Stony Brook University

Fraternity and Sorority Life

Five Star Program Overview

2020 – 2021
Five Star Program 2020–2021

Definitions & Five Star Program Updates

<table>
<thead>
<tr>
<th>Star Ranking</th>
<th>5-Star Chapter of Excellence</th>
<th>4-Star Chapter of Distinction</th>
<th>3-Star Chapter In Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Needed to Reach Each Star</td>
<td>15 Recognition Points + 12 Strategic Priority Points <em>(Chapter must have a 3.0 cumulative GPA Average)</em></td>
<td>15 Recognition Points + 6 Strategic Priority Points <em>(Chapter must have a 2.7 cumulative GPA Average)</em></td>
<td>15 Recognition Points</td>
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**How to Reach Each Star Designation:**

**3-Star Chapter In Good Standing:** For a chapter to meet minimum expectations, they must complete all of the fifteen (15) chapter minimum recognition standards throughout the 2020–2021 academic year.

**4-Star Chapter of Distinction:** For a chapter to achieve a 4-Star Chapter of Distinction, the chapter must complete all fifteen (15) chapter minimum recognition standards and complete a total of six (6) strategic priority points *(one point from each of the six strategic priority categories)*.

**5-Star Chapter of Excellence:** For a chapter to achieve a 5-Star Chapter of Excellence, the chapter must complete all fifteen (15) chapter minimum recognition standards and complete a total of twelve (12) strategic priority points *(two points from each of the six strategic priority categories)*.

**How Will 2020–2021 Five Star Program Be Recorded:**

- Five Star Chairs will complete a monthly report on SBEngaged at the end of each month. The monthly report is due for the previous month by the first full week Friday of the following month. For example: September’s monthly report is due on Friday, October 9th at 5pm (see page 11 for Fall Report Deadlines). The monthly report will let chapters share what they have done during the month and provide necessary verification for completed requirements. The monthly report will also let students share hardships or upcoming goals.
- Once monthly reports are submitted on SBEngaged, Five Star Chairs will attend an advising meeting with their SE&A Five Star Advisor to review their monthly progress and reflect on set goals.
- Chapters will be provided with a Five Star Tracker to view their progress. This tracker will be updated monthly after the completion of their SE&A Five Star Advisor meeting.

**Please note:**

- **Chapters must be in compliance with all Department of Student Engagement and Activities (hereinafter referred to as ‘SEA’) policies, including regularly communicating with the department and meeting all deadlines in order to be considered a Chapter of Recognition (i.e. a 3 star chapter).**
- **Chapters who have had a conduct infraction during the academic year may receive a reduced ranking as a result of the infraction.**
- **Chapters who do not meet minimum requirements will not be eligible for awards with the exception of academic-related achievements.**
2020-2021 Chapter Minimum Recognition Standards

1. **Scholarship:** Chapter maintains a minimum 2.5 cumulative grade point average each semester. This will be verified by the department.

2. **Scholarship:** Chapter has a faculty/staff advisor and the leadership meets with them at least once **per year** to discuss chapter & academic scholarship plans. An attendance list and meeting agenda should be shared on the monthly SBEngaged report.

3. **Scholarship:** Chapter holds **at least one (1) internal virtual** scholarship workshop for their members once **per semester** – the topic can be specific to the needs of the chapter (i.e. time management, study skills). *Consultation with the appropriate campus department is highly encouraged.* The workshop must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.

4. **Internal Operations:** Chapter meets to discuss chapter operations **virtually at least** once a month. All chapter meetings must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged.

5. **Internal Operations:** Chapter maintains an up-to-date membership roster and notifies SEA of any updates to the roster within one week (SBEngaged and an electronic copy). The Roster MUST match both the SBEngaged Roster and the Roster turned into SEA. Rosters must be submitted by the predetermined deadline to meet this standard.

6. **Internal Operations:** Chapter meets all criteria for recruitment and new member education/intake set forth by SEA and the University, including but not limited to: abiding by policies, meeting established standards, & attending required training sessions for active and new members.

7. **Leadership:** Chapter hosts or co-hosts a member development workshop covering a topic of **personal or professional development** (examples include: communication skills, professional readiness, diversity/multicultural awareness, etc.). *Consultation with the appropriate campus department is highly encouraged.* This is an educational program. The workshop must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.

8. **Leadership:** Chapter officers acknowledge their roles and responsibilities by accepting the Terms & Conditions for their position on SBEngaged. This will be verified by the department.

9. **Community Building:** Chapter participates in the fraternal community by attending all Inter–Fraternity & Sorority Council (IFSC) general body meetings, programs, & training sessions, or provides proper notice of requested absence to the IFSC executive board.

10. **Community Building:** Chapter holds **at least one (1) external virtual** social or educational program **per semester** that is open to the campus community. All programs must be created as an event and approved on SBEngaged to be promoted and conducted. Attendance must be
tracked and shared on SBEngaged. Please note open recruitment events would meet this requirement.

