

Fall 2021 Red Hawk Accreditation

Office of Greek Life | | Student Center, Center for Student Involvement 104G

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Packet Format

For each segment, you'll find the following format:

[Section Title]

[Section] has [number] [type: Individual or chapter] requirements:

Requirement: Each requirement will be explained here with the following information chart for each one.

Who is responsible:	(Individual or Organization)
Deadline:	Date requirement is due/must be completed by
What counts:	Explanation of what will count for the requirement
What doesn't:	Explanation of what will not count for the requirement
What to submit:	A description of what documentation is required and the format it needs to be in. Requirements that have 'N/A' here do not require submissions from the organization or individuals.
How to submit:	Instructions for how to submit the described documentation. Requirements that have 'N/A' here do not require submissions from the organization or individuals.
Note:	If there is anything particular to be aware of for the requirement, there will be a 'note' section.
Scoring:	The possible number of points for the requirement

We hope you find this format easier to read, understand, and follow.

We have also simplified the scoring. See page 5 for details.

RHA Submissions

Uploading Accreditation: CANVAS

All documents will be uploaded to CANVAS through your individual organizations CANVAS community. Once you are in the community the location to upload your proof of completing each RHA requirement will be under the assignments tab. All assignments that do not require a submission will reflect this in their assignment title (ex. Scholarship GPA Requirement – No Submission Needed)

Assignment Breakdown for Submissions Individual Assignments:

All members listed as active on the organizations roster submitted at the beginning of each semester will be added and MUST ACCEPT the canvas community invitation to upload their individual RHA requirements. The only individual assignments that are needed are:

- Proof of Community Service Hours
- Proof of Citizenship Attendance (Must be your co-curricular transcripts from Engage)

Chapter Assignments:

Chapter assignments only need to be uploaded by one member of the organization, this member should be the President or whomever the organization has appointed to upload RHA documents. Once one person has uploaded the document to the corresponding assignment, all members of the organization will receive notification.

Details on how to submit assignments are included in each requirement section below

IMPORTANT NOTE: EVERY ORGANIZATION MUST PROVIDE THE OFFICE OF GREEK LIFE WITH THE NAME OF THEIR RHA CHAIR OR ACTIVE MEMBER, WHO IS RESPONSIBLE FOR UPLOADING THEIR RHA DOCUMENTS. This individual will receive special viewing privileges on canvas so they can see what members have or have not submitted individual assignments.

Organizations who receive a score that gives them 3-star status or below will be given a grace period to submit corrections. Organizations receiving 4-star or 5-star scores will not be eligible for grace period resubmissions. Bonus points will not be reconsidered during the grace period.

For questions, please contacted the Executive Vice President of the Greek Council at executivevp.greekcouncil@gmail.com

Scoring

Scoring has been simplified for RHA. The maximum possible score (without bonus points) is 200. We have made scoring for individual assignments (based on % completion) consistent. Those breakdowns are below.

Individual Requirements will be scored as follows unless otherwise noted:

Scoring: Minimum possible points: 0	100% requirement completion — 10
	90-99% requirement completion — 9
Maximum possible	80-89% requirement completion – 8
points: 10	70-79% requirement completion – 7
	60-69% requirement completion – 6
	50-59% requirement completion – 5
	40-49% requirement completion — 4
	30-39% requirement completion – 3
	20-29% requirement completion – 2
	10-19% requirement completion — 1
	<10% requirement completion 0

Bonus Point Opportunity Individual Requirement scoring:

Scoring: Minimum possible points: 0	80-100% requirement completion – 5
	50-79% requirement completion – 4
Maximum possible points: 5	30-49% requirement completion -3
	20-29% requirement completion – 2
	10-19% requirement completion -1
	<10% requirement completion 0

Scholarship

Scholarship has **1 Individual** requirement:

