**PRELIMINARY DOCUMENTS**

<table>
<thead>
<tr>
<th>#</th>
<th>ACHIEVEMENTS: Things that apply solely to chapters with brownstones are in BLUE</th>
<th>SUBMISSION/VERIFICATION GUIDELINES</th>
<th>POINTS: In this section please type 1 if the chapter should receive credit for the Alpha Standard, or 0 if they should not</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The chapter submits all appropriate documents and forms associated with recruitment and intake/new member education.</td>
<td>Anti-Hazing Compliance Form Due: The First Week of Class EACH Semester</td>
<td>0</td>
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<tr>
<td>2</td>
<td>The chapter submits Chapter Information Forms</td>
<td>Chapter Information Form Due: The First Day of Classes EACH Semester</td>
<td>0</td>
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<tr>
<td>3</td>
<td>The chapter submits Chapter Officer Report</td>
<td>Chapter Officer Report Due: Within 72 hours of the conclusion of elections, or by the majority of officers or elected officials if the chapter is under suspension</td>
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<td>4</td>
<td>The chapter submits a statement by the Inter/National organization stating the chapter is in good standing.</td>
<td>A letter of “Good Standing” from Inter/National Headquarters. Chapter leaders can email their Headquarters advisor or contact person to write the letter. An email from a contact at your Headquarters is also acceptable.</td>
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<td>5</td>
<td>The chapter maintains a comprehensive general liability insurance in the minimum amount of $1,000,000.00 (one million dollars) of primary liability coverage (each occurrence), with general aggregate coverage of at least $2,000,000.00 (total). Such liability insurance shall include Columbia University, its officers, employees and agents, as an additional named insured and shall be written on an insurer’s carrier acceptable to the University.</td>
<td>The chapter should present a certificate of insurance to the University as evidence of such coverage, and the University must receive notice of any change, cancellation, or renewal of this policy. The chapter can get this certificate, if they do not have it already, by working with their contact from their national headquarters.</td>
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<td>6</td>
<td>The chapter submits the most updated Inter/National and Local Chapter Bylaws and Constitution.</td>
<td>These are official documents from your chapter. You can usually locate your updated International Bylaws or Constitution on your fraternity or sorority’s website, or by contacting a representative from your headquarters. Your former president can work with you to acquire the local chapter bylaws and constitution if you do not know where they are already.</td>
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<tr>
<td>7</td>
<td>The chapter submits the policies and standards regarding education of new members. Specifically, headquarters anti-hazing policies.</td>
<td>Oftentimes, chapters submit highlighted sections of their constitution or new member handbook to fulfill this Alpha Standard.</td>
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<tr>
<td>8</td>
<td>The chapter submits risk management policies of the national organization.</td>
<td>Oftentimes, chapters submit highlighted sections of their constitution or new member handbook to fulfill this Alpha Standard.</td>
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<tr>
<td>9</td>
<td>The chapter submits a statement of understanding regarding city-wide/multi campus chapter “guest policy” (where applicable). Non city chapters are given credit. Note: This applies to newly Multicultural Greek Council (MGC) chapters only.</td>
<td>This can be a written statement by your organization explaining the city guest policies of all university affiliates and acknowledgment by separate university chapter leaders that these policies will be adhered to.</td>
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**EDUCATION**

<table>
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<tr>
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<th>ACHIEVEMENTS: Things that apply solely to chapters with brownstones are in BLUE</th>
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<tr>
<td>10</td>
<td>The chapter participates in a General Fraternity Insurance Coverage and Risk Management educational workshop (50% of your chapter based on sizes from the full academic year).</td>
<td>Risk Management Educational Certification Form (with presenter’s signature)</td>
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<tr>
<td>11</td>
<td>The chapter participates in a Criminal Liability Educational/ Law Legal Concepts educational workshop (50% of your chapter based on sizes from the full academic year).</td>
<td>Risk Management Educational Certification Form (with presenter’s signature)</td>
<td>0</td>
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<tr>
<td>12</td>
<td>The chapter participates in a Sexual Violence educational workshop (50% of your chapter based on sizes from the full academic year). This educational workshop can include topics like sexual assault, sexual harassment, consent, bystander intervention (to prevent sexual assault), healthy sexuality, alcohol and sexual assault, how to help a friend, or Student Services for Gender-Based and Sexual Misconduct policy.</td>
<td>Risk Management Educational Certification Form (with presenter’s signature)</td>
<td>0</td>
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<tr>
<td>13</td>
<td>The chapter participates in an alcohol and other drug educational workshop (50% of your chapter based on sizes from the full academic year). Alcif Health Promotion is the FSL sanctioned provider for Alcohol and Other Drug Education. If you would like to use another presenter, please request prior approval from your FSL advisor.</td>
<td>Risk Management Educational Certification Form (with presenter’s signature)</td>
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<tr>
<td>14</td>
<td>The chapter participates in a Fire Prevention educational workshop (University owned). This is ONLY FOR the Fraternities and sororities that live in brownstones. If you do not live in a brownstones, this workshop does not apply to you.</td>
<td>Risk Management Educational Certification Form (with presenter’s signature)</td>
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15. The chapter leadership meets with a fraternal/sorority advisor from the Office of Fraternity and Sorority Life at least twice a semester.

