

*Bloomfield College of
Montclair State University*
Accreditation

Greek Council | | Center for Student Leadership and Engagement & Special Programs (CSLE)

June 28, 2023

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Packet Format

For each segment, you'll find the following format to explain each expectation regarding accreditation:

[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.

Document Submissions

Uploading Accreditation: Google Drive

All documents will be uploaded to a Google Drive through your individual organization's email. If you were not assigned an organization email you must notify the Greek Vice President. After that send your documents to CSLE. Once you are in Google Drive, the location to upload your proof of completing each required document will be under the assignments tab. Each organization will have their own folder to upload their documents.

Individual Requirements:

All members listed as active on the organization's roster submitted at the beginning of each semester. The only individual requirement that are needed are:

- Proof of Community Service Hours (Ex. form properly completed, proof of act- video or photo)

Chapter Requirements:

Chapter requirements 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 documents. Once one person has uploaded the document to the corresponding folder, 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 CSLE WITH THE NAME OF THE ACTIVE MEMBER, WHO IS RESPONSIBLE FOR UPLOADING DOCUMENTS. This individual will be responsible for ensuring all members' individual documents are uploaded along with chapter requirements.

For questions, please contact the Vice President of the Greek Council or CSLE at

Email: bcgreekcouncil@bloomfield.edu Email: CSLE@bloomfield.edu

Scoring

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 Maximum possible points: 10	100% requirement completion – 10 90-99% requirement completion – 9 80-89% requirement completion – 8 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
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Bonus Point Opportunity Individual Requirement scoring:

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

Community Service has **1 individual** requirement

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

Who is responsible:	Individual
Deadline:	November 27, 2023 (4:30PM)
<p>What counts:</p> <p>What doesn't:</p>	<ul style="list-style-type: none"> ● 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. ● 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. ● Virtual Community service hours
What to submit:	Community Service Form (Located in the Greek Council Office)
How to submit:	Physical Copies must be submitted to the Coordinator of CSLE. Digital Copies must be emailed to CSLE (All signatures minus the coordinator must be on the digital copy).

Note:	<p>All signatures minus the coordinator must be on the digital copy otherwise it will not count.</p> <p>Proof of hours must be submitted along with the form (photos or videos).</p> <p>1 point per active individual who completes the 10 hours.</p> <p>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.</p>
Scoring:	1 point

Campus Engagement

Campus Engagement has **1 organization** requirement:

Requirement: Attendance from one of the following options: Personal Counseling, CSLE, Student Government Association (SGA), or Center for Student Success (Others TBD by CSLE)

Who is responsible:	Organization
Deadline:	December 8, 2023
What counts:	Attend one of the above mentioned events/workshops/activities.
What doesn't:	Not being at the event. Not RSVPing.
What to submit:	Photos or videos proof.
How to submit:	Upload photos or videos to the Google Drive in your organization under the folder "Campus Engagement"
Note:	<p>Attendance will be verified with the host of the department for confirmation.</p> <p>When uploading to the drive please label the event and date. Creating a folder for each event is also acceptable.</p> <p>Highly encouraged to wear Greek Letters and participate in campus activities.</p>
Scoring:	<p>10 points</p> <p>Minimum possible points: 0</p> <p>Maximum possible points: 30</p>

Organization Accountability

Organization Accountability has **8 organization** requirements and **1 Greek Council Eboard** requirement.

Requirement: Rosters must be updated at the beginning of each semester. All rosters must be uploaded to the Google Drive before the date indicated by CSLE

Who is responsible:	Organization
Deadline:	August 23, 2023
What counts:	Complete, approved Roster
What doesn't:	Incomplete or denied Roster
What to submit:	Complete, accurate roster as required (Located in the Greek Council Office)
How to submit:	Use the Greek Roster and upload it to Google Drive.
Note:	Digital Greek Roster will be given out. Make sure all information on the roster is correct. The Office of CSLE staff will report receipt for scoring purposes.
Scoring:	On time submission: 5 points Late submission: 3 points Late Resubmission: 1 point Minimum possible points: 0 points Maximum possible points: 5 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 the Google Drive before the date indicated by the Office of CSLE.

