Red Hawk Accreditation System

Spring 2015
Dear Greek Community,

As we begin the New Year we are officially putting into place the NEW Red Hawk Accreditation system. This system was created by the Office of Greek Life through your input and suggestions. The system will be enacted immediately.

Please understand the importance behind the accreditation process and the new changes that have been made to overall create a more thriving and successful Greek community here at Montclair State University.

One change that has been made that is prominent to note is the outcome of the accreditation process which indicates the levels of accreditation which every organization will be assigned upon the completion of your packet. Packets are due the last of class, May 5, 2015 and are to be uploaded to HawkSync under the forms tab in the Greek Life portal. As part of the requirement, you will be mandated to meet with your advisor monthly and receive a signature upon the completion of every meeting; this form (Page 6) needs to be handed in separate from HawkSync, and brought to my office no later than the above stated deadline or your packet will be deemed incomplete. All information that you submit will be based on the spring 2015 active roster due by January 26th, 2015, if you fail to update your roster and/or inform me that a member of your organization has gone inactive throughout the semester then you will be penalized through the accreditation process for not having their requirements listed.

The levels indicate your status on campus for the upcoming semester please note there are three levels which are Active, Probationary and Inactive, all levels and the outcomes of each level is explained in the packet.

Active status indicates that you fulfilled all six requirements of the accreditation process completely, those are Scholarship, Community Service, Philanthropy, Citizenship, Accountability and Development. If you fully complete all six requirements you will be notified of your active status. If you meet 2-5 of the mandated requirements you will be deemed on probationary status and if you complete only one or below requirements will be inactive on campus, your organization’s president and campus advisor will be notified of your status.

Your status will be deemed by the Office of Greek Life and deemed final for the following semester.

The purpose of this process is to challenge you as Greek organizations to be the best representation of yourselves within the Montclair State community.

Go Greek!

Best,

Emily Cordero
Coordinator of Greek Life
Scholarship

- All active members must maintain a cumulative GPA of a 2.5 each semester, if they fail to do so they will be placed on Greek academic probation.
- All new members interested in going through your process must have a minimum 2.5 to be eligible to join and must maintain above a 2.5 through and by the end of the semester in which he/she underwent their process.

***This accounts for whether or not there is fall or spring intake***

Community Service

For help finding community service hours, contact the Volunteer Resource Center at volunteer@mail.montclair.edu

- All Fall Active Members must complete 10 hours of community service.
- All Spring Active Members must complete 10 hours of community service.

**THIS MEANS each member of the organization must complete his or her own 10 hours of community service**

Ex: One member cannot do 5 while another member does 15.

In regards to “walks”, no more than 5 hours can be accounted for in regards to community service for being a participant or competing in a walk. If members are there helping out with set up and execution of a walk that can be accounted for under community service requirements.

The number of your members that have to complete hours are all your actives at the START of each Fall and each Spring semester.

Philanthropy

- All Fall Active Members must raise $15 each semester.
- All Spring Active Members must raise $15 each semester.

**THIS MEANS that each member of each organization must raise his or her own $15.**

Ex: One member cannot raise $5 while another member raises $25**

For Nationals, the money raised will overlap so that the requirement is met for both the school and the organization’s headquarters.

A letter of authenticity is required after you have donated the money to a cause/foundation/charity.

The number of your members that have to raise money are all your actives at the START of each Fall and each Spring semester.

Equation: Total Money Raised
# of Members
Citizenship

- Co-Sponsor 4 events with another organization (*per semester*):
  a) 1 Greek event within council
  b) 1 Greek event outside council
  c) 1 University Department event (SGA, Health Services, CSI, etc)
  d) 1 Non-Greek event (clubs)

  **Each organization must have 4 events where each event will have one of the four cosponsors. You as the Greek organization should be the primary sponsor for the events C-D stated above therefore you will have to reach out to departments to sponsor events with, not strictly relying on them to plan them.**

- Each organization must attend one athletic event per semester in the organization’s letters.
  - Organization with 10 or less members → 2 must attend.
  - Organization with 11 or more members → 25%

- 40% of Active Membership attends four (4) Greek events.
  a) 1 within your council
  b) 3 outside of your council (must be 3 separate councils)

Organization Accountability

- Every president must meet with the Coordinator of Greek Life for a mid-year progress report between January 15th to February 28th. The meeting must be scheduled by the President.

- Rosters must be updated at the beginning of each semester, failure to do so will result in immediate inactive status. All rosters must be up to uploaded to HawkSync before January 26th.

- Proof of Insurance must be updated at the beginning of each semester, failure to do so will result in immediate inactive status. All proof of insurances must not be expired and uploaded to HawkSync before January 26th.