Chapter leadership should work with their advisor to produce this document. In previous years advisors have provided written and signed letters confirming meeting attendance.

16. The chapter meets on a regular basis.

Chapter leaders have shared that they meet regularly using calendars with highlighted sections or emails inviting chapter members to specific events.

17. The chapter has at least one volunteer advisor from their Inter/National organization or alumni association. Advisor has met with PFL advisor at least once during the year.

If your chapter does not have an advisor from the national organization then you should reach out to request one, or work with your advisor from the Fraternity and Sorority Life to locate someone. You should proceed to make sure that the national advisor meets your PFL advisor.

18. Any chapter occupying a fraternity or sorority brownstone has an Alumni Housing Corporation/alumni chapter occupying a space in a residence hall has an alumni advisor, who is responsible for ensuring that the chapter submitted the Brownstone Housing Application.

In past years chapters have submitted a one-page plan in consultation with their alumni advisor which概述s their housing plans.

19. The chapter has 10% or less of its members with a GPA of 3.50 or below each semester.

None of the Alpha Standards are all satisfied using the Chapter Information Form, and you should provide the information about the first four or five members of your chapter.

20. The chapter is at or above its Council grade point average for the current academic year. Chapters above the all-Greek GPA throughout the year may qualify for an Achievement in Academics Award.

None of the Alpha Standards are all satisfied using the Chapter Information Form.

21. The chapter has 10% or less of its members with a GPA of 3.50 or below each semester. Chapters above the all-Greek GPA throughout the year may qualify for an Achievement in Academics Award.

None of the Alpha Standards are all satisfied using the Chapter Information Form.

22. The chapter has had 60% or more of members participating in an interactive workshop or shared experience with the purpose of developing critical thinking skills and aligns with the values of learning and scholarship. This must be facilitated by an outside entity (campus/off-campus conference).

None of the Alpha Standards are all satisfied using the Chapter Information Form.

23. The chapter provides incentives and recognition for academic achievement.

Chapters should provide the following:
- Official letter(s) from the presenter of the program(s).
- Proof of aligned content (e.g. PowerPoint, Agenda, Handouts, etc.)
- Attendance Sheet with names and UNIs

24. Submit a plan that details how your chapter will improve that category next year. The chapter is responsible for ensuring that a plan is submitted with the ALPHA Standards of Excellence.

This plan can be written by an e-board member or a Chapter President. It should establish what academic achievements have been made in the chapter already, and then describe how the chapter will improve academically to meet more of the ALPHA Standards and excel in the upcoming year. Minimum is one page.

Leadership Development & Member Education

25. Submit an annual calendar of meetings and events for the upcoming academic year. The chapter should submit all meetings that must be attended by members and must include meeting times.

The Fraternity and Sorority Life Office will maintain an attendance sheet.

26. The chapter has hosted an all-member based recruitment and educational new and initiated members on the values and history of the organization.

Chapters in past years have submitted highlighted sections of their meeting minutes or slide decks, or provided written documentation from their national headquarters about rituals.

27. The chapter has documented all values at chapter meetings and adhered to the ritual of the organization.

The Fraternity and Sorority Life Office will maintain an attendance sheet.

28. The chapter participates in leadership training hosted by the Fraternity and Sorority Life.

The Fraternity and Sorority Life Office will maintain an attendance sheet.

29. The chapter has completed 10 hours of community service.

The Fraternity and Sorority Life Office to locate someone. You should proactively make arrangements.

30. The chapter leadership meets with a fraternal/sorority advisor.

Chapters should provide the following:
- An Attendance Sheet with names and UNIs.
- Your chapter can work with:
  - The Office of Multicultural Affairs
  - The Office of Multicultural Affairs at Columbia University.
  - Requests must be submission by the end of the month in which you are interested in the workshop.
  - Chapters have previously taken the workshop and then described how the chapter improved academically to meet more of the ALPHA Standards and excel in the upcoming year. Minimum is one page.

31. The chapter has hosted one brotherhood/sorority event per semester.

In previous years chapters have demonstrated their understanding of proper ceremony and meetings by submitting meeting minutes with rituals/organization ceremonies or pages from their fraternity or sorority handbook with highlighted sections about meetings and ceremonies.

