



Chapter Assessment Program (CAP)

The Office of Fraternity & Sorority Life
East Tennessee State University

I. Chapter Assessment Program Overview

The Chapter Assessment Program (CAP) for The Office of Fraternity & Sorority Life (OFSL) at East Tennessee State University (ETSU) is designed to evaluate the performance, adherence to standards, and overall impact of individual chapters within the FSL community. The program encompasses several key components and serves as a comprehensive evaluation tool.

- **Academic Excellence:** Encouraging and recognizing academic achievements among members, fostering a culture of learning, and promoting academic success within their chapter and greater community.
- **Civic Engagement:** Cultivating a sense of social responsibility by emphasizing community service, philanthropy, and active involvement in initiatives that benefit society at large.
- **Operational Efficiency:** Ensuring organizational accountability, proper governance, and adherence to essential administrative and organizational tasks to maintain a structured and well-functioning fraternal system.
- **Education and Chapter Programming:** Promoting a holistic development approach by providing educational programs, fostering a safe and informed environment, and addressing critical issues such as risk management, leadership, diversity, and wellness.
- **Excellence in Leadership and Representation:** Promoting leadership within and beyond FSL, fostering active involvement in campus groups, events, and programs. Emphasizing strategic planning, goal-setting, and ongoing self-assessment for continuous growth.

Overall, this assessment program emphasizes holistic development, accountability, and contribution to Both the campus and wider community, fostering well-rounded and responsible individuals within the FSL community at ETSU.

II. Chapter Standings

The Office of Fraternity & Sorority Life (OFSL) at East Tennessee State University is committed to providing trainings, support, and resources to assist all fraternity and sorority organization in fulfilling the minimum requirements entailed in this program.

Our office expects each chapter to be in good standing with our office each semester. **To remain in good standing with our office, the minimum requirements of CAP must be met:**

These specific requirements, highlighted in red, amount to a total of 68 points to be achieved each FALL semester and 58 points to be achieved each SPRING semester.

It's important to note that meeting the minimum standards necessitates compliance and completion of the highlighted criteria; the total of 68 / 58 points must stem specifically from these outline standards.

CHAPTER STANDINGS			
STANDING	RANKING	FALL	SPRING
Good Standing	Three-Star Chapter ★ ★ ★	Organizations with 100+ points	Organizations with 90+ points
	Two-Star Chapter ★ ★	Organizations with 86 – 99 points	Organizations with 76 – 89 points
	One-Star Chapter ★	Organizations with 69 – 85 points	Organizations with 59 – 75 points
Bad Standing	Zero-Star Chapter	Organization with <68 points	Organizations with <58 points

Chapters that fall into **bad standing** with The Office of Fraternity & Sorority Life will lose privileges until the requirements are completed (meaning these privileges will be restored upon completion or make-up completion of requirements).

- Loss of Privileges:
 - Hosting events
 - Space Reservations

Additionally, chapters in bad standing will also meet with FSL Staff to develop a chapter performance enhancement plan based on the following plan:

➤ Chapter Performance Enhancement Plan:

Semester 1: Chapter President will meet with FSL Staff and council graduate assistant to develop an action plan to meet the minimum standards that is shared with the chapter advisor.

Semester 2 (consecutive): Chapter leadership team, FSL Staff, and council graduate assistant will meet to discuss the previous year's performance, a performance enhancement plan, goals for the next semester, and agreed upon recurring advising sessions.

It's important to note that these consequences are implemented with the goal of encouraging improvement and maintaining the standards of the chapter and The Office of Fraternity and Sorority Life. They're designed not only to correct deficiencies but also to help chapters grow and thrive. OFSL provides support, guidance, and resources to help struggling chapters improve their performance and meet the required standards.