- Turn in ALL documents by due dates. This can be via HawkSync, email, or the Greek Office depending on the paperwork.

- No more than 1 unexcused absence from Greek Council Meeting.

- No more than 1 unexcused absence from a council meeting (IFC, ISC, NPC, UGC, NPHC, Pro House).

- The Greek Council representative must stay the same all year unless certain circumstances occur. (Ex: Class, Graduation, Sickness)

- Submission of Greek Council dues by the first Greek Council meeting of the semester.

- One formal monthly meetings with Campus Advisor however continuous communications throughout the academic year.
Development

- Participation in ALL mandated Greek Office retreats/trainings with the required amount of members.
- Participation in Fall/Spring SGA retreats/trainings with the required amount of members.
- Every chapter member participation in Relay for Life (This will not be accounted for as community service or philanthropy, each member does not need to participate through your chapter’s team at the event but needs to be a member on one of the Relay teams)
- Every member must attend 2 Leadership Program sponsored by Leadership Development and Campus Connections
- Hazing Workshop (President, New Member Educator, and all potential new members)
- Participation in Safe Space Training – February 21, 2015 (Registration Link Required | Minimum 1 member per organization, maximum 5 members)
  - If a member has already been Safe Space trained, another new member should be attending.
MONTHLY MEETINGS WITH CAMPUS ADVISOR

Discussions with advisors should center around the development of the organization, this includes communicating what events the organization is having throughout the semester, if they are having intake or interest groups, deadlines for paperwork from the Office of Greek Life and the overall operations of the organization and its members.

Organization: ________________________________________________________________

President Name: ______________________________________________________________

Advisor Name: ________________________________________________________________

Advisor Email: ________________________________________________________________

After you complete your monthly meeting with your advisor, please have them sign below.

JANUARY 2015
Advisor Signature: ______________________________________________________________________
Meeting Date: ______________________________________________________________________

FEBRUARY 2015
Advisor Signature: ______________________________________________________________________
Meeting Date: ______________________________________________________________________

MARCH 2015
Advisor Signature: ______________________________________________________________________
Meeting Date: ______________________________________________________________________

APRIL 2015
Advisor Signature: ______________________________________________________________________
Meeting Date: ______________________________________________________________________

MAY 2015
Advisor Signature: ______________________________________________________________________
Meeting Date: ______________________________________________________________________

Upon completion of your Accreditation paperwork, that is due no later than May 5th, 2015, please upload your accreditation packet to Hawk Sync and bring this form to Emily Cordero’s office (CSI 104G). Failure to bring this paper before the deadline will result in an incompletion of your packet.
Levels for Accreditation Process

Requirements to be completed:
Scholarship
Community Service
Philanthropy
Citizenship
Organization Accountability
Development

ACTIVE

Completion of all six requirements
Active status states you are a recognized Greek organization and within good standing of Montclair State University and the Office of Greek Life. Being active means your organization is allowed to have intake, host events on campus, have voting rights at Greek Council weekly meetings, and participate in Greek Life wide events (including Greek Week, Greek Banquet, etc.). This status also indicates you will be allowed to have your organization’s flag displayed in front of the C-store.

PROBATIONARY STATUS

Completion of 3-5 requirements and/or partial completion of all six requirements
Probationary status indicates that you are still a recognized Greek organization however you are currently not within good standing with the Office of Greek Life or the University. Probationary status indicates you are still allowed to attend and vote at Greek Council and individual Council meetings; however you will not be allowed to have intake for the next semester that your organization wishes to do so. You will be mandated to have a minimum of ONE monthly meeting with the Coordinator for Greek Life to go over improving your status and create a game-plan on how the organization will improve to become active the next semester.

INACTIVE

Completion of 2 or less requirements and/or incompletion of packet
Inactive status states that your are NOT a recognized Greek organization on campus, you will not be able to host any intake, events, have a voting right in Greek Council or be allowed to attend individual Council meetings. Your organization’s flag will be taken down in front of the C-store until you have improved your status for the next semester (gained probation/active status) determined by the Coordinator of Greek Life, if your organization has a rock you will have to meet with SGA and the rock committee to determine if it will continue to be displayed on campus. You will be listed on HawkSync, University webpage and all Greek related material as an unrecognized group on campus.

The follow will apply if you find your organization receives probationary or inactive status for multiple consecutive semesters.

**Probation**
First Semester: Probation
Second Semester: Probation
Third Semester: Inactive

**Inactive**
First Semester: Inactive
Second Semester: Inactive
Third Semester: Lose charter and removal from campus for 2 year