of South Carolina, the following expectation and awards system has been implemented. This will allow the Office of Fraternity and Sorority Life to longitudinally evaluate chapter performance—both overall and in various categories—ensure chapters are meeting basic expectations, and provide chapters with feedback, particularly in areas of potential improvement.

As a result of this expectation program, chapters will be designated in one of the following categories: Exceeds Expectations with Distinction; Exceeds Expectations; Meets Expectations; Approaching Expectations; or Does Not Meet Expectations. Each organization’s evaluation and designation will be shared with chapter leadership, chapter advisors, and inter/national organizations. Additionally, designation information will be publicized on the University of South Carolina Fraternity and Sorority Life webpage to promote transparency within our fraternal community and to potential new members.

Some end of the year awards will also be determined by this expectation program. The highest-scoring organizations from each council will be eligible for Fraternity/Sorority of the Year awards; additionally, awards recognizing exceptional work in different evaluation categories may also be distributed. Individual awards, like Outstanding Chapter President, Greek Man/Woman of the Year, etc. will still have a traditional nomination and review process.
ACE Program Outline

Scoring: The following areas will be evaluated and scored each year:

<table>
<thead>
<tr>
<th>Area</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leadership and Member Development</td>
<td>28</td>
</tr>
<tr>
<td>2. Safety and Accountability</td>
<td>23</td>
</tr>
<tr>
<td>3. Community Engagement</td>
<td>17</td>
</tr>
<tr>
<td>4. Academic Excellence</td>
<td>17</td>
</tr>
<tr>
<td>5. Accomplishments and Challenges</td>
<td>10</td>
</tr>
<tr>
<td>6. Officer Contact Information</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Throughout the course of the year, several opportunities for bonus points may arise. The Office of Fraternity and Sorority Life will do their best to announce these opportunities and how to obtain these points in a timely fashion.

Due Date: All packets are expected to be submitted through the online form by 11:59 p.m. on Monday, Dec. 2, 2019.

Late Policy: There will be a 5-point deduction for each day that the packet is late. The deductions will continue to accrue until the packet is submitted.

Designation Criteria:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% or higher of possible points</td>
<td>Exceeds Expectations with Distinction</td>
</tr>
<tr>
<td>80% - 89% of possible points</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>70% - 79% of possible points</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>60% - 69% of possible points</td>
<td>Approaching Expectations</td>
</tr>
<tr>
<td>Below 60% of possible points</td>
<td>Does Not Meet Expectations</td>
</tr>
</tbody>
</table>

Awards: Many end of the year awards will also be determined by this expectation program. The highest-scoring fraternities and sororities will be in the running for the Chapter of the Year awards.

Additionally, “Excellence in …” awards in Leadership and Member Development, Safety and Accountability, Community Engagement, and Academic Excellence will be determined based on submissions and scores.
Leadership and Member Development
Category Requirements | 28 points

1. **OFSL Leadership Programming**: The chapter met the minimum attendance requirement at 80% of the following OFSL leadership programs:

   - Saturday, Jan. 12: Catalyst
     - **Required**: Chapter President, or other Executive Officer
   - Sunday, Feb. 10: Greek Leadership Conference
     - **Requirement sent with event details**
   - Wednesday, Sept. 18: Women’s Leadership Conference
     - **Requirement sent with event details**
   - Wednesday, Oct. 2: Men’s Leadership Conference
     - **Requirement sent with event details**
   - Friday, Nov. 15: Greek New Member Experience
     - **Required**: One newly initiated member
   - Presidents Meetings (**Required**: Chapter President or other Executive Officer)
     - Monday, Jan. 14
     - Monday, Feb. 18
     - Monday, Mar. 25
     - Monday, Apr. 15
     - Monday, Aug. 26
     - Monday, Sept. 16
     - Monday, Oct. 14
     - Monday, Nov. 11

   No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (12 pts.)

