

# Standards of Excellence Program



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A guide for fraternity & sorority officers



As an officer of the fraternity and sorority community at UCSB it is your responsibility to make you're your members **attend 4 educational workshops in DIFFERENT subject areas (below) throughout the year** and **complete 6 hours of community service** per quarter as part of the Fraternity & Sorority Standards of Excellence program (SOE). *SOE serves as the annual recognition process for all fraternities and sororities at UCSB and YOUR PARTICIPATION MAKES THE DIFFERENCE!*



#### **New Members:**

- **90 % of New Members MUST attend** the MANDATORY **New Member Education Conference** on October 20, 2018 from 1:00 – 4:00pm in Campbell Hall.
- **30 % of ALL Chapter Members** must attend the MANDATORY **Interpersonal Violence (IPV) Prevention training** at **each quarter**. By the end of the year, 90% of your chapter needs to have attended one of these sessions.
- In addition to attending the assigned **New Member Conference** and **CARE training**, new members will be expected to **attend 3 other educational workshops** during the 2018-19 school year.
- By the end of the year (Spring 2019), members should be on track to **complete 4 unique educational workshops total from the five different tracks**.
- Complete a **minimum of 6 hours of community service per quarter** and submit the Community Service Member Verification Form to your chapters' community service chairperson, to be turned in to the Office of Student Life each quarter.

#### **Continuing Chapter Members:**

- **30 % of ALL Chapter Members** must attend the MANDATORY **Interpersonal Violence (IPV) Prevention training** at **each quarter**. By the end of the year, 90% of your chapter needs to have attended one of these sessions.
- In addition to attending the CARE training, they will be expected to **attend 3 other educational workshops** during the 2018-19 school year.
- By the end of the year (Spring 2019), they should be on track to **complete 4 unique educational workshops total from the five different tracks**.
- Complete a **minimum of 6 hours of community service per quarter** and submit the Community Service Member Verification Form to your chapters' community service chairperson, to be turned in to the Office of Student Life each quarter.

#### **Chapter Officers:**

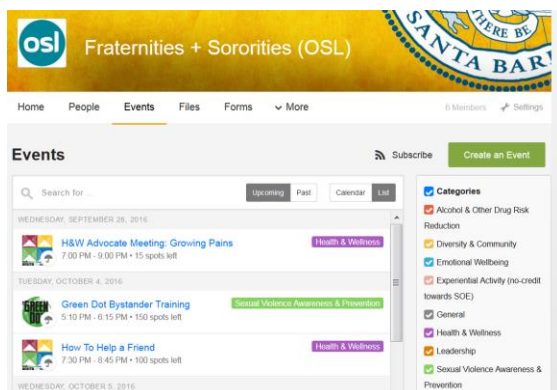
- We will be tracking attendance and can provide lists before the quarter ends to help you keep your chapter accountable
- At least 60% of members should complete at least ONE educational workshop each quarter\* to show continued participation in the program. By the end of the year 60% of your chapter

members should have completed 4 workshops total. *\*Chapters will not be penalized if members complete all programs before the end of the year.*

- **Each quarter 30% of members should complete the Interpersonal Violence Prevention Session.** By the end of the year, 90% of your chapter should have received education in this topic area (this is a UC System-wide requirement for all fraternity and sorority members from the Office of President).
- There are enough seats provided for each educational topic for ALL fraternity and sorority members and new members to attend their required workshops. However, *space in individual sessions is limited.* **HURRY, and make sure your members reserve their spots today. The second round of registration for the quarter's SOE workshops will open on Monday, October 29.** There will be two chances for members to register for events in hopes that this helps you hold members accountable—and maybe they will not forget what they registered for.
- ***If one of your members needs to reschedule their attendance at a workshop, they should mark themselves as "Not Attending" on the event that they will miss.***
- **Compile community service hours** using the Community Service Member Verification Form and submit all forms, chapter summary and philanthropy report to the Office of Student Life by Friday of Week 10 each quarter.
- At least 60% of members should complete at least SIX HOURS of community service each quarter to show their dedication to serving our community. By the end of the year 60% of your chapter members should have completed 18 hours of community service total.
  - If you need ideas, check out the OSL website: [osl.sa.ucsb.edu/fraternities-sororities/accreditation](http://osl.sa.ucsb.edu/fraternities-sororities/accreditation)
- Communicate with your advisor for questions/concerns – we are here to help!