III. 2024 Standards

A. Academics

B. Civic Engagement

C. Operations

D. Education/Programming

E. Excellence

IV. 2024 Standard Components

A. ACADEMICS (4 Components)

Total Potential Points: 11 Points

Minimum Point Requirements: N/A

1- Chapter Semester GPA (Active + New Members) (3 POINTS)

1. Chapter maintains an overall semester GPA of a 2.50 or greater.
 - a. Overall semester GPA is the average of all active and new members.
 - b. Includes members on leave/inactive period and members graduating that semester.
2. How to Submit: Calculated by FSL Staff
3. Due Date: End of each semester
4. Points:
 - a. 3 points for member average GPAs at or above 3.50
 - b. 2 points for member average GPA at or above 3.0
 - c. 1 point for member average GPA at or above 2.50
 - d. 0 points for member average GPA below 2.50

2- Active Member Semester GPA (3 POINTS)

1. Chapter maintains an overall semester GPA for active members of a 2.50 or greater.
 - a. Active Members are any member listed on the roster who are not new members.
 - b. Includes members on leave/inactive period (for 2 semesters or under) and members graduating that semester.
2. How to Submit: Calculated by FSL Staff
3. Due Date: End of each semester
4. Points:
 - a. 3 points for AM average GPAs at or above 3.50
 - b. 2 points for AM average GPA at or above 3.0
 - c. 1 point for AM average GPA at or above 2.50
 - d. 0 points for AM average GPA below 2.50

3- New Member Semester GPA (3 POINTS)

1. Chapter maintains an overall semester GPA for new members of a 2.50 or greater.
 - a. New members are those who have accepted a bid or invitation of membership to the organization that semester.

- b. Includes members on leave/inactive period (for 2 semesters or under) and members graduating that semester.
- 2. How to Submit: Calculated by FSL Staff
- 3. Due Date: End of each semester
- 4. Points:
 - a. 3 points for NM average GPAs at or above 3.50
 - b. 2 points for NM average GPA at or above 3.0
 - c. 1 point for NM average GPA at or above 2.50
 - d. 0 points for NM average GPA below 2.50

4- Chapter Academic Program (2 POINTS)

- 1. Chapter provides a written document that outlines comprehensive academic chapter programming. Any of the following is considered a chapter academic program:
 - a. Workshops and Educational Events:** Organized workshops, seminars, or events (study sessions) aimed at enhancing academic skills, time management, study techniques, or career development.
 - b. Collaboration with Educational Institutions:** Partnerships with academic institutions or departments within the university for additional academic resources or support.
- 2. Written document must include the following:
 - a. Attendance Number
 - b. Location
 - c. Date
 - d. Description of Event
- 3. How to Submit: JotForm
- 4. Due Date: End of each semester
- 5. Points:
 - a. 2 points for submission with all content provided
 - b. 1 point for submissions late or missing content
 - c. 0 points for no submission

B. CIVIC ENGAGEMENT (3 Components)

Total Potential Points: 8 Points

Minimum Point Requirements: N/A

1- Service Hours (2 POINTS)

- 1. Chapter completes an average of five (5) community service hours per active member and new member each semester.
 - a. Community service is defined as voluntary, unpaid work and contributions aimed at benefiting/positively impacting the community.

2. How to Submit: ETSU Serves
3. Due Date: End of each semester
4. Points:
 - a. 2 points for averaging at least five (5) hours of service per member
 - b. 0 points for averaging less than five (5) hours of service per member

2- Philanthropy Events (3 POINTS)

1. Chapter hosts one philanthropic project to raise money for or donate goods to a charity/service organization.
 - a. Includes your chapter-specific philanthropy.
 - b. Philanthropic events require a donation to be made to a nonprofit/charitable organization. **Proof of donation (receipt to organization) is required to receive points.**
2. How to Submit: JotForm
3. Due Date: End of each semester
4. Points:
 - a. 3 points for hosting a philanthropic event
 - b. 0 points for not hosting a philanthropic event
 - c. Note: If proof of donation is not included in submission, 0 points will be given.

