

# 2011 C.E.A.S.R. UPDATE PACKET

**DUE May 5th and December 5th BY 5:00PM**

**No Update Forms or evidence will be accepted after May 10th or December 10th.  
There is a \$10 a day fee for each day after the deadline.**

**Submission Guidelines** (This is for your records only. You do not need to include this document with your submission)

1. All submissions are due on May 5<sup>th</sup> and December 5<sup>th</sup>.
2. Submit CEASR update packets in a sealed envelope to the Office of Greek Life.
3. CEASR update packets need to be submitted twice in a calendar year (once a semester)
4. All updates for the spring semester must be submitted on May 5<sup>th</sup>. Spring updates will not be accepted if submitted after May 10<sup>th</sup>.
5. All updates for the fall semester must be submitted on December 5<sup>th</sup>. Fall updates will not be accepted if submitted after December 10<sup>th</sup>.
6. Failure to submit CEASR update packets on May 5<sup>th</sup> and December 5<sup>th</sup> will result in a \$10 a day late fee for each day after the deadline.
7. CEASR update packets will not be accepted after May 10<sup>th</sup> or December 10<sup>th</sup> for any reason.
8. CEASR progress reports will be sent out at beginning of each long semester.
9. Feel free to make copies of all documents being submitted for your records.

**INSTRUCTIONS:** Use the C.E.A.S.R. packet to complete your update form for each semester.

1. Print off this update packet
2. Each CEASR section has a cover sheet with standards and acceptable evidence
  - a) Cover sheets should be the first page of each section
3. Circle the number for all Standards being submitted on each cover sheet
4. Attach acceptable evidence in standard order behind each cover sheet
  - a) Scholarship & Academics cover sheet
    - a. Standard 1 evidence, Standard 2 evidence, Standard 3 evidence, etc
  - b) Recruitment & Retention cover sheet
    - a. Standard 1 evidence, Standard 2 evidence, Standard 3 evidence, etc
5. Label each piece of evidence by typing or writing organization name, CEASR section name and standard number
  - a) Alpha Chi Omega Scholarship & Academics #1
  - b) Evidence must be listed under acceptable evidence in order to get credit
6. Complete numbers 3, 4 and 5 for all CEASR sections and standards being submitted.
7. Put all documents in CEASR Standard order in a large envelope and submit to the office of Greek Life.

# Scholarship and Academics Cover Sheet

## Standards & Acceptable Evidence

1. Maintained a 2.5 GPA for each **semester** (Office).
  - a. The Office of Greek Life will base completion of this objective on the grade reports received from the Office of Institutional Research.
  - b. Chapters must receive a cumulative GPA of 2.5 both semesters to receive this objective.
2. Each Chapter should maintain a minimum 2.5 cumulative GPA requirement for members to vote at chapter meetings, hold chapter offices, become a new member and remain in good standing with the chapter.
  - a. Organization Constitution & Bylaws with all sections labeled by letter above and highlighted.
  - b. Submit paperwork for this standard in May or December.
3. Each Chapter's membership (or at least 50% of all members) should attend at least one (1) University-sponsored academically related seminar/program a **semester**.
  - a. Sign-in sheet provided by the Office of Greek Life signed by University Official or Department Representative.
  - b. Sign-in sheet needs to be signed and dated at the seminar/program.
4. Each Chapter should maintain a scholarship/academic program that is a) revised yearly b) that the chapter shares with an On-Campus Advisor, c) enlist a scholarship chair who is an active member in the chapter that implements the scholarship/academic program, d) addresses academic needs in various areas including but not limited to: mentoring programs, tutors, monetary awards, required/recommended study hours, academic related seminars/speakers, recognition of outstanding performance, etc.
  - a. Copy of scholarship/academic program signed by On-Campus Advisor and Scholarship Chair with all sections labeled by letter above and highlighted.
5. Each Chapter should formally and publically recognize members for excellent academic performance.
  - a. Agenda/Meeting Minutes
  - b. Print out of publication
6. Each Chapter's membership (or at least 20%) should apply for and/or accept membership into scholastic honors societies.
  - a. Member Verification sheet provided by the Office of Greek Life with list of members signed by Honor Society Advisor.