2. **Member Development Initiatives (General)**: What is it about your chapter experience (i.e. programming efforts, participation in leadership positions, mentorship programs, etc.) that develops your members? Explain what members are getting, how they are getting it, and why it is important. Areas of development can include: career readiness, communication, leadership, and interpersonal relationship skills; cultural competence; moral and ethical decision-making; personal wellness; etc.

   Please list any workshops, programs, and/or national curriculum that the chapter completed to further personal and leadership development of its members this year. If no programs were completed, please also indicate that.

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (4 pts.)

3. **Member Development Initiatives (Community Priority: Diversity and Inclusion)**: What is your chapter doing to promote growth or education in this topic area for your members? What was the impact of this education? Diversity and inclusion education can include the
following topics: gender/sex; racial, ethnic, and cultural awareness; ability/disability; social justice issues; inclusive leadership; the LGBT+ community; viewpoint diversity; religion; and intersectionality. This topic was selected based on the needs of the community and is also a core value of the Department of Student Life.

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (4 pts.)

4. **Officer Roundtables (Leadership):** The chapter had one officer or member attend 60% of the following OFSL leadership programs:

- Tuesday, Jan. 22: More than Just Study Hours
- Thursday, Jan. 24: How to Run an Effective Meeting
- Monday, Jan. 28: Collaborative Programming
- Monday, Feb. 11: Supporting Members Struggling Academically
- Tuesday, Mar. 19: Personal Finances
- Friday, Mar. 22: Marketing Your Greek Experience in the Working World
- Tuesday, Sept. 10: Academic Support for New Members
- Thursday, Sept. 26: Engaging Your Alumni
- Tuesday, Oct. 1: Preparation for Graduate School
- Thursday, Oct. 3: How to Utilize Your Faculty Advisor
- Wednesday, Oct. 9: Supporting a Diverse Membership
- Friday, Nov. 8: Officer Transitions

No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (3 pts.)

5. **Officer Training and Goal Setting:** The chapter hosted a designated time for officer transitions, officer training, and/or executive board goal setting; the agenda or minutes from this meeting will be submitted. Explain how your training and goal setting helped your officers align their actions with those goals during the course of the year.

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (3 pts.)

6. **External Leadership Programming:** The chapter had one (1) or more representatives attend a local, regional, or national leadership event outside OFSL. Provide documentation of the following:

- Name of event/conference
- Name(s) of member(s) who attended
- *For attendees:* What was the impact of this leadership event on you, chapter leaders, and the chapter?

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (2 pts.)
Safety and Accountability
Category Requirements | 23 points

1. **Harm Reduction Programming**: Chapters hosted/attended three harm reduction programs on at least two of the following topics: alcohol/substance abuse; sexual assault and interpersonal violence; bystander intervention; and hazing; and one on the harm reduction topic of their choice. Attendance requirements and additional information will be released separately.

   No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (6 pts.)

2. **Event Management Strategies**: What strategies are used by the chapter to reduce harm at chapter-sponsored events? This includes strategies related to transportation, venue choice, attendee management, liability, prevention of underage drinking, responsible consumption, and general health and wellness.

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (4 pts.)

3. **Judicial Infractions**: The chapter was in compliance with the University of South Carolina and the Office of Fraternity and Sorority Life, has not been found responsible for any violations, and has not received any sanctions. This does not include academic standing and probation or recruitment infractions.

   No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (4 pts.)

4. **Chapter Judicial Process**: Briefly outline the chapter’s judicial structure. A complete outline of the process is not necessary. Is the process conducted by an undergraduate judicial board or through regional/national volunteers, and how are these people chosen and trained? Which officer oversees the process? What type of sanctions does the chapter typically give out for behavioral issues?

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (3 pts.)