3- Service Saturdays Attendance (3 POINTS) (Each Semester)

1. 30% of chapters attend at least one or more Service Saturday hosted by The Office of Leadership and Civic Engagement each semester. *These dates are determined by The Office of Leadership and Civic Engagement.*
2. How to Submit: Registration and attendance will be tracked through and in partnership with The Office of Leadership and Civic Engagement. *Note: When registering, you must indicate your chapter on the registration form.
3. Points:
 - a. 3 points for 30% or more of chapter participating in at least one Service Saturday
 - b. 2 points for 10 – 29.9% of chapter participating in at least one Service Saturday
 - c. 1 point for less than 10% of chapter participating in at least one Service Saturday

C. OPERATIONS (18 Components)

Total Potential Points: 63 Points

Minimum Point Requirements: 58 Points

1- President's Roundtable Attendance (3 POINTS)

1. The president (or approved representative) attends all President's Roundtables each month of the academic semester.
 - a. If the president needs to be excused from President's Roundtable and send a representative, an email to an FSL Staff member will be required to receive points.
2. How to Submit: Calculated by FSL Staff
3. Due Date: Last Thursday of each month
4. Points:
 - a. 3 points for attending all meetings
 - b. -1 point for each meeting missed

2- FSL Spring & Fall Retreats (3 POINTS) (Each Semester)

1. Spring: President, Risk Manager, and Social Chair (or approved representatives) attend the Spring FSL Leaders Retreats.
2. Fall: President (or approved representative) attends the Fall President Retreat.
 - a. If President, Risk Manager, and/or Social Chair cannot attend, a representative must attend in their place and be approved before the retreat by FSL Staff.
 - b. Points are given only if members stay the entire time unless otherwise approved by FSL Staff.
3. How to Submit: Calculated by FSL Staff
4. Due Date: Beginning of each semester
5. Points for Spring Retreat:
 - a. 3 points for all positions attendance
 - b. 2 points for 2 out of the 3 positions attendance
 - c. 1 point for 1 out of the 3 positions attendance
 - d. 0 points for no chapter attendance
 - i. *For chapters who are unable to fill all three (3) positions due to chapter size, three (3) points will be given for the President's attendance.*
6. Points for Fall Retreat:
 - a. 3 points for President's (or approved representative) attendance
 - b. 0 points for no chapter attendance

3- BucHub Updates (2 POINTS)

1. Chapter has updated BucHub with current officers and advisor contact information within seven (7) days of officer transition. **This must be submitted regardless of whether or not there is a change with officers or advisors.**

2. How to Submit: Screenshot of updated BucHub organization page I submitted on JotForm
3. Due Date: Seven (7) days after officer transitions
4. Points:
 - a. 2 points for on-time completion
 - b. 1 point for late submission (within seven (7) days of deadline)
 - c. 0 points for incompleteness

4- SAO End of Year Report (2 POINTS) (Spring Only)

1. Chapter completes and submits the End-Of-Year report to BucHub by designated date set by SAO to remain in good standing as a student organization.
2. How to Submit: BucHub, Calculated by FSL Staff
3. Due Date: End of spring semester
4. Points:
 - a. 2 points for on-time completion
 - b. 0 points for incompleteness

5- Stud. Org. Annual Renewal (SOAR) & Registration (2 POINTS) (Fall Only)

1. Chapter has attended and completed the Student Organization Annual Renewal (SOAR) and has completed the registration process by the deadline set by SAO.
2. How to Submit: President or representative fulfills SAO obligations/ Calculated by FSL Staff
3. Due Date: Multiple trainings throughout August and deadline set by SAO
4. Points:
 - a. 2 points for on-time completion of SOAR and registration
 - b. 0 points for incompleteness

6- Initial Roster (5 POINTS) (Beginning of Each Semester)

1. Chapter submits roster using template provided at the beginning of the semester by the deadline.
2. How to Submit: Download initial roster template, fill out, and submit on JotForm
3. Due Date: Beginning of fall and spring semesters on a date designated by FSL staff.
4. Points:
 - a. 5 points for on-time submission with no formatting/content errors