## HOW TO SIGN UP FOR THE PROGRAM

1. Go to the [UCSB Fraternities + Sororities portal on OrgSync](https://tinyurl.com/f18soe) (<https://tinyurl.com/f18soe>)



2. **Log in to OrgSync** using your UCSB Net ID and password.
3. Browse the educational offerings in our **FIVE** different categories and RSVP for **1-2** workshops for this quarter by clicking on the event title, then indicating “Yes” to attendance. Space for each session is limited and registration will only be open for 1 or 2 weeks each time, so please sign up at your earliest convenience.
4. Add the workshop to your schedule/planner immediately. Note the location of the event (each session is scheduled in a different venue).

### IMPORTANT INFORMATION:

- Sessions are scheduled Weeks 3 – 9, Monday - Friday throughout each quarter with some programs outside of this time range as the schedule allows.
- These educational workshops have been specifically developed by our UCSB partners in collaboration with your peers for fraternity and sorority education. Therefore, **only programs on this calendar will count for credit toward SOE**. Have you heard of a program that you think we should include on the calendar? Submit the “Program Proposal Form” on OrgSync [HERE](https://orgsync.com/119545/forms/273133): <https://orgsync.com/119545/forms/273133>
- **\*TIP\***: **You should register to different workshop categories each time!** Categories are labeled and color coded when you register for the event via OrgSync – use the checklist to help you keep track of which ones you’ve completed (although we track attendance so if you forget we can help!)
- Registration will only be open weeks one and two of the quarter so we can ensure that programs are attended and capacity is reasonable for our facilitators. Please do NOT show up for a program to which you have not registered. **You will not receive credit.**

# Fraternity & Sorority Member SOE Checklist | 2017-18

## Annual Educational Workshop Requirements per member

	<b>Attend 4 of 5 SOE Subjects</b>
	<b>IPV Prevition Training</b> *Required for all members at some point during Fall, Winter or Spring quarters
	<b>Real World IV</b>
	<b>Diversity &amp; Community</b>
	<b>Let's Get Practical</b>
	<b>Wellness</b>
	<i>New Members ONLY: <b>New Member Education Conference</b> (offered once in Fall and once in Spring quarters)</i>

## Fall Quarter Requirements

	RSVP to 1-2 educational workshops via OrgSync
	Submit 6 community service hours to your chapter
	<b>New Members</b> – attend New Member Education Conference on October 20, 2018 , 1 - 4 pm

## Winter Quarter Requirements

	RSVP to 1-2 educational workshops via OrgSync
	Submit 6 community service hours to your chapter

## Spring Quarter Requirements

	RSVP to 1-2 educational workshops via OrgSync
	Submit 6 community service hours to your chapter
	<b>New Members</b> – attend New Member Education Conference (date and time TBD)

## Completion of Hours Verification Form

Name: \_\_\_\_\_ Perm: \_\_\_\_\_

Chapter/Affiliation: \_\_\_\_\_

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Agency Volunteered for	# of Hours Served	Signature of Agency Member

**\*NOTE TO AGENCY MEMBER:** By signing this form, you are verifying that the above number of hours and amount of volunteers indicated are correct.

**Signature of Chapter Member:** *By signing this form, you are signing a contract that this is the correct number of hours you have completed this quarter. If any of this information is incorrect or falsified, your chapter's standing within the University could be negatively affected.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please attach any supplemental documents and/or proof of community service hours completed to this sheet before submission. If these documents are not stapled, this form will not be counted toward your chapter's total.**