11. **Philanthropy & Service:** Chapter organizes and executes at least one (1) **virtual** philanthropy program, **virtual** community service, or **virtual** fundraiser **per semester** that benefits an organization of their choice. If proceeds are collected, they must be donated to this organization. Proof of donations must be provided by a copy of a check, receipt of an online donation, or email confirmation from the charitable organization. The virtual program, service event, or fundraiser must be created as an event and approved on SBEngaged to be promoted and conducted. If virtual program, attendance must be tracked and shared on SBEngaged. Monetary donation proof should be shared on the monthly SBEngaged report. Any virtual community service hours should be uploaded by chapter members on SBEngaged.

12. **Risk Management:** All chapter members & new members must complete the Hazing Prevention 101 Fraternity & Sorority Life e–learning module, and PreventZone Module Training, as required by SEA. This will be verified by the department.

13. **Risk Management:** Chapter hosts or co–hosts a workshop for members on a risk management topic **per semester**. Topics include: alcohol awareness, hazing prevention, sexual assault prevention, mental health education, etc. Consultation with the appropriate campus department is required. The workshop must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.

14. **Risk Management:** Chapter has a risk management chair who meets with SEA to discuss their role and risk management plan. The Risk Manager is responsible for ensuring that the chapter is compliant with all campus requirements regarding risk management including required training compliance. For example, ensuring that the chapter is in compliance with all active and new members completing their Red Watch Band requirement during the appropriate semester, or as outlined in campus policy. This will be verified by the department.

15. **Risk Management:** Chapter participates in National Hazing Prevention Week (NHPW). Participation should be tracked appropriately and included in the September Five Star Monthly Report. Participation criteria will be sent to chapter leadership.

**Please note:**

Organizations that do not achieve the chapter minimum recognition standards expectation at the completion of the 2020–2021 academic year will be required to meet with SEA to create an “Action Plan” to improve their performance. Organizations on an “Action Plan” will be required to meet with an SEA staff member bi–weekly to check in on their progress. Continued failure to meet minimum requirements may result in loss of campus recognition.
2020–2021 Additional Requirements for Distinction & Excellence Categorization (Optional)

Chapters have the option to complete additional requirements to reach a 4-Star Chapter of Distinction or 5-Star Chapter of Excellence chapter standing during the 2020–2021 academic year. Chapters can select options from our Five Star Program’s Six Strategic Priorities, which include:

- Scholarship
- Internal Operations
- Leadership
- Community Building
- Philanthropy & Service
- Risk Management

Please note:

- Chapters will need a 2.7 cumulative GPA average and must complete one (1) requirement from each of the Six Strategic Priorities to earn a 4-Star Chapter of Distinction standing
- Chapters will need a 3.0 cumulative GPA average and must complete two (2) requirements from each of the Six Strategic Priorities to earn a 5-Star Chapter of Excellence standing

Additional requirements can be found from the Six Strategic Priorities sections below.

<table>
<thead>
<tr>
<th>Scholarship Strategic Priority Additional Options</th>
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<tbody>
<tr>
<td>Scholarships points towards Distinction &amp; Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).</td>
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<tr>
<td>Chapter holds additional virtual scholarship workshops.</td>
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<td>Chapter maintains a written scholarship plan and meets with SEA to review their plan.</td>
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<td>Chapter encourages faculty interaction with a virtual chapter program.</td>
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<tr>
<td>Chapter recognizes the academic accomplishments of members through a virtual internal program.</td>
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<tr>
<td>Chapter has members involved in academically related pursuits outside of the classroom (research, teaching assistants, honor society involvement).</td>
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*All programs and workshops must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.*
### Internal Operations Strategic Priority Additional Options

Internal Operations Strategic Priority points towards Distinction & Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).

- Chapters hosts a **virtual** retreat/workshop focused on internal chapter relations.
- Chapter maintains a written recruitment and retention plan for working with unique chapter culture, strengths, & challenges and meets with SEA to review their plan.
- Chapter discusses chapter budget and financial priorities with membership allowing for productive conversation and feedback on chapter’s financial wellness.
- Chapter has a peer-to-peer accountability system or standards process and holds a meeting to share the complete process and expectations with membership, as well as allow chapter members the opportunity to provide feedback and ask questions.

All programs and workshops must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.

### Leadership Strategic Priority Additional Options

Leadership points towards Distinction & Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).