- b. 3 points for on-time submission with some formatting/content errors
- c. 0 points for late/no submission

7- Final Roster (5 POINTS) (End of Each Semester)

1. Chapter submits roster using template provided at the end of the semester by the deadline.
2. How to Submit: Download initial roster template, fill out, and submit on JotForm
3. Due Date: End of fall and spring semesters on a date designated by FSL staff.
4. Points:
 - a. 5 points for on-time submission with no formatting/content errors
 - b. 3 points for on-time submission with some formatting/content errors
 - c. 0 points for late/no submission

8- Council Meeting Attendance/Participation (3 POINTS)

1. Chapters attend each respective council meeting (IFC, CPH, or NPHC) throughout the semester.
2. Additional point(s) are given if chapter arranges and presents educational programming at council meetings.
3. How to submit: Calculated by FSL Staff
4. Due Date: End of each semester
5. Points:
 - a. 3 points for representation at all council meetings
 - b. 1 point for 1-3 absences from council meetings
 - c. 0 points for 4+ absences from council meetings
 - d. 1 bonus point for sponsoring/presenting educational programming at council meeting

9- Advisor Contact List (2 POINTS)

1. Chapter maintains a chapter advisor roster with contact information for each advisor and submits the Advisor Contact Info Form each semester.
- a. If advisors change in the middle of the semester, the form must be filled out at least seven (7) days after a new advisor is installed.
2. How to Submit: Jotform
3. Due Date: Date designated by FSL Staff
4. Points:
 - a. 2 points for on-time submission and changes made throughout the semester
 - b. 0 points for late/no submission

10- Initial Officer Information Form (4 POINTS)

1. Chapter continually ensures FSL has accurate and updated information about chapter officer positions by completing the Officer Contact/Updates form.
- a. **This form must be submitted regardless of whether there were any changes with officers.**
2. How to Submit: Submit “Officer Contact/Updates” form via Jotform .
3. Due Date: Beginning of officer term and throughout each semester.
4. Points:
 - a. 4 points for on-time submission
 - b. 2 points for late/incomplete submission (within seven (7) days)
 - c. 0 points for late/no submission (after seven (7) days)
 - d. +1 Bonus Point if President holds office hours and includes those in the report.

11- Final Officer Information Form (4 POINTS)

1. Chapter continually ensures FSL has accurate and updated information about chapter officer positions by completing the Officer Contact/Updates form.
- a. **This form must be submitted regardless of whether there were any changes with officers during the semester.**
2. How to Submit: Submit “Officer Contact/Updates” form via JotForm
3. Due Date: Beginning of officer term and throughout each semester.
4. Points:
 - a. 4 points for on-time submission
 - b. 2 points for late submission (within seven (7) days)
 - c. 0 points for late/no submission (after seven (7) days)

12- Officer Update Form (Only When Vacancy Occurs)

1. Chapter continually ensures FSL has accurate and updated information about chapter officer positions by completing the Officer Contact/Updates form.
- a. **This form must be submitted when any changes to your chapter officers have occurred (including removal, resignation, vacancy, etc.).**
2. How to Submit: Submit “Officer Contact/Updates” form via JotForm
3. Due Date: Anytime a change in an officer position occurs **after submission of initial officer report and before**

submission of final officer report. This form is only for officer changes after the initial officer report form and prior to the final officer report. Typically, the circumstances for this form are when an officer is removed, resigned, or a previously vacant position has been filled.

