



Annual Feedback Meeting Criteria

Chapter:

Outgoing Chapter President:

Incoming Chapter President:

Purpose

The overall goal of the Annual Feedback Meeting is to create a better understanding of how each chapter functions, illustrate what the chapter is doing well, and explore where the chapter needs assistance. This process is intended to help chapters understand the minimum expectations of Fraternity and Sorority Life. In addition, all parties should provide feedback to each other in order to improve the chapter and university processes.

Process

Chapters will receive their Annual Feedback Meeting instructions from the Assistant Director of Student Engagement for Fraternity and Sorority Life.

Chapters that meet fewer than 90% of the criteria will be responsible for scheduling a 45 minute meeting during the spring semester. The meeting will include one university administrator (Dean of Students, Director of the Plaster Student Union, Director of the Office of Student Engagement) or designee, a member of the Fraternity and Sorority Life staff, outgoing Chapter President, incoming Chapter President, and an Advisor. Additional attendees, such as executive board members or emerging chapter leaders are encouraged, but not required.

The chapter will provide necessary documentation to FSL@missouristate.edu in the time frame determined by the Assistant Director of Student Engagement for Fraternity and Sorority Life.

Failure to schedule a meeting and provide necessary documentation by the deadline will result in charges brought against the chapter for violation of section 3.1 of the Fraternity and Sorority Life Governance Statement. Consequences could include loss of recognition from the university.

Area 1: Academic Standards and Achievement

The ultimate responsibility of doing well in academic pursuits falls on the individual. The chapter can help by creating an environment that expects successes and provides support to its members.

Objective	Documentation	Completion			
1.1 Chapter GPA meets or exceeds the all-men’s/all-women’s average or a 2.75 (whichever is higher) each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		Spring			
		Fall			
1.2 New member class GPA meets or exceeds 2.75 each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		Spring			
		Fall			
1.3 Chapter maintains an active academic support program.	Provide the chapter’s academic support program that details the programming provided for members.				
Notes:					

Area 2: Community Relations/Philanthropic Work

Chapters can make a positive impact by being a valued and contributing member of the community. Individual members have an obligation to their chapters and other community members to conduct themselves in an appropriate manner. Chapters should create an environment that promotes a positive image and discourages inappropriate behavior.

Objective	Documentation	Completion			
2.1 Chapter averages a minimum of 12 community service hours per member each year.	Provided by the Office of Student Engagement.	Hours/Member:			
		Spring			
		Fall			
		Total	0		
2.2 Chapter plans and executes at least one philanthropic project/event each year.	Submit the <i>Philanthropic Donation Report</i> to the Fraternity and Sorority Life within 30 days of the event.		Funds:	Items:	
		Spring			
		Fall			
		Total	\$0.00	0	
Notes:					

Area 3: Chapter Leadership and Management

The sign of any healthy organization is solid leadership and effective operation. Chapters should maintain their houses and financial affairs in accordance with prescribed policies, laws, and ordinances provided by the University, city officials, and national organizations. Individuals should cooperate with the chapter leadership in helping to meet these obligations.

Objective	Documentation	Completion
3.1 Chapter is in good financial standing with Missouri State University and their respective governing council and has a zero balance or is on an approved payment plan to eliminate debt.	Provided by the Office of Student Engagement and the chapter's governing council.	
3.2 Chapter completes student organization registration through CampusLink at the time specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.3 Chapter updates officer and advisor contact information when specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.4 Chapter maintains an accurate roster with the Office of Student Engagement, and submits updates when requested.	Provided by the Office of Student Engagement.	
3.5 Chapter President or their designee attends the Fraternity & Sorority Life Leadership Retreat.	Provided by the Office of Student Engagement.	
3.6 Chapter President or their designee attends all President's Meetings.	Provided by the Office of Student Engagement.	
3.7 At least one chapter member attends leadership opportunities afforded by their national organization where it is expected that every chapter send at least one member. Examples include national conventions, regional/district meetings, leadership institutes, etc.	Provide a list of chapter members and the opportunities in which they participated.	
3.8 At least one chapter member submits an application to serve in a leadership role on the chapter's governing council or an FSL council.	Provided by the Office of Student Engagement and the chapter's governing council.	
Notes:		

Area 4: Membership Development

For a chapter to succeed it is extremely important that the members have rewarding, developmental, and educational experiences while associated with the organization. The chapter has an obligation to provide programs which complement the educational purpose of the institution and are of value to the individual members. The value of the experiences should create greater loyalty and support for the organization, its members, and the university.

Objective	Documentation	Completion			
4.1 Chapter registers more non-alcoholic than alcoholic events each year.	Register events through Fraternity and Sorority Life using the <i>Non-Alcoholic Event Registration form</i> .		Non-Alc:	Alc:	
		Spring			
		Fall			
		Total			
4.2 At least 25% of the chapter attends an educational program related to health and wellness (healthy lifestyles, eating disorders, mental health, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.3 At least 25% of the chapter attends an educational program related to diversity (cultural, religious, political, racial, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.4 At least 25% of the chapter attends an educational program on a topic of the chapter’s choice (academics, leadership, public affairs, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.5 Chapter members participate in campus leadership programs (Emerging Leaders, Distinction in Public Affairs, and Centennial Leaders Scholarship), serve as SOAR leaders, or are on SGA cabinet.	Provide a list of chapter members and the leadership programs or opportunities in which they participated.				
4.6 Chapter submits new member education programs when specified by the Office of Student Engagement or governing council.	Provided by the Office of Student Engagement and the chapter’s governing council.				
Notes:					

Area 5: Risk Management/Social Responsibility

It is imperative that chapters follow federal, state, city, university and inter/national fraternity and sorority organization laws, rules and guidelines in regards to risk management. The chapter has an obligation to its members and its guests to provide a safe and secure atmosphere.

Objective	Documentation	Completion	
5.1 At least 25% of the chapter attends a program related to risk management (drugs, alcohol, hazing, sexual violence, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
5.2 Chapter is not charged with and found responsible for any violation of local, state and federal laws, Missouri State University policies, or governing council and respective national organization risk management policies.	Provided by the Office of Student Engagement, Office of Student Conduct, and the chapter’s governing council.		
5.3 Chapter representatives attend a Risk Management Roundtable each semester.	Provided by the Office of Student Engagement.		
5.4 Chapter maintains an active internal chapter standards board/process that holds members accountable for their behavior.	Provide a list of the chapter officers and/or advisors that serve on the internal chapter standards board.		
5.5 Chapter houses are registered with the City of Springfield each semester within the timeframe specified by the Business Licensing Representative.	Provide a copy of your fraternity/sorority housing registration forms.		
Notes:			

Area 6: University Relations

The University and chapter relationship should be one which is mutually beneficial to both. The chapter has a responsibility to provide feedback to the University and request assistance when necessary. Chapters should be providing feedback to the University as a means to better the larger fraternity and sorority community. Essentially, it is a way for the University to understand how we can serve the chapter better.

Objective	Documentation	Completion
6.1 At least 50% of the chapter membership is involved in one other campus organization or has an on-campus job.	Provide a spreadsheet with a list of all chapter members and the campus organizations in which they hold membership or the office in which they hold an on-campus job. Include the total percentage of members that are involved on campus outside of the chapter.	
6.2 At least 50% of the chapter membership attends an event/program sponsored by a chapter in a different governing council.	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	
6.3 At least 50% of the chapter membership attends an event/program sponsored by a student organization or university department outside of Fraternity and Sorority Life	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	
Notes:		