5. **Officer Roundtables (Harm Reduction)**: The chapter had one officer or member attend 60% of the following OFSL harm reduction programs:
   - Wednesday, Jan. 16: Event Management
   - Wednesday, Jan. 23: Building a New Member Education Plan (IFC)
● Wednesday, Feb. 27: Off-Campus Event Management
● Wednesday, Mar. 20: Out-of-Town Event Management (IFC)
● Tuesday, Mar. 26: CPA NME and Recruitment (CPA)
● Wednesday, Sept. 4: CPA New Member Education Best Practices (CPA)
● Tuesday, Sept. 17: House Party Safety (NPHC/MGC)
● Wednesday, Oct. 16: Judicial/Standards Chairs: Creating More Thoughtful Sanctions
● Wednesday, Oct. 23: Hosting Alumni Events with Alcohol (NPHC/MGC)
● Tuesday, Dec. 3: Event Notification Form and Event Management

No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (3 pts.)

6. **Accountability/Harm Reduction Initiatives:** List all additional programs or workshops the chapter completed to educate your members about accountability and harm reduction. This could include programs specific to new members or a certain class, programs educating members on the chapter’s judicial process, or risk-related topics, like active-shooter training, self-defense, event safety, etc. If no programs were completed, please also indicate that.

   Chapters will be required to submit this information in the ACE Packet. Chapters will receive all or no points. (1 pt.)

7. **Confidentiality Form:** The chapter president submitted their signed confidentiality form by the deadline.

   No submission is required from the chapter; OFSL will confirm this requirement. Chapters will receive all or no points. (1 pt.)

8. **NHPW Programming:** The chapter met the minimum attendance requirement at the National Hazing Prevention Week programming in the fall semester. *(Attendance requirements will be sent with event details.)*

   No submission is required from the chapter; OFSL will confirm this requirement. Chapters will receive all or no points. (1 pt.)
Community Engagement  
Category Requirements | 17 points

1. **Service Event**: Service is defined as “hands-on service to an organization, cause, or community.”\(^1\) Provide documentation of the following with regards to a service event that the chapter hosted within the community:
   - Organization supported
   - Activity or service provided
   - Number of members that participated
   - How did this strengthen your organization’s connection to the community?
   - What was the community impact of this service event?

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (5 pts.)

2. **Philanthropy Event**: Philanthropy is defined as “raising money through an activity or fundraising that supports a charitable cause.”\(^1\) Provide documentation of the following with regards to the chapter’s largest philanthropic event:
   - Organization supported
   - Amount of money raised
   - Number of attendees
   - What is the connection between the event and the cause?
   - What awareness or education did you provide to the USC community about this philanthropic organization and/or cause?

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (4 pts.)

3. **Chapter Partnerships and Collaboration**: List any partnerships the chapter has with the following groups: chapter(s) within your own council; chapter(s) outside your council; and alumni, parents, and/or advisors. This does NOT include social events or partnering with another organization for Homecoming, Trick or Treat with the Greeks, or Greek Week.

   Elaborate on one of the above partnerships and explain its impact on the chapter. For example, this could include collaboration on an educational program, a joint service event, or Parent’s Weekend event.

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (3 pts.)

---
\(^1\) [http://housing.iastate.edu/life/leadership/philanthropy.html](http://housing.iastate.edu/life/leadership/philanthropy.html)
4. **Service Requirement:** Chapters should complete an average of 5 service hours per member, per semester.

   No submission is required from the chapter; OFSL will confirm this requirement based on the service hours tracked through Garnet Gate. Partial points may be given. (2 pts.)

5. **Faculty Advisor:** Is the chapter engaged with your faculty advisor? If YES, what has the impact of that relationship been on the chapter? If NO, what are the steps you will take to connect with your faculty advisor and use them to their full potential?

   Chapters will be required to submit this information in the ACE Packet. Chapters will receive all or no points. (1 pt.)

6. **GREEKServe:** The chapter had at least one member participate in a GREEKServe event at some point throughout the year.

   No submission is required from the chapter; OFSL will confirm this requirement. Chapters will receive all or no points. (1 pt.)

7. **Organization Renewal:** The chapter completed the organization renewal process by the deadline set by the Leadership and Service Center.