4. Points:
 - a. 0 Points Per Submission
 - b. -1 point for late submission (within seven (7) days) per position
 - c. -2 points for no submission per position

13- President's 1:1 Meetings with FSL Staff Advisor (3 POINTS)

1. Chapter president schedules and attends monthly one-on-one meeting with their respective advisor.
2. How to Submit: President submits Pre- and Post-Reflections as required via JotForm and Schedules through Staff Advisor's preferred method.
3. Due Date: By the end of each month during each semester
4. Points:
 - a. 3 points for scheduling and attending all meetings and completing all Pre- and Post-Reflections
 - b. 2 points for missing one (1) meeting
 - c. 0 points for missing two (2) or more meetings

14- Financial Standings (3 POINTS)

1. Chapter maintains good standings financially with Headquarters/Nationals, University, and Council.
 - a. Financial Good Standing is defined as being on a current payment plan or not having past-due debt with an entity listed above.
2. How to Submit: FSL Staff will collect financial status from each entity
3. Due Date: End of each semester
4. Points:
 - a. 1 point for financial good standings with each entity (Headquarters, University, Council)
 - b. 0 points for financial bad standing with any of the three (3) entities

15- Contracts (3 POINTS)

1. Chapter fulfills contractual obligations (including proper documentation and payments) for housing/space on campus. If

the chapter does not have a space or housing on campus, they will receive full points.

2. How to Submit: FSL Staff will collect financial status from each entity
3. Due Date: End of each semester
4. Points:
 - a. 3 Points for:
 - 1- The contract
 - 2- proof of payment (invoice + receipt of payment),
 - 3- additional documents (i.e., policy information/proof of insurance)
 - b. 1 Point for late submission (within 7 days of due date)
 - c. 0 Points for missing documentation of contractual obligations

16- Conduct Standings (15 POINTS)

1. Chapter and members abide by chapter, council, and University values and standards.
2. How to Submit: FSL, in partnership with Dean of Students and respective council, will track conduct and judicial standings. Chapters will be notified of point deduction.
3. Points:
 - a. Each chapter will start the semester with 15 points. For each violation that a chapter collects over the year, points will be deducted.
 - i. -1 point for policy violations
 - ii. -2 points for Code violations
 - iii. -5 points for Outside Department violations (Intramurals, POLO, etc . . .)
 - iv. -10 points for Hazing violations

17- Alumni Outreach (2 POINTS)

1. Chapter maintains regular contact with their alumni at least one time per semester.
 - a. Describe the ways that your organization worked to engage with alumni this year. Describe any relevant events (time, place, attendance, etc.)
 - b. Proof of communication to alumni is required to receive points.
2. How to Submit: JotForm
3. Due Date: End of each semester
4. Points:
 - a. 2 points for on-time submission
 - b. 0 points for late/no submission

18- Space Utilization Survey (2 POINTS)

1. Chapter is using Office Facilities and Campus Space.
 - a. Complete survey about use of council office.
 - b. Complete survey about use of campus space.
2. How to Submit: JotForm
3. Due Date: End of each semester
4. Points:
 - a. 2 points for on-time submission
 - b. 0 points for late/no submission

D. EDUCATION & PROGRAMMING (5 Components)*Total Potential Points: 20 Points**Minimum Point Requirements: 10 Points***1- Risk Management Training (2 POINTS)**

1. Chapter attends Risk Management Training hosted by FSL Staff each fall semester.
 - a. Risk Management Training must be completed before a social event is held.
 - b. If chapter cannot attend, make-up will be scheduled at the beginning of each semester.
 - c. This is NOT EPIC.
2. How to Submit: Calculated by FSL Staff
3. Due Date: Beginning of each semester
4. Points:
 - a. 2 points for completion of training
 - b. 0 points for incompleteness of training

2- EPIC Attendance (10 POINTS) (Fall Only)

1. At least 80% of active chapter members and new members (combined) attend the Fraternity & Sorority Life EPIC.
 - a. Members must attend the entire event.
2. How to submit: Calculated by FSL Staff
3. Due Date: Date of EPIC designated by FSL Staff
4. Points:
 - a. 10 points for 80% of active and new members in attendance
 - b. 5 points for 50 - 79.9% of active and new members in attendance
 - c. 3 points for 30 - 49.9% of active and new members in attendance
 - d. 1 point for less than 30% of active and new members in attendance

e. 0 points for no chapter attendance

3- Chapter Educational Program (3 POINTS)

