



MONTCLAIR STATE UNIVERSITY
GREEK LIFE

Spring Red Hawk Accreditation

Office of Greek Life
Student Center, Center for Student Involvement 104G
Revised: November 2017

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How to Upload

Step 1. Gather all necessary supporting documents in electronic format; proof of service hours, letters of authenticity, flyers for events, proof of leadership workshops, photos, etc.

None of these documents are to be submitted in a hard copy, all must be submitted through Google Drive.

Step 2. Follow directions on Red Hawk Accreditation Form, posted under files on Hawksync for upload.

Step 3. Submit Advisor Monthly Meeting Form (page 13) to the Coordinator for Greek Life's mailbox (CSI 104G).

Step 4. Submit final Red Hawk Accreditation by sharing ownership of the Google Drive to greekaffairsgov.sgamsu@gmail.com

Scholarship

All active members must maintain a cumulative GPA of a 2.7 each semester

If members fail to meet the minimum requirement, they will be placed on Greek Academic Probation.

GPA Requirement		<p>100% of Organization is above minimum GPA Requirement-- 150</p> <p>75%-99% of Organization is above minimum GPA Requirement – 100</p> <p>50%-74% of Organization is above minimum GPA Requirement –50</p> <p>Less than 50% of Organization is above minimum GPA Requirement - 0</p>
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GPA Academic Probation Requirements		<p>For every member that does not complete the Academic Probation requirements</p> <p>-20 points per member who misses the requirement</p>
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Community Service

For help finding community service hours, contact the Volunteer Resource Center at volunteer@montclair.edu or the Assistant Director of Philanthropy and Service at greekaffairsservice.sgamsu@gmail.com.

<p style="text-align: center;">All Spring Active Members must Average 10 Community Service hours per member</p>		<p style="text-align: center;">10 or more hours completed per member-- 60</p> <p style="text-align: center;">7-9.9 hours completed per member- 30</p> <p style="text-align: center;">5-6.9 hours completed per member - 15</p> <p style="text-align: center;">Less than 5 hours completed per member - 0</p>
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Service Hours completed during the winter break will count for the Spring Semester.

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.

Philanthropy

<p style="text-align: center;">All Spring Active Members must raise \$15 each semester</p>		<p style="text-align: center;">100% of Organization completes the Minimum Fundraising Requirement- 60</p> <p style="text-align: center;">75%-99% of Organization completes the Minimum Fundraising Requirement - 30</p> <p style="text-align: center;">50%-74% of Organization completes the Minimum Fundraising Requirement - 15</p> <p style="text-align: center;">Less than 50% of Organization completes the Minimum Fundraising Requirement - 0</p>
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For Inter/national Organizations, 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.

Equation: $\frac{\text{Total Money Raised}}{\# \text{ of Members}}$

Citizenship

<p style="text-align: center;">Co- Sponsorship for Events</p> <p>4 Event Requirement Per Semester</p>	<p>1.) 1 Greek event within council</p> <p>2.) 1 Greek event outside council</p> <p>3.) 1 University Department event (SGA, CSI, Campus Rec etc.)</p> <p>4.) 1 Non- Greek event (clubs)</p>	<p>1.) 1 Greek event in council- 94 Incomplete - 0</p> <p>2.) 1 Greek event outside council - 94 Incomplete - 0</p> <p>3.) 1 University Department- 94 Incomplete - 0</p> <p>4.) 1 Non Greek - 94 Incomplete - 0</p>
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***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 University Department** therefore you will have to reach out to departments to sponsor events with, not strictly relying on them to plan them.*

****Recruitment/Intake Events cannot count as co-sponsorships or participation****

<p>Each Organization must attend one athletic OR musical concert (Kasser) event per semester in the Organization's letter</p>	<p>*Note: Organizations with 10 or less must have 2 members attend.</p> <p>Organizations with 11 or more members must have 25% attendance</p> <p><i>Please take a picture at the event as documentation</i></p>	<p>25% or more attendance at Athletic/Music Event - 73</p> <p>Less than 25% attendance at Athletic/Music Event - 33</p> <p>No Attendance at Athletic/Music Event -- 0</p>
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<p>40 % of Active Members attend 3 Greek events</p> <ol style="list-style-type: none"> 1) 1 within council 2) 2 outside council 	<p><i>If your organization consists of more than 75 members, you will only be required to prove that you sent 25% of your organization to an event.</i></p>	<p>40% of Active Membership at a Council Event –60</p> <p>40% of Active Membership at an outside council event—166 (83 points per event)</p>
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Organization Accountability