32. The chapter conducts all ceremonies and meetings in accordance with the Inter/National organization.

This plan can be written by an e-board member or a Chapter President. It should establish what membership and leadership achievements have been made in the chapter already, and then describe how the chapter will improve to meet more of the ALPHA Standards and excel in the upcoming year. Minimum is one page.

33. Submit a plan that details how your chapter will improve in this category next year. The chapter is responsible for ensuring that the plan is submitted with the ALPHA Standards of Excellence the following year.

This plan can be written by an e-board member or a Chapter President. It should establish what membership and leadership achievements have been made in the chapter already, and then describe how the chapter will improve to meet more of the ALPHA Standards and excel in the upcoming year. Minimum is one page.

Philanthropy & Community Service

34. The chapter has completed 10 hours of community service per member for the year. Chapters needing 30 hours or more of community service per member may qualify for the Achievement in Community Service Award.

An attendance sheet with names and UNIs for each community service event and/or an email from the facilitator of community service events confirming the number of hours completed.

35. The chapter has organized and executed a program or event once this year that benefits an organization of their choice. The idea is to raise awareness and funds for the organization. Chapters must be legitimate 501C3 incorporated group (e.g. Relay for Life, St. Jude’s, Susan G. komen, etc.)

In previous years chapters have submitted a flyer, email, and/or letter from the organization stating the amount of funds raised for the organization on documentation of meeting this requirement.

36. The chapter has had 60% or more of members participate in at least one Inter/Greek Council sponsored philanthropic or service event this year.

Chapters should submit a confirmation letter from the IGCC Philanthropy Chair.
### Housing & Chapter Management

**38.** The chapter has an established Philanthropy/Community Service Chairperson who is in regular communication with the ISC Philanthropy Chair regarding chapter events throughout the year. The chapter reports whenever they host or participate in a community event.

- **Chapters should obtain a confirmation letter from the ISC Philanthropy Chair.**

- **Minimum is one page.**

**39.** The chapter has a plan in place to communicate and interact appropriately with neighbors throughout the year. Noise complaints have been addressed by the chapter appropriately. Please submit chapter plan and documentation of addressing any noise complaints. (University Owned)

- The plan can be written by an e-board member or a Chapter President. It should establish what philanthropy achievements have been made in the chapter already, and then describe how the chapter will improve to meet more of the ALPHA Standards and excel in the upcoming year. **Minimum is one page.**

**40.** The chapter has hosted transitioning for incoming alumni members and invite alumni to at least one chapter/university event each year.

- **The RA should work with their superior (the Residence Hall Director for Fraternity and Sorority Life) to acquire a written letter that confirms their attendance at those events.**

### Activities & Alumni

**41.** The chapter has a plan in place to communicate and interact appropriately with neighbors throughout the year. Noise complaints have been addressed by the chapter appropriately. Please submit chapter plan and documentation of addressing any noise complaints. (University Owned)

- A copy of the house rules or written explanation of house rules should be included in your binder.

**42.** The chapter operates with a standards board to address any violations or misconduct from members.

- Highlighted sections of your chapter constitution outlining the nominating process and judicial procedures of the standards board should be included in your binder to fulfill this ALPHA Standard.

**43.** The chapter maintains an updated website that is linked to the FSL page on the Student Affairs Office of Residential Life website.

- An active website link and screenshots.

**44.** The chapter has a plan in place to communicate and interact appropriately with neighbors throughout the year. Noise complaints have been addressed by the chapter appropriately. Please submit chapter plan and documentation of addressing any noise complaints. (University Owned)

- A calendar of events highlighting new officer training dates can be submitted as proof of fulfilling this ALPHA Standard. Other chapters have submitted sections of their new officer training manual or emails demonstrating that new officer training took place.

**45.** The chapter has attended at appropriate Governing Council meetings (IGC/IFC/MGC/PHC) for the year.

- Each Council Executive Board will document attendance and chapter participation will be verified by FSL Advisor.

**46.** The chapter has at least one member attend regional and/or national meetings, conferences, conventions, and trainings hosted by the Inter/National organization.

- Proof of attendance (e.g. an email confirming attendance, travel itinerary, registration confirmation, etc.)

**47.** Each officer has a complete and current officer manual (online or hard copy) specific to their responsibilities.

- FSL Advisor will verify achievement after speaking with designated chapter representatives (President or other).

**48.** Submit a plan that outlines how your chapter will improve or maintain high standards in this category next year. The chapter is responsible for assessing its achievement of the plan and submitting with the ALPHA Standards of Excellence the following year.

- The plan can be written by an e-board member or a Chapter President. It should establish what philanthropy achievements have been made in the chapter already, and then describe how the chapter will improve to meet more of the ALPHA Standards and excel in the upcoming year. **Minimum is one page.**

### Chapters with Housing

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<thead>
<tr>
<th>SECTION SCORE</th>
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### Chapters without Housing

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