1. Chapter coordinates/hosts programs in at least one or more of the areas listed below each semester.
 - a. Chapter Educational Program can be about any of the following topics:
 - i. General Risk Mitigation/Management
 - ii. Alcohol Use/Abuse
 - iii. Drug Use/Abuse
 - iv. Hazing Prevention
 - v. Sexual Assault/Misconduct (Including but not limited to Dating Violence, Bystander Intervention, and Domestic Violence)
 - vi. Health and Wellness (Physical Health, Mental Health, General Well-Being)
 - vii. Cultural Competency (Diversity, Multicultural Education, Inclusion, Equity)
 - viii. Leadership Skills (Time Management, Personal Impact, Career Development)
 - ix. Values-Based Workshops
 - x. If there is a topic that is not listed that you want to go toward this standard, it must be approved by FSL Staff.
2. How to Submit: Description of program, proof of completion of program (submit PowerPoint, worksheet, etc.) and attendance must be submitted via JotForm
3. Due Date: End of each semester
4. Points:
 - a. 3 points for each program submitted on time and correctly
 - b. 1 point for each program submitted on time but with content errors
 - c. 0 points for late/no submission

4- Chapter Co-Sponsored Program/Event (3 POINTS)

1. Chapter co-sponsors at least one or more educational programs or collaborative event with another student organization or chapter.
 - a. These events/program must be alcohol-free.
 - b. Additional points are given if the co-sponsoring organization is a chapter from another council (College Panhellenic Council, Interfraternity Council or National Pan-Hellenic Council).

2. How to Submit: Description of program, proof of completion of program (submit PowerPoint, worksheet, etc.) and attendance must be submitted via JotForm
3. Due Date: End of each semester
4. Points:
 - a. 3 points for each program submitted on time and correctly with a chapter from another council
 - b. 2 points for each program submitted on time and correctly (not with a chapter from a different council)
 - c. 1 point for each program submitted on time but with content errors
 - d. 0 points for late/no submission

5- University Department Collaboration (2 POINTS)

1. Chapter collaborates with a university department/office to host a chapter/council/public educational program.
2. These events can be chapter-specific, council-specific, or open to the public.
3. How to Submit: Description of program, proof of completion of program (submit PowerPoint, worksheet, etc.) and attendance must be submitted via JotForm
4. Due Date: End of each semester
5. Points:
 - a. 2 points for each program submitted on time and correctly
 - b. 1 point for each program submitted on time but with content errors
 - c. 0 points for late/no submission

Note: Organizations are allowed and encouraged to complete multiple programs within one event. For example, if organizations co-sponsor a risk management program with another organization from another council and a department on campus, this would satisfy “Chapter Educational Program”, “Chapter Co-Sponsored Event”, and “University Department Collaboration”.

- E. **EXCELLENCE** (8 Components)
Total Potential Points: 24 Points
Minimum Point Requirements: 2 Points

1- Council Obligations & Representation (2 POINTS)

1. Chapter has required representation at the council-level for roles including recruitment counselors, judicial boards, committee members, and/or officers.
2. How to Submit: Calculate/collected by FSL staff
3. Due Date: End of each semester
4. Points:
 - a. 2 points for fulfilling council obligations
 - b. 0 points for not fulfilling obligations

2- AM Retention (3 POINTS)

1. Chapter will earn points based on retention of Active Members during the semester. (Removed, Resigned, Transferred, Inactive (Academics/Financial/Conduct) count against total.
2. How to Submit: Calculated by FSL Staff
3. Points:
 - a. 3 points for 95%-100% of Active Members Retained
 - b. 2 Points for 90%-94% of Active Members Retained
 - c. 1 Point for 85%-89% of Active Members Retained
 - d. 0 Points for <85% of Active Members Retained

3- NM Retention (3 POINTS)