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

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

Who is responsible:	Individuals earn the grades, Office of Greek Life reports	
Deadline:	December 10, 2021	
What counts:	Official GPA provided by institution to Office of Greek Life	
What doesn't:	Self-reported GPAs	
What to submit:	N/A	
How to submit:	N/A	
Note:	Points are deducted for incomplete Academic Probation assignments. See 'Deductions' section.	
Scoring:	100% requirement completion – 20	
Minimum possible points: 0 Maximum possible	90-99% requirement completion — 18	
points: 20	80-89% requirement completion – 16	
	70-79% requirement completion — 14	
	60-69% requirement completion – 12	
	50-59% requirement completion — 10	
	40-49% requirement completion – 8	
	30-39% requirement completion – 6	
	20-29% requirement completion – 4	
	10-19% requirement completion – 2	
	<10% requirement completion – 0	

Community Service

Community Service has **1 individual** requirement

Requirement: All Active Members must complete an average of 10 Community Service hours (per member)

(per member)		
Who is responsible:	Individual	
Deadline:	December 10, 2021	
What counts:	 Documented volunteer service provided to others, outside of your organization. In regards to "walks", no more than 5 total 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. If an organization is hosting a donation drive/table, those hours for hosting the drive/table can count for community service hours. 	
What doesn't:	 Donations such as canned goods, clothes, etc. do NOT count as community service hours. That is a donation and is classified as philanthropy. If you are receiving compensation (payment, housing, etc.) for work that you are doing it does not count as community service hours. Service hours "approved" by your own organization will not be accepted. 	
What to submit:	Community service Letter from agency where service was performed	
How to submit:	Must be in a Word Document that contains community service letters that state the following: Hours done, name of the person who did it & time and date of when the service was done. *See example in powerpoint from RHA Workshop	
Note:	Community Service is voluntary work intended to help people in which it is unpaid, is not required and gives back to others and/or a community.	
	For help finding community service hours, visit the Volunteer Center Engage page, or contact the Volunteer Resource Center at volunteer@montclair.edu or the Vice President of Programming at VPofProgramming.greekcouncil@gmail.com	

Scoring:	Minimum possible points: 0 Maximum possible points: 10 See 'individual requirement scoring' above for breakdown
	Total community service hours will be divided among active members to get the average number of hours. For example, if the average is 8 hours per member, you will receive 8 points.

Philanthropy

Philanthropy has **1 individual** requirement

Requirement: All Active Members must raise \$10 (per member)

Who is responsible:	Individual/Chapter
Deadline:	December 10, 2021
What counts:	Monetary and item donations. Must have a receipt. Relay for Life fundraising counts.
What doesn't:	Dues payments
What to submit:	One submission: Must be submitted by RHA Rep
How to submit:	Must be a Word Document containing proof (receipt, email exchange, screenshot) of the amount of money that was donated to philanthropy
Note:	For inter/national organizations, the money raised will overlap so that the requirement is met for both RHA and the organization's headquarters. A letter of receipt is required after you have donated the money to a cause (foundation (charity from the recipient)).
Scoring:	Cause/foundation/charity from the recipient. Minimum possible points: 0 Maximum possible points: 10 See 'individual requirement scoring' above for breakdown Total philanthropy funds will be divided among active members to get the average amount. For example, if 76% of your organization raised \$5, you will receive 7 points.

Citizenship

Citizenship has **2** requirements:

- 1 Organization Requirement
- 1 Individual Requirement

Organization Requirement

Choose one of the following options:

Options	Option A	Option B	Option C
Complete each of the requirements in the column of your choosing	Cosponsor a program with FIVE councils* (Five programs, any combination, including your own, once per council)	Cosponsor a program with FOUR councils* (Four programs, any combination, including your own, once per council)	Cosponsor a program with THREE councils* (Three programs, any combination, including your own, once per council)
	*co-sponsorships with Councils as a	AND	AND
	whole do not count	Cosponsor a program with a recognized non-Greek student organization	Cosponsor a program with a recognized non-Greek student organization
		*co-sponsorships with Councils as a	AND
		whole do not count	Cosponsor a program with a campus department
Scoring:	5 points per co-sponsorship (25	5 points per co-sponsorship (25	5 points per co-sponsorship (25
Minimum possible points: 0	max)	max)	max)
Maximum possible points: 45	Additional 25 points for completing full requirement	Additional 25 points for completing full requirement	Additional 25 points for completing full requirement