Who is responsible:	Organization
Deadline:	August 23, 2023
What counts:	Complete, approved

What doesn't:	Incomplete or denied
What to submit:	Complete, accurate insurance
How to submit:	Upload current insurance to Google Drive.
Note:	<p>Please note the insurance must include the following:</p> <p>Organizations are required to carry a minimum of \$1,000,000 for each occurrence and \$2,000,000 in general aggregate coverage. Insurance policies are required to list the following entities as the certificate holders or additional insured, Bloomfield College of Montclair State University, the State of New Jersey and the New Jersey Educational Facilities Authority (NJEFA).</p> <p>If the organization's certificate is not current, all activities must cease until a new certificate is submitted and the organization will be deemed inactive. The Office of CSLE may reinstate an organization after a valid insurance certificate is provided.</p>
Scoring:	<p>On time submission: 5 points Late submission: 3 points</p> <p>Minimum possible points: 0 points Maximum possible points: 5 points</p>

Requirement: All organizations must be given a copy of the Greek Council Constitution at the beginning of the semester.

Who is responsible:	Organization
Deadline:	September 14, 2023
What counts:	Submitting a Confirmation Page.
What doesn't:	Not submitting a Confirmation Page.
What to submit:	Word Document.
How to submit:	Signature page from the back of the constitution must be signed attesting that your organization has received a copy of the Greek

	Council Constitution. Uploaded to your organization folder. Must label the document "Confirmation Page".
Note:	Please note each organization will be sent a digital file. Your confirmation page will be placed in your organization's binder. This is a one time requirement unless the Constitution has been changed.
Scoring:	10 points

Requirement: Contact Information of Alumni/Graduate Advisor.

Who is responsible:	Organization
Deadline:	August 23, 2023
What counts:	Submission for the "Alumni/Graduate Advisor" document.
What doesn't:	N/A
What to submit:	Word Document with the information from Notes included.
How to submit:	Upload the document to the Google Drive in your organization.
Note:	Include the following Name of your Alumni/Graduate Chapter Your Graduate Alumni/Chapter Representative Your Graduate Alumni/Chapter Phone Number Your Graduate Alumni/Chapter Email Please label the document "Alumni/Graduate Advisor".
Scoring:	5 points

Requirement: Student Organization Action Plan (S.O.A.P.) Form must be filled out prior to each semester.

Who is responsible:	Organization
Deadline:	August 23, 2023

What counts:	N/A
What doesn't:	N/A
What to submit:	S.O.A.P. Form
How to submit:	Please see the link for the form. S.O.A.P. Form
Note:	N/A
Scoring:	On time submission: 5 points Late submission: 3 points Minimum possible points: 0 points Maximum possible points: 5 points

Requirement: Attendance at Greek Council Meeting (six in total)

Who is responsible:	Representative of Organization
Deadline:	November 30, 2023
What counts:	Attendance at Greek Council Meetings (must sign in with the Secretary at in-person meetings)
What doesn't:	No attendance/representative at the Greek Council Meeting
What to submit:	Must sign in with the Secretary before every meeting.
How to submit:	The Greek Council Secretary will submit the attendance to CSLE.
Note:	The Greek Council will report meeting attendance to CSLE for scoring purposes. If the meeting has started and the individual/representative hasn't checked in with the secretary prior it will count as a Tardy.
Scoring:	Attendance each meeting: 10 points (Total 60) Each absence: -5 point Tardy Past 10 minutes: -1 point

Requirement: Monthly Meetings with Campus Advisor (three meetings total)

Who is responsible:	Organization
Deadline:	November 30, 2023
What counts:	Meeting once a month with campus advisor
What doesn't:	N/A
What to submit:	Monthly Meetings with Campus Advisor Form
How to submit:	Please see the link for the form. Monthly Meeting Campus Advisor Form
Note:	The form MUST be submitted by the Campus Advisor only. The form must be submitted once a month. (September, October and November)
Scoring:	10 points per meeting Maximum possible points: 30

Requirement: Completion of programs for the semester.

Who is responsible:	Organization
Deadline:	December 8, 2023
What counts:	Completing the four required programs.
What doesn't	Not completing a program.
What to submit:	Event Evaluation Form (Should include attendance sheet).
How to submit:	Use the Event Evaluation Form in Notes.
Note:	<ul style="list-style-type: none">● One co-sponsorship with another Greek Council recognized organization.● One co-sponsorship with a Student Government Association recognized club or organization.● Two individual organization programs of choice. (Fundraisers and interest meetings do not count as programs).