# Recruitment and Retention Cover Sheet

## Standards & Acceptable Evidence

1. Each Chapter should miss no more than two (2) New Student Summer Orientation Activities Fairs
  - a. Organizations must sign in and out on the Sign-in sheet located in the Office of Greek Life on the days of the Activities Fairs.
2. Each Chapter should retain 80% of new members from beginning of recruitment/intake until the end in **any given semester**
  - a. List of new members that were given bids or started Intake process
  - b. List of new members that were still a part of the chapter at the end of that semester
3. Chapters should recruit and retain a number of people equivalent to or exceeding the number of graduates, transfer, or those who resigned membership, etc. each year.
  - a. List of members that left the chapter at the end of the spring 2011
  - b. List of new members that joined the chapter in fall 2011
4. Each Chapter should maintain and implement a recruitment and retention (intake) program. The written list of standards/program should focus on values-based recruitment and development of all members.
  - a. Copy of recruitment & retention program (Maintains)
  - b. Agenda's discussing how chapter is enforcing recruitment & retention program (Implements)
5. Each Chapter should host at least one (1) non-alcohol social program/activity (outside any formal recruitment period) a **semester** with the purpose of recruiting new members
  - a. Sign-in sheet provided by the Office of Greek Life signed by chapter Advisor
  - b. List of potential new members that attended the program/activity

# **Community Service & Philanthropy Cover Sheet**

## **Standards & Acceptable Evidence**

1. Each Chapter's membership (or at least 50%) should attend/participate in the Big Event sponsored by Student Activities.
  - a. Sign-in sheet provided by the Office of Greek Life signed by University Official, Department Representative or Site Leader.
  - b. Sign-in sheet needs to be signed and dated at the seminar/program.
2. Each Chapter's membership should complete at least ten (10) community service hours per member.
  - a. Signed letters from Community Service organizations with total number of hours for the chapter.
3. Each Chapter should plan, coordinate, implement, and establish at least one (1) MAJOR UNIVERSITY-BASED community service event and/or philanthropy initiative. This chapter initiative should greatly impact (i.e. through making the event open to the entire campus community) the University through operation and publicity. Submit A - E to complete this standard.
  - a. Agenda notating chapter participation
  - b. Email or invitation to Alumni
  - c. Proof of advertisement to campus community
  - d. Verification of service hours completed
  - e. Letter from organization receiving monetary donation.
4. Each Chapter's membership (or at least 20%) should attend/participate in a chapter's community service event and/or philanthropy initiative from each governing council (i.e. IFC, PHC, NPHC, and MGC), including the chapter's own respective governing council.
  - a. Sign-in sheet provided by the Office of Greek Life signed by Co-sponsoring organization.
  - b. Sign-in sheet needs to be signed and dated at the seminar/program.
  - c. Email to organization co-sponsoring the event with list of chapter members and response from co-sponsoring organization.
5. Each Chapter should host and/or co-host at least one (1) community service event/initiative with any student organization outside the Greek community.
  - a. Event flyer with all sponsoring organizations and event details.
  - b. Email from co-sponsor with event details

## **Leadership Cover Sheet**

**Standards & Acceptable Evidence**

1. Each Chapter's membership (or at least 20%) should attend in the UT Arlington Leadership Retreat sponsored by The Leadership Center.
  - a. Submit list of names and sponsoring organizations.
  - b. The Office of Greek Life will verify list with the Leadership Center.
  - c. The entire percentage of students must attend the Leadership Retreat in order to complete this objective.
  
2. Each Chapter's membership (depending on requirements at the time) must attend the Emerging Leaders Institute sponsored by Greek Life and University Events.
  - a. Sign-in sheet provided by the Office of Greek Life.
  - b. Sign-in sheet needs to be completed at the Emerging Leaders Institute.
  
3. Each Chapter's membership as new members must attend their applicable fall or spring Greek 101's sponsored by the Office of Greek Life and University Events.
  - a. Sign-in sheet provided by the Office of Greek Life
  - b. Sign-in sheet needs to be completed at Greek 101.
  
4. Each Chapter's membership (or at least 10%) should attend at least one (1) leadership development retreat/event sponsored by its Inter/National chapter or UT Arlington.
  - a. Program and/or Agenda from retreat
  - b. Sign-in sheet provided by the Office of Greek Life
  - c. Greek Life will determine 10% based on semester roster.
  
5. Each Chapter should hold a meeting/retreat where incoming officers should be trained, review job duties and responsibilities, as well as begin planning for future chapter goals and objectives.
  - a. Transition Agenda and minutes with list of attendees and chapter goals.
  
6. Each Chapter's membership should join and be involved in at least one (1) other university recognized student organization.
  - a. Member Verification sheet provided by the Office of Greek Life with list of members signed by student organization Advisor.
  
7. Each Chapter's membership (or at least 10%) should be elected to another university recognized student organization and/or chapter's respective governing council.
  - a. Member Verification sheet provided by the Office of Greek Life with list of members signed by Honor Society Advisor.