Who is responsible:	Organization
Deadline:	December 10, 2021
What counts:	Your organization co-sponsoring (through money, decorations, supplies, advertisement, etc.) an event hosted by another organization (not council). For University departments, they would

	co-sponsor an event hosted by your organization.
	You MUST indicate which option you chose (A, B, or C) or a point will be deducted.
What doesn't:	Attendance requirements/requests do not constitute co-sponsorships and will not count. Recruitment/Intake Events cannot count as co-sponsorships or participation. Co-sponsorships with Councils as a whole do not count.
	co-sponsorships with councils as a whole do not count.
What to submit:	PDF of approved Co-sponsorship agreement form (from Engage). Email Chains will ONLY be accepted if there is no agreement form
How to submit:	Upload pdf to assignment on Canvas. Be sure to indicate what option you chose.
Scoring:	See 'Options' chart above

Individual Requirement

Choose **two** of the following options:

Options	Choose any TWO of the following	
Option A	Attend 1 in-council event (not your organization)	
Option B	Attend 1 out of council event	
Option C Attend 1 non-Greek student organization event or Athletic event		

Who is responsible:	Individual
Deadline:	December 10, 2021
What counts:	Any event hosted by another student organization or athletic team.
What doesn't:	Any event co-sponsored by your organization. Recruitment/Intake Events or general body meetings do not count.
What to submit:	Copy of Co-curricular transcript or event history (must be marked as attended) from Engage (Event(s) must be highlighted). Photo proof can substitute only if the sponsoring organization has not added attendance to Engage.
How to submit:	Upload pdf of co-curricular transcript or Word Doc to assignment on Canvas

Note:	Individuals can attend events of their choosing. Attending 'as a chapter' is not required. Please choose events that interest you! You cannot use any event your organization is cosponsoring (no double dipping) or general body meetings.
Scoring:	Minimum possible points: 0 Maximum possible points: 10 See 'individual requirement scoring' above for breakdown

Organization Accountability

Organization Accountability has 7 organization requirements

Requirement: Rosters must be updated at the beginning of each semester. All rosters must be uploaded to Engage before the date indicated by the Office of Greek Life

Who is responsible:	Organization
Deadline:	September 24, 2021
What counts:	Complete, approved Engage registration
What doesn't:	Incomplete or denied Engage registration
What to submit:	Complete, accurate roster as required on Engage registration
How to submit:	Use <u>roster template</u> and upload to Engage through the registration process
Note:	Make sure all information on the roster is correct.
	Office of Greek Life staff will report receipt for scoring purposes
Scoring:	On time submission: 5 points Late submission: 3 points

Requirement: Proof of Insurance must be uploaded at the beginning of each semester. All proof of insurance must not be expired and uploaded to Engage before the date indicated by the Office of Greek Life

Who is responsible:	Organization
Deadline:	September 24, 2021
What counts:	Complete, approved Engage registration
What doesn't:	Incomplete or denied Engage registration
What to submit:	Complete, accurate roster as required on Engage registration
How to submit:	Upload current Insurance Certificate to Engage through the registration process
Note:	Office of Greek Life staff will report receipt for scoring purposes

Scoring:	On time submission: 5 points
	Late submission: 3 points

Requirement: Attendance at Greek Council

Who is responsible:	Greek Council Representative
Deadline:	December 10, 2021
What counts:	Attendance at Greek Council Meetings (must sign in on Zoom or with the VP of Marketing & Administration at in-person meetings)
What doesn't:	N/A
What to submit:	Must sign in to Zoom/with VP of M & A before 'New Business' portion of meeting for every meeting
How to submit:	N/A
Note:	Office of Greek Life staff will report meeting attendance for scoring purposes
Scoring:	Attendance at all meetings: 10 points Each absence: -1 point