	<p>(Organizations cannot go over the maximum of six programs per semester). (A Founders' Week shall count as one program towards the maximum total of six programs).</p> <p>Event Evaluation Form (MUST BE FILLED OUT 48 HOURS AFTER YOUR EVENT)</p> <p>If your event evaluation form is not completed 48 Hours after your event points will be taken away</p>
Scoring:	<p>10 points per completed program. Late Submission: -2 points Maximum possible points: 40 points</p>

Requirement: Greek Council Executive Board member must train all active greek members/organizations

Who is responsible:	Greek Council Eboard
Deadline:	TBA
What counts:	<p>Required workshops (1-3 points):</p> <ul style="list-style-type: none"> ● Paperwork Training (1 point) ● Roberts Rule Training (2 points) <ul style="list-style-type: none"> ○ Date (TBA)
What doesn't	N/A
What to submit:	N/A
How to submit:	The Greek Council Eboard will send CSLE the attendance of those who attended
Note:	CSLE will report workshop attendance for scoring purposes.
Scoring:	Maximum score: 3 points

Bonus Points

There are **3 bonus point opportunities**.

Note: Each opportunity can only be awarded once. No more than 10 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 (i.e Club or Department)

Who is responsible:	Organization
Deadline:	December 8, 2023
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:	Fill out the Event Evaluation Form (MUST BE FILLED OUT 48 HOURS AFTER YOUR EVENT)
How to submit:	Event Evaluation Form
Note:	If your event evaluation form is not completed 48 Hours after your event points a point will be taken away. This does not count as the four requirements for the semester. This would be counted as an additional event separate from the requirements. This does not apply to 2 Star chapters and below
Scoring:	Minimum possible points: 0 points Maximum possible points: 2 points

Bonus Point Opportunity: Leadership -Join the S.T.E.P Retreat or D.E.E.P. Retreat (Event by CSLE)

Who is responsible:	Individual
Deadline:	TBA

What counts:	A individual in an organization attending the Retreat
What doesn't:	N/A
What to submit:	N/A
Note:	<p>The executive board of the Greek Council will not be awarded bonus points if they are attending on behalf of the Greek Council to facilitate a program.</p> <p>Highly encouraged that 2 and below chapter organizations attend S.T.E.P or D.E.E.P Retreat in the next semester.</p>
Scoring:	1 point per member attending

Bonus Point Opportunity: Participate in Meet the Greeks

Who is responsible:	Organization
Deadline:	TBA (To be determine by Greek Council)
What counts:	The Organization taking part in Meet the Greeks
What doesn't:	Attending but not participating.
What to submit:	N/A
How to submit:	N/A
Note:	<p>Photos and videos from the event to be submitted in the Google Drive.</p> <p>Determination of the order of performance will go based on the current score of the organization. So if an organization has the least points that organization goes first.</p> <p>This does not apply to 2 star chapters and below</p>
Scoring:	<p>1 point for tabling</p> <p>1 point for performing</p> <p>Maximum possible points: 2 points</p>

Accreditation Outcomes

Five Star Chapter – Active and 5 Star Chapter

Point Range: 190 and above

5 Star Chapters status states you are an active, recognized Greek organization and within good standing with the Office of CSLE and the University. 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, Meet the Greeks, etc.). 5 Star Chapters will be awarded for their accomplishment yearly.

4 Star Chapter – Active and 4 Star Chapter

Point Range: 139-189

4 Star Chapters status states you are an active, recognized Greek organization and within good standing with the Office of CSLE and the University. 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, Meet the Greeks, etc.). 4 Star Chapters will be recognized for their accomplishments yearly.

3 Star Chapter – Active and 3 Star Chapter

Point Range: 90-138

3 Star Chapter status indicates that you are still a recognized Greek organization; however, you are currently in average standing with the Office of CSLE and the University. 3 Star Chapter means organizations are still allowed to attend and vote at Greek Council; you will be permitted to have recruitment/intake for the semester you are a 3 Star Chapter. All organizations who are 3 Stars will be mandated to have a minimum of two meetings (beginning and middle of the semester) with the Advisor of Greek Council, CSLE and the President of Greek Council to go over creating a plan and check up on the organization progress on improving star status.

2 Star Chapter – Probationary Status

Point Range: 40-89

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 CSLE or the University. 2 Star Chapter organizations are still allowed to attend and vote at the Greek Council; however, you will not be allowed to have recruitment/intake for the next semester. All organizations who are 2 Stars will be mandated to have a minimum of three meetings within the semester with

the Advisor of Greek Council, CSLE and the President of Greek Council to go over creating a plan and check up on the organization's progress on improving star status.

1 Star Chapter– Inactive Status

Point Range: 39 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, and have a voting right in the Greek Council. Your organization's banner will be taken down in Talbott Hall in the Student Center until you have improved your status for the next semester (gained probation/active status) determined by the Office of CSLE.

Notes:

- Scores will be given out at the end of every month. (Certain scores will be send out and determined by CSLE and Greek Council Eboard)
- Yearly organizational score will be calculated by the average of both semesters
- 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.