   No submission is required from the chapter; OFSL will confirm this requirement. Chapters will receive all or no points. (1 pt.)
Academic Excellence
Category Requirements | 17 points

1. **Chapter Academic Plan:** Explain the chapter’s overall academic plan for the year, including but not limited to: non-university academic resources available to the chapter, academic workshops or programming completed by the chapter, and any incentive programs utilized to motivate the chapter. Multiple strategies should be included in your submission. Please note, this is asking how the chapter supports the overall academic success of the organization--and not just those individual members on academic probation.

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (6 pts.)

2. **Individual Academic Support:** What support is given to individual members on academic probation, and how do you hold them accountable to their academic plan?

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (6 pts.)

3. **Relationship with University Partners:** What university academic resources (Student Success Center, Student Disability Resource Center (DRC), Career Services, Undergraduate Research, etc.) does the chapter utilize or encourage members to utilize? This could include educating members on registering with the DRC, encouraging members to seek support from tutors, a workshop from a campus partner, etc.

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (2 pts.)

4. **Minimum GPA Requirement:** All students must maintain a cumulative University of South Carolina GPA of at least 2.00 to remain in good academic standing, so the chapter’s average GPA should also be at least 2.00. A bonus point will be awarded to chapters who are above their council’s average GPA.

No submission is required from the chapter; OFSL will confirm this requirement. Partial points may be given. (2 pts.)

5. **Student Success Center (SSC) Partnership:** The Office of Fraternity and Sorority Life and the Student Success Center have a formalized partnership; chapters should have utilized an SSC workshop (on any topic of their choosing) at least once a year.

Chapters will be required to submit this information in the ACE Packet. Chapters will receive all or no points. (1 pt.)
Accomplishments and Challenges
Category Requirements | 10 points

1. **Accomplishments**: Share three of the chapter’s accomplishments from this last year and provide your strategic plan to continue this success in the future.

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (5 points)

2. **Challenges**: Share three of the chapter’s challenges from this last year and provide your strategic plan to overcome these challenges in the future.

   Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (5 points)
Officer Contact Information
Category Requirements | 5 points

Please list the name, official position title, email address, and cell phone number of the following chapter officers who will be serving in Spring 2020:

- Head Chapter Advisor
- President
- Treasurer
- Standards/Judicial Officer
- Risk Management Officer
- Recruitment/Intake Officer
- Community Service Officer
- Scholarship/Academic Officer
- PR/ Communications Officer
- Housing Officer (if applicable)
- Officer Responsible for Managing Chapter Roster
- New Member Educator
- Council Delegate

Chapters will be required to submit this information in the ACE Packet. Partial points may be given. (5 points)
ACE Program Evaluation

Below is a point breakdown for each section of the ACE Program. All submissions will be scored by OFSL staff members using this grading system. Results, opportunities for follow-up, and feedback on areas of improvement will be made available to appropriate chapter leadership.

<table>
<thead>
<tr>
<th>Chapter: ___________________</th>
<th>Designation: ___________________</th>
</tr>
</thead>
</table>

### A. Leadership and Member Development 28 points

- **a. OFSL Leadership Programming** (12 points)  
  - Points are determined based on the percentage of events attended.
- **b. Member Development Initiatives (General)**  
  - i. Member Development Plan (3 points)  
  - ii. Initiatives Listed (1 point)
- **c. Member Development Initiatives (Priority)**  
  - i. Educational Initiatives (2 points)  
  - ii. Impact (2 points)
- **d. Officer Roundtables (Leadership)** (3 points)  
  - Points are determined based on the percentage of events attended.
- **e. Officer Training and Goal Setting** (3 points)
- **f. External Leadership Programming** (2 points)

### B. Safety and Accountability 23 points

- **a. Harm Reduction Programming** (6 points)  
  - Points are determined based on the percentage of events attended.
- **b. Event Management Strategies**  
  - i. One Strategy (2 points)  
  - ii. One or More Additional Strategies (2 points)
- **c. Judicial Infractions**  
  - i. Spring Semester (2 points)  
  - ii. Fall Semester (2 points)
- **d. Chapter Judicial Process**  
  - i. Process (2 points)  
  - ii. Sanctions (1 point)
- **e. Officer Roundtables (Harm Reduction)** (3 points)  
  - Points are determined based on the percentage of events attended.
- **f. Accountability/Harm Reduction Initiatives** (1 point)
- **g. Confidentiality Form** (1 point)
- **h. NHPW Programming** (1 point)