Requirement: Attendance at Sub-Council Meetings

Who is responsible:	Sub-Council Representative
Deadline:	December 10, 2021
What counts:	Attendance at Sub-Council Meetings (must sign in on Zoom)
What doesn't:	N/A
What to submit:	Must sign in to Zoom for every meeting
How to submit:	N/A
Note:	Office of Greek Life staff will report meeting attendance for scoring purposes
Scoring:	Attendance at all meetings: 10 points Each absence: -1 point

Requirement: One formal monthly meeting with Campus Advisor (four meetings total)

Who is responsible:	Chapter President
Deadline:	December 10, 2021
What counts:	Formal meeting once a month with campus advisor
What doesn't:	N/A
What to submit:	Monthly Meeting with Campus Advisor Form on Engage
How to submit:	Complete Engage form one time, after your final meeting for the semester with your campus advisor.
	Your advisor must approve the form for full credit by December 14, 2021. They received these instructions from the Office of Greek Life via email.
Scoring:	10 points per meeting Maximum possible points: 40

Requirement: President/appropriate executive board member must attend all required trainings

Who is responsible:	President/appropriate executive board member
Deadline:	December 10, 2021
What counts:	Required workshops (2 points): • Greek Training (2 points) • August 31, 2021 • Greek Council Rep Training (2 points) • September 7, 2021 • RHA Workshop (point) • September 28th, 2021 7pm-8pm (In Person STCT411) • September 30th, 2021 3:30pm-4:30pm (Zoom) • October 4th, 2021 12:00pm-1pm (Zoom)
What doesn't:	N/A
What to submit:	N/A

How to submit:	N/A
Note:	Every individual workshop attendee must through Zoom (links provided on Community Calendar) and sign in to Zoom sessions. Do not share Zoom links. Office of Greek Life staff will report workshop attendance for scoring purposes
Scoring:	Maximum score: 5 points

Requirement: Mid-semester RHA check-in meeting with Office of Greek Life Staff Member

Who is responsible:	Person in your organization responsible for Red Hawk Accreditation or chapter president
Deadline:	November 5, 2021
What counts:	Mid-semester meeting scheduled with an Office of Greek Life Staff Member between October 11, 2021-November 5, 2021
What doesn't:	Meetings before October 11 or after November 5 or monthly advisor meetings
What to submit:	N/A
How to submit:	Schedule your appointment through Doodle (link coming soon)
Note:	When selecting your time, you MUST put your organization name as the name (can include your name as well). Confirmation emails with zoom links will be sent to chapter emails.
	Note that if you cannot select a time slot, that time has already been filled and you will need to select another time.
	Office of Greek Life staff will report meeting for scoring purposes
Scoring:	5 points

Development

Development has 1 individual requirement

Requirement: Attend two (2) approved Leadership Workshops

Who is responsible:	Individual
Deadline:	December 10, 2021
What counts:	Workshops hosted by the <u>Center for Leadership & Engagement</u>
	Workshops hosted by a Greek Organization that has been approved by the Office of Greek Life.
	Workshop hosted by the Office for Social Justice & Diversity Connecting the Dots I Am What I Am
	It's the Little Things (Microaggressions)LGBTQ 101
	• Trans 101
	Safe Space Training
	Workshops hosted by Career Services
What doesn't:	Workshops hosted by any other department/area
What to submit:	Co-curricular transcript
How to submit:	Copy of Co-curricular transcript or event history (must be marked as attended) from Engage (Event(s) must be highlighted). Photo proof can substitute only if the sponsoring organization has not added attendance to Engage.
Note:	Pre-recorded presentations are on Canvas. You must be logged in with your own account on Canvas.
Scoring:	Minimum possible points: 0 Maximum possible points: 20
	See 'individual requirement scoring' above for breakdown

Bonus Points

There are 3 bonus point opportunities (+ 1 tentative opportunity).