<p>Mid-Semester Progress Report Meeting:</p> <p>Every president must meet with the Coordinator of Greek Life for a mid- year progress report between January 15th to February 28th.</p>	<p><i>*The meeting must be scheduled by the President of your Organization.*</i></p>	<p>Schedule and meet with Coordinator for Greek Life— 60</p> <p>Failed to schedule and meet with the Coordinator for Greek Life — 0</p>
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<p>Rosters must be updated at the beginning of each semester. All rosters must be uploaded to HawkSync before the date indicated by the Office of Greek Life</p>	<p><i>*Failure to do so will result in immediate inactive status until it is submitted. *</i></p>	<p>Roster Submitted Before Deadline – 60</p> <p>Roster Submitted after Deadline – 30</p> <p>No Roster – 0</p>
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<p>Proof of Insurance must be uploaded at the beginning of each semester. All proof of insurances must not be expired and uploaded to HawkSync before the date indicated by the Office of Greek Life</p>	<p><i>*Failure to do so will result in immediate inactive status until it is submitted. *</i></p>	<p>Insurance Submitted Before Deadline – 60</p> <p>Insurance Submitted after Deadline – 30</p> <p>No Insurance -- 0</p>
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<p>Attendance at Greek Council</p>	<p><i>Absences are recorded semester by semester, therefore at the start of each semester your absences will start back at 0.</i></p>	<p>No Absence from Greek Council Meeting in Semester – 70</p> <p>10 points will be deducted from your Organization’s overall total score for every absence throughout the semester</p>
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<p>Attendance at Sub-Council Meetings</p>	<p><i>Absences are recorded semester by semester, therefore at the start of each semester your absences will start back at 0.</i></p>	<p>No Absence from Sub-Council Meeting in Semester – 70</p> <p>10 points will be deducted from your Organization’s overall total score for every absence throughout the semester</p>
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<p>Submission of Greek Council dues by the first Greek Council meeting of the semester</p>		<p>Dues Paid by Deadline – 70</p> <p>10 points will be deducted from your Organization’s overall total score for every day your dues are late</p>
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<p>One formal monthly meeting with Campus Advisor.</p>	<p><i>Continuous communications throughout the academic year.</i></p>	<p>January – 100 February – 100 March – 100 April –100</p>
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Development

<p>Participation in Spring SGA retreats/ trainings with the required amounts of members.</p>	<p><i>Two officers from your Organization are mandated at all trainings (for SGA Training your President and Treasurer are mandated to attend)</i></p>	<p>Two Officers present at SGA Spring Training—130</p> <p>One Officer present at SGA Spring Training – 107</p> <p>Failure to attend SGA Training – 0</p>
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<p>Relay for Life</p>	<p><i>*This will not be accounted for as community service or philanthropy.*</i></p>	<p>Register a Team for Relay for Life – 73</p> <p>50% or more of your Organization attends/participates at Relay for Life – 68</p> <p>49% - 10% of your Organization attends/participates at Relay for Life – 34</p> <p>9% or less of your Organization attends/participates at Relay for Life – 10</p> <p>No attendance/participation at Relay for Life -- 0</p>
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<p>Each member must attend 2 Leadership Programs</p>	<p>Accepted leadership programs can come from the following offices:</p> <ul style="list-style-type: none"> - Leadership Development and Campus Connections (LDCC) - Office of Equity and Diversity - LGBTQ Center - The Center for Career Services - Dean of Students (Bystander Intervention Training) 	<p>100% of Organization Completes Two Leadership Programs - 60</p> <p>75%-99% of Organization Completes Two Leadership Programs - 30</p> <p>50%-74% of Organization Completes Two Leadership Programs - 15</p> <p>Less than 50% of Organization Completes Two Leadership Programs - 0</p>
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BONUS POINTS

(Bonus points will be awarded on top of an organization's overall score based upon the following percentages)

<p>Safe Space Training</p>	<p>Organization members only need to attend Safe Space Training <i>ONCE</i>, therefore if a member has already been Safe Space Trained your Organization can include their name with the date they attended the workshop within the Safe Space Training section of the Accreditation packet.</p>	<p>100% of Organization members have completed Safe Space Training – 50</p> <p>75%-99% of Organization members have completed Safe Space Training – 35</p> <p>50%-74% of Organization members have completed Safe Space Training – 20</p>
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POINT DEDUCTIONS

<p>If you upload the Red Hawk Accreditation packet on Hawksync Late you will be deducted <u>100</u> points from your overall score.</p>		<p>If you submit the Monthly Campus Advisor Meeting Form to the Office of Greek Life late you will be deducted <u>100</u> points from your overall score.</p>
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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. Please use a blank form for the beginning of each new semester.

JANUARY

Advisor Signature: _____

Meeting Date: _____

FEBRUARY

Advisor Signature: _____

Meeting Date: _____

MARCH

Advisor Signature: _____

Meeting Date: _____

APRIL

Advisor Signature: _____

Meeting Date: _____

Upon completion of your Accreditation paperwork, that is due **no later than the last day of classes in the Spring** semester, please upload your accreditation packet to Google Drive **and bring this form to Emily Cordero's office (CSI 104G) by April 30th.**

Levels for Accreditation Process

Five Star Chapter – *Active and 5 Star Chapter*

Point Range: 2000 and above

5 Star Chapters status states you are an active, 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.). 5 Star Chapters will be recognized and awarded for their accomplishment yearly at the annual Greek Banquet, recognition on HawSync, the University Website and on a banner that will be displayed at large-scale Greek recruitment events.

4 Star Chapter – *Active 1908 Club*

Point Range: 1908-1999

4 Star Chapter status states you are an active, 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.).

3 Star Chapter – *Probationary Status*

Point Range: 1907-1272

3 Star Chapter 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. 3 Star Chapter means organizations are still allowed to attend and vote at Greek Council and individual Council meetings; you will be permitted to have recruitment/intake for the semester you are a 3 Star Chapter. 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

2 Star Chapter – *Probationary Status*

Point Range: 1271-636

2 Star Chapter 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. 2 Star Chapter means organizations are still allowed to attend and vote at Greek Council and individual Council meetings; however you will not be allowed to have recruitment/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

1 Star Chapter– *Inactive Status*

Point Range: 634 or below

1 Star Chapter status states that you're are inactive and 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 Outtakes Store in the Student Center until you have improved your status for the next semester (gained probation/active status) determined by the Coordinator of Greek Life. You will be listed on HawSync, University webpage and all Greek related material as an unrecognized group on campus.