# Campus Involvement Cover Sheet

## Standards & Acceptable Evidence

1. Each Chapter should apply (be nominated) for at least two (2) awards/honors from the Office of Greek Life and University Events.
  - a. Submit list of award nominations
  - b. Student Governance organizational awards have been extended to include Greek organizations. Chapters may apply for these awards to complete this standard as well. Submit list of award nominations and Greek Life will verify with Student Governance.
  
2. Each Chapter should coordinate at least one (1) event or program that includes parents/family of members during Parent's Weekend.
  - a. Chapters MUST file paperwork with the Office of Greek Life to be included in the Parent's Weekend brochure to achieve this standard.
  
3. Each Chapter should participate in the following Greek campus-wide events Greek Week, National Hazing Prevention Week and Babysteps (i.e. Parent's Weekend Greek event).
  - a. Greek Week Sign-in sheets for each event. Chapters that do not sign-in will not get credit even if they participated.
  - b. Sign-in sheet or registration form provided by the Office of Greek Life signed by University Official, Department Representative or Site Leader (National Hazing Prevention Week & Babysteps)
  
4. Each Chapter should participate in the Homecoming Spirit Competition.
  - a. Submit statement of participation and Greek Life will verify with UTA Ambassadors, Student Governance or organization responsible for the Spirit competition.
  
5. Each Chapter should host/sponsor at least one (1) program/initiative recognizing UT Arlington faculty members.
  - a. Copy of flyer, invitation, or program
  - b. List of faculty members honored
  
6. Each Chapter's new and active members (or at least 20%) should attend another council's New Member Showcase and/or NPHC fraternity/sorority Probate.
  - a. Sign-in sheet provided by the Office of Greek Life.
  - b. Sign-in sheet provided by the Office of Greek Life signed by organization President if Office of Greek Life Staff are not in attendance

Organization: \_\_\_\_\_

Circle one: May      December

7. Each Chapter's membership (or at least 20%) should attend and participate in two (2) of the following University Events Oozeball, Bed Races and/or Maverick Speaker Series.
  - a. Sign-in sheet provided by the Office of Greek Life
  - b. Sign-in sheet needs to be signed and dated at the seminar/program.
  - c. The entire percentage of students must attend each event (at least 2) in order to complete this objective.
  
8. Each Chapter should apply (be nominated) for at least one (1) award/honor from either the chapter's inter/national organization or UT Arlington.
  - a. Submit list of award nominations with verification from chapter Advisor
  - b. Submit copy of award (must have award year printed on award if submitted as evidence)
  
9. Each Chapter should co-host/sponsor/support at least one (1) program/initiative from a chapter outside their governing council (excluding Community Service and Philanthropy events, mixers, and formals).
  - a. Sign-in sheet provided by the Office of Greek Life signed by Co-sponsoring organization.
  - b. Sign-in sheet needs to be signed and dated at the seminar/program.

# Brotherhood/Sisterhood Cover Sheet

## Standards & Acceptable Evidence

1. Each Chapter should publish a calendar (i.e. one providing a balanced social schedule, complementing personal development, while not interfering with members' academic, family, or job responsibilities) annually with the Office of Greek Life to be included on the Greek Life webpage.
  - a. Copy of Chapter Calendar
2. Each Chapter should have in place and enforce a Risk Management Policy, Code of Conduct or Member Expectations pertaining to risk management, alcohol, and drug use policies.
  - a. Organization Constitution & Bylaws with all sections labeled.
  - b. Submit paperwork for this standard in May or December.
3. Each Chapter should maintain and develop an accurate and up to date web page that is linked with the UTA Greek Life web page.
  - a. Website url and a print out of updated event calendar from website (Print Screen)
  - b. Submit paperwork for this standard in May or December.
4. Each Chapter should have at least one (1) Alumni/ae Advisor that the chapter shares overall chapter goals and objectives with each **semester**.
  - a. Copy of overall chapter goals and objectives signed by Alumni Advisor.
  - b. Submit paperwork for this standard in May and December.
5. Each Chapter should participate with alumni(ae)/graduates in at least two (2) events or programs per year (outside Homecoming Stepshow).
  - a. Event flyer with all sponsoring organizations and event details
  - b. Letter or Email from Alumni(ae) Advisor with details of chapter participation
6. Each Chapter should be involved with, contribute to, or publish an alumni/alumnae or collegiate newsletter once a **semester**.
  - a. Printed copy of electronic newsletter email showing distribution list and date of when it was sent out each semester
7. Each Chapter should have a New Member or Intake program. This program should be outlined and be presented in a written format to the new members. The program should address a variety of areas including: scholarship, history of the organization, policy and procedures, financial expectations and purpose.
  - a. Organization Constitution & Bylaws with all sections labeled by letter above and highlighted.
  - b. Document outlining the above areas if not in constitution or Bylaws