1. Chapter will earn points based on retention of New Members during the semester. (Removed, Resigned, Transferred, Inactive (Academics/Financial/Conduct) count against total. *If a chapter does not take new members, they will still earn full points.*
2. How to Submit: Calculated by FSL Staff
3. Points:
 - a. 3 points for 95%-100% of New Members Retained
 - b. 2 Points for 90%-94% of New Members Retained
 - c. 1 Point for 85%-89% of New Members Retained
 - d. 0 Points for <85% of New Members Retained

4- Roster Workshop (2 POINTS) (Beginning and End of Semester)

1. Chapters can earn 1 point for each Roster Workshop they attend per semester to confirm their roster submission or ask for help.
2. How to Submit: Calculated by FSL Staff
3. Points:
 - a. 1 point for each roster workshop attended (2 points per semester if attends all

5- Campus Leadership of Members (3 POINTS)

1. 20% of active chapter members and/or new members are involved in another student organization in a leadership capacity. Chapter submits the organizations and leadership positions members are involved in outside of Fraternity & Sorority Life.
 - a. Leadership roles include elected or appointed officer roles, student athletes, and any leadership involvement in another student organization including POLO, Expedition Leaders, SGA, and any jobs on campus.
2. How to Submit: Indicate organizations and positions of each member using template provided and submit via JotForm
3. Due Date: End of each semester
4. Points:
 - a. 3 points for 20% or more of the chapter involved in a leadership role in non-FSL organizations
 - b. 2 points for 10 - 19.9% of chapter involved in a leadership role in non-FSL organizations
 - c. 1 point for 5 - 9.9% of chapter involved in a leadership role in non-FSL organizations
 - d. 0 points for >5% of chapter involved in a leadership role in non-FSL organizations

6- Alternative Breaks Participation (3 POINTS)

1. Chapter is represented on alternative breaks through The Office of Leadership and Civic Engagement.
2. How to Submit: JotForm
3. Due Date: After spring break
4. Points:
 - a. 3 points for 5+ members participating
 - b. 2 points for 3-4 members participating
 - c. 1 point for 1-3 members participating
 - d. 0 points for no participation
 - e. *For chapters with 10 members or less, 3 points will be given for any participation in Alternative Breaks.*

7- Looking Ahead (3 POINTS)

1. Chapters submit a detailed explanation of the upcoming semester's goals and action plans.
 - a. Chapters should prepare to transition into the next semester successfully and with intention. Chapters should have goals for the upcoming semester.
 - b. Hold goal-setting meetings to gain input from members.
 - c. Articulate S.M.A.R.T. goals.

2. How to Submit: Complete worksheet template available on JotForm and submit on JotForm
3. Due Date: End of each semester by a designated date set by FSL Staff
4. Points:
 - a. 3 points for submitting worksheet on time and correctly
 - b. 2 points for submitting worksheet late (within seven (7) days)
 - c. 0 points for late/no submission (after seven (7) days)

8- Summit Awards (5 POINTS) (Spring Only)

1. Chapters earn 1 point for each award submission and 2 points for each award won at ETSU's Annual Summit Awards. The awards/recognitions include:
 - a. Chapter of the Year
 - b. Man/Woman of the Year
 - c. New Member of the Year
 - d. Unsung Hero
 - e. Honor Societies
 - f. 1911 Society
2. How to Submit: Awards won will be calculated by FSL Staff.
3. Due Date: By the date determined by ETSU for Summit Awards Nominations Deadline/Day of Summit Awards
4. Points:
 - a. 1 point for each submission (capped at 5 points)
 - b. +2 points for each award won

9- Doing Good (5 POINTS)

1. Chapters earn points for submitting proof and/or being documented for the chapter "doing good" activities for the community, campus, or others in activities **unrelated** to their philanthropy.
2. How to Submit: Calculated by FSL staff
3. Due Date: End of the semester
4. Points:
 - a. 5 points for submission, appropriate description of activity, photos of activity, and appropriate documentation of acknowledgement of service (social media shout out, signed letters, etc . . .)
 - b. 1-3 points for inadequate submission
 - c. 0 points for late/no submission