- Chapter holds additional **virtual** internal or external leadership workshops. Consultation with the appropriate campus department is encouraged.
- Chapter holds a **virtual** program to engage senior chapter members in chapter operations.
- Chapter holds a **virtual** internal emerging leaders retreat for newer members discussing leadership opportunities and ways to get involved in chapter and community operations.
- Leadership provides an opportunity for members to get involved and share their feedback on chapter operations through a **virtual** internal workshop.
- The chapter has written goals set forth by the membership each year and provides updates on goals and shares them with SEA.
- Chapter has representation at their inter/national headquarters regional or national conferences and provides a one-page reflection on what was learned.
- Chapter has challenged at least one other organization to complete the Protect yOUR Health COVID Prevention training sponsored by the Center for Prevention and Outreach.
- Chapter holds a **virtual** workshop to discuss a current social issue and share educational resources to learn more.

All programs and workshops must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.
### Community Building Strategic Priority Additional Requirement Options

Community Building points towards Distinction & Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).

- Chapter participates in a **virtual** campus program sponsored by a student group or department that is not a fraternity or sorority.
- Chapter **co-hosts** at least one **virtual** program (of any type) with a student group on campus that is not a fraternity or sorority.
- Chapter co-sponsors at least one **virtual** program (on any topic) with a fraternity or sorority outside of their council.
- Chapter reaches out to a fraternity or sorority outside of their council to set up a **virtual** meeting to learn about the history and values of each of their organizations.
- Chapter publishes an article on SBEngaged that is reflective of the organization in a positive light (this can be in regard to any event or initiative that displays the values of your organization).

All programs and workshops must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.

### Philanthropy & Service Strategic Priority Additional Options

Philanthropy & Service points towards Distinction & Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).

- Chapter supports/attends one virtual philanthropy or service program put on by another fraternity or sorority.
- Chapter hosts a **virtual** program or outreach effort to educate the campus community on a philanthropic cause of their choosing.
- A majority (51%) of chapter members log virtual community service efforts via SBEngaged.
- Chapter seeks out an opportunity to learn about a philanthropic cause of their choosing.

All programs and workshops must be created as an event and approved on SBEngaged to be conducted. **Any monetary donations received should be shared in the monthly report.** Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.
Risk Management Strategic Priority Additional Options

Risk Management points towards Distinction & Excellence will be awarded from the examples below (however, if your organization would like to choose another option that is not provided, reach out to the department for approval).

- Chapter holds a **virtual** workshop to discuss chapter risk management plans and/or risk management equivalents for inter/national organization.
- Chapters hosts a **virtual** bystander intervention training for their members in partnership with the Center for Prevention & Outreach.
- Chapter participates in a program sponsored by the Center for Prevention & Outreach (this excludes bystander intervention training sessions).
- Chapter creates a social media campaign that promotes education, awareness, and resources for students on a risk management topic of their choosing including but not limited to: sexual violence, mental health awareness, hazing, alcohol and other drugs, etc. Consultation with the appropriate campus department is **required**.

All programs and workshops must be created as an event and approved on SBEngaged to be conducted. Attendance must be tracked and shared on SBEngaged. A meeting agenda or presentation should be shared on the monthly SBEngaged report.
Submission Deadlines for Spring 2021 Monthly Five Star Reports on SBEngaged

The following table shares the monthly report Spring 2021 schedule for the Five Star Program.

<table>
<thead>
<tr>
<th>Reporting Month &amp; Period</th>
<th>Deadline for Monthly Report on SBEngaged</th>
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<tbody>
<tr>
<td>February (February 1st–February 28th)</td>
<td>Friday, March 19th at 5pm</td>
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<td>March (March 1st–March 31st)</td>
<td>Wednesday, April 7th by 12pm</td>
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<tr>
<td>April and May (April 1st–May 19th)</td>
<td>Friday, April 16th by 5pm</td>
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- The Five Star Program will close on Monday, April 12th at 5pm. This will provide the SEA Department with enough time to determine chapter’s Five Star accreditation status and conduct the Fraternity & Sorority Life (F&S) Awards process for eligible chapter, individual and programming awards.

Fraternity & Sorority Life Awards Timeline

- **Monday, March 22nd** – F&S Awards Nominations’ Applications Open on SBEngaged
- **Friday, April 16th by 5pm** – Final April and May Five Star Monthly Report is Due on SBEngaged
- **Monday, April 12th by 12pm** – F&S Awards Nominations are Due on SBEngaged
- **Thursday, May 6th at 8pm** – Virtual Fraternity & Sorority Life Awards Banquet via Zoom

FAQ

**Question:** What if my chapter is planning a program or fundraiser for after Monday, April 12th when the Five Star Program closes? Will my chapter not be able to receive credit?

**Answer:** No worries. We totally understand and we will work with chapters who are planning programs after the Five Star Program closes on Monday, April 12th. We just ask that all chapters communicate where they are at and have any anticipated programs occurring after April 12th submitted on SBEngaged, and the SBEngaged monthly report with which Five Star credit you are trying to receive. We will operate on an honor system and grant you that credit as long as the program is submitted and approved on SBEngaged, and you submit documentation after the anticipated program, fundraiser, or service event is completed.