Note: Each opportunity can only be awarded once. No more than 25 bonus points will be granted. Bonus points will not be considered/reconsidered during the scoring grace period. Additional bonus point opportunities may become available throughout the semester.

Bonus Point Opportunity: Host an event with at least two additional co-sponsors

Who is responsible:	Organization	
Deadline:	December 10, 2021	
What counts:	An approved event (not leadership or community service) with at least two additional co-sponsors.	
What doesn't:	Events you are co-sponsoring, general meetings, recruitment events, approved leadership or community service events.	
What to submit:	Co-Sponsorship Form on Engage	
How to submit:	Screenshot of form approval on word doc	
Scoring:	2 points	

Bonus Point Opportunity: Host an approved Leadership Workshop

Who is responsible:	Organization	
Deadline:	December 10, 2021	
What counts:	Events that have been reviewed and approved by the Office of Greek Life as a Leadership Workshop (must submit form on Engage at least two weeks in advance of program)	
What doesn't:	Events that have not been approved by the Office of Greek Life as a Leadership Workshop	
What to submit:	Screenshot of approved form (either email or Engage notification)	
How to submit:	Include screenshot on a Word document	
Scoring:	1 point	

Bonus Point Opportunity: Host an approved Community Service Program

Who is responsible:	Organizations	
Deadline:	December 10, 2021	
What counts:	Events that have been reviewed and approved by the Office of Greek Life as a Community Service Program (must submit <u>form on Engage</u> at least two weeks in advance of program)	
What doesn't:	Events that have not been approved by the Office of Greek Life as a Community Service Program	
What to submit:	Screenshot of approved form (either email or Engage notification)	
How to submit:	Include screenshot on a Word document	
Scoring:	1 point	

Bonus Point Opportunity: Greek Leadership Conference attendance (Tentative)

Who is responsible:	Individual	
Deadline:	December 10, 2021	
What counts:	Recorded attendance at Greek Leadership Conference	
What doesn't:	Self-reported attendance	
What to submit:	Must sign in to each zoom session individually	
How to submit:	N/A	
Note:	Office of Greek Life staff will report conference attendance for scoring purposes	
Scoring:	Minimum possible points: 0 Maximum possible points: 5 See 'Bonus Point Opportunity Individual Requirement scoring' above for breakdown	

Deductions

Deductions will be taken after all submission scores are calculated.

Deduction	Notes	Points
Late RHA Submission	No submissions will be accepted after December 17, 2021	-10
Incorrect Submission	Point deduction for each category submitted incorrectly	-1
Late Advisor Monthly Meeting Form	Points deducted for late submission of Monthly Meeting form on Engage	-10
Late Advisor Monthly Meeting Form Approval	Points deducted for late approval of Monthly Meeting form on Engage by your campus advisor	-5
Academic Probation	Point deduction for each late/missed assignment per person	-1
Missed 3-star status monthly meeting	Point deduction for each missed monthly meeting (Spring 2021 3-star organizations only)	-1
Failing to indicate which co-sponsorship option you chose	Point deduction for not explicitly stating which co-sponsorship option you chose for the Citizenship requirement	-1

Accreditation Outcomes

Five Star Chapter – Active and 5 Star Chapter

Point Range: 200 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 new member education/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 Engage and the University Website.

4 Star Chapter – Active 1908 Club

Point Range: 170-199

4 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. As an active organization, you are allowed to have new member education/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: 100-169

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. 3 Star organizations will be required to meet with the Greek Chartering Committee to determine if the organization will need to re-charter in the semester following a 3 Star Status. If an organization has two consecutive semesters of 3 Star Status they will bypass the Chartering Committee and be required to re-charter regardless. All organizations who are 3 Stars 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: 80-99

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 Chapters 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. If an organization has a 2 Star Status they will bypass the Chartering Committee and be required to re-charter regardless. All organizations who are 2 Stars 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: 79 or below

1 Star Chapter status states that you 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 Engage, University webpage and all Greek related material as an unrecognized group on campus.