### C. Community Engagement 17 points

- **a. Service Event**  
  - i. Event Details (1 point)  
  - ii. Connection to Columbia Community (2 points)  
  - iii. Impact (2 points)
- **b. Philanthropy Event**  
  - i. Event Details (1 point)  
  - ii. Cause Connection (2 points)  
  - iii. Awareness/Education (1 point)
- **c. Chapter Partnerships and Collaboration**  
  - i. Partnerships (2 points)
ii. Collaboration Impact (1 point) 

d. Service Requirement (2 points) 

e. Faculty Advisor (1 point) 

f. GreekSERVE (1 point) 
g. Organization Renewal (1 point) 

<table>
<thead>
<tr>
<th>D. Academic Excellence</th>
<th>17 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Chapter Academic Plan</td>
<td></td>
</tr>
<tr>
<td>i. One Strategy (3 points)</td>
<td></td>
</tr>
<tr>
<td>ii. One or More Additional Strategies (3 points)</td>
<td></td>
</tr>
<tr>
<td>b. Individual Academic Support</td>
<td></td>
</tr>
<tr>
<td>i. Support Provided (3 points)</td>
<td></td>
</tr>
<tr>
<td>ii. Accountability Measures (3 points)</td>
<td></td>
</tr>
<tr>
<td>c. Relationship with University Partners (2 points)</td>
<td></td>
</tr>
<tr>
<td>d. Minimum GPA Requirement</td>
<td></td>
</tr>
<tr>
<td>i. Spring Semester (1 point)</td>
<td></td>
</tr>
<tr>
<td>ii. Fall Semester (1 point)</td>
<td></td>
</tr>
<tr>
<td>iii. Bonus: Above Council Average (1 point)</td>
<td></td>
</tr>
<tr>
<td>e. Student Success Center Partnership (1 point)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Accomplishments and Challenges</th>
<th>10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Accomplishments</td>
<td></td>
</tr>
<tr>
<td>i. Accomplishment #1 (1 point)</td>
<td></td>
</tr>
<tr>
<td>ii. Accomplishment #2 (1 point)</td>
<td></td>
</tr>
<tr>
<td>iii. Accomplishment #3 (1 point)</td>
<td></td>
</tr>
<tr>
<td>iv. Strategic Plan (2 points)</td>
<td></td>
</tr>
<tr>
<td>b. Challenges</td>
<td></td>
</tr>
<tr>
<td>i. Challenge #1 (1 point)</td>
<td></td>
</tr>
<tr>
<td>ii. Challenge #2 (1 point)</td>
<td></td>
</tr>
<tr>
<td>iii. Challenge #3 (1 point)</td>
<td></td>
</tr>
<tr>
<td>iv. Strategic Plan (2 points)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Officer Contact Information</th>
<th>5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Officer contact information (5 points)</td>
<td></td>
</tr>
</tbody>
</table>

*Points are determined based on the number of officers whose contact information was provided.*

<table>
<thead>
<tr>
<th>G. Overall</th>
<th>100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Leadership and Member Development (28 points)</td>
<td></td>
</tr>
<tr>
<td>b. Safety and Accountability (23 points)</td>
<td></td>
</tr>
<tr>
<td>c. Community Engagement (17 points)</td>
<td></td>
</tr>
<tr>
<td>d. Academic Excellence (17 points)</td>
<td></td>
</tr>
<tr>
<td>e. Accomplishments and Challenges (10 points)</td>
<td></td>
</tr>
<tr>
<td>f. Officer Contact Information (5 points)</td>
<td></td>
</tr>
</tbody>
</table>

**Total:**