

*Bloomfield College of
Montclair State University*
Accreditation

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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.

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 191. 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: 50	80-100% requirement completion – 50 50-79% requirement completion – 40 30-49% requirement completion – 30 20-29% requirement completion – 20 10-19% requirement completion – 10 <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:	April 16, 2024 (4:30PM)
<p>What counts:</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. <p>What doesn't:</p> <ul style="list-style-type: none"> ● 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:	<ul style="list-style-type: none"> ● Community Service Form (Located in the Greek Council Office) ● Photos/Videos
How to submit:	<p>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).</p> <p style="color: red; text-decoration: underline;"><i>LABEL YOUR COMMUNITY SERVICE EVENT FOLDER. FAIL TO DO WILL RESULT IN THE COMMUNITY SERVICE HOURS NOT COUNTING. THE CSLE OFFICE WILL NOT TRY TO GUESS WHAT COMMUNITY EVENT THE PHOTO OR VIDEOS ARE FOR.</i></p>

<p>Note:</p>	<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 in the drive) in order for the hours to be accepted.</p> <p>1 point per active individual who completes the 10 hours.</p> <p><u>Community Service Forms will not be accepted after the deadline no exceptions.</u></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>
<p>Scoring:</p>	<p>1 point</p>

Campus Engagement

Campus Engagement has **1 organization** requirement:

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

Who is responsible:	Organization
Deadline:	April 29, 2024 (4:30PM unless stated otherwise)
What counts:	Attend the above mentioned event/workshops/activities. After the event, take a photo with the host of the event.
What doesn't:	Not submitting proof photos of the organization at the event with the host.
What to submit:	Photo Proof.
How to submit:	<p>Upload the photos to the Google Drive in your organization under the folder "Campus Engagement" Create a folder with the event as the title of the folder.</p> <p><u>LABEL YOUR CAMPUS ENGAGEMENT EVENT FOLDER. FAIL TO DO WILL RESULT IN THE CAMPUS ENGAGEMENT NOT COUNTING. THE CSLE OFFICE WILL NOT TRY TO GUESS WHAT CAMPUS ENGAGEMENT THE PHOTO WAS FOR.</u></p>
Note:	Highly encouraged to wear Greek Letters and participate in campus activities.
Scoring:	10 points (Per each campus engagement event) Maximum possible points: 30

Organization Accountability

Organization Accountability has **8 organization** requirements

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:	January 10, 2024 (4:30PM unless stated otherwise)
What counts:	Complete, approved Roster
What doesn't:	Incomplete Roster
What to submit:	The Greek Roster must include the following <input type="checkbox"/> First Name <input type="checkbox"/> Last Name <input type="checkbox"/> ID Number (If a current student) <input type="checkbox"/> Email Address <input type="checkbox"/> Phone Number
How to submit:	Upload the document to Google Drive under Greek Roster.
Note:	(If you are a Grad Chapter include those who will be frequently visiting the campus) If your Greek Roster form has not changed from the previous semester, reupload it to the current semester drive.
Scoring:	Maximum possible points: 5 points Late: 2.5 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:	January 8, 2024 (4:30PM unless stated otherwise)

What counts:	An active Insurance up to date.
What doesn't:	An expired Insurance.
What to submit:	Current active Insurance.
How to submit:	Upload current insurance to the organization folder in the folder titled "Insurance" in the 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>Maximum possible points: 5 points</p> <p>Late: 2.5 points</p>

Requirement: Contact Information of Alumni/Graduate Advisor.

Who is responsible:	Organization
Deadline:	January 8, 2024 (4:30PM unless stated otherwise)
What counts:	Submission for the "Alumni/Graduate Advisor" document.
What doesn't:	Not Alumni/Graduate Advisor" document. Information missing from the document.
What to submit:	<p>A document with the following included:</p> <p>Name of your Alumni/Graduate Chapter</p> <p>Your Graduate Alumni/Chapter Representative</p>

	Your Graduate Alumni/Chapter Phone Number Your Graduate Alumni/Chapter Email
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 If your Alumni/Graduate Advisor form has not changed from last semester then just reupload it to the drive again. Please label the document "Alumni/Graduate Advisor".
Scoring:	Maximum possible points: 5 points Late: 2.5 points

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

Who is responsible:	Organization
Deadline:	January 8, 2024 (4:30PM unless stated otherwise)
What counts:	Completing all 4 S.O.A.P. Forms.
What doesn't:	Not completing ALL 4 S.O.A.P.S
What to submit:	S.O.A.P. Form
How to submit:	Please see the link for the form. S.O.A.P. FORM (SPRING 24)
Note:	N/A
Scoring:	Maximum possible points: 5 points Late: 2.5 points

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

Who is responsible:	Representative of Organization
Deadline:	April 25, 2024
What counts:	Attendance at Greek Council Meetings
What doesn't:	No attendance/representative at the Greek Council Meeting
What to submit:	N/A
How to submit:	The Greek Council Secretary will submit the attendance to CSLE.
Note:	Each semester every org is allowed 1 unexcused absence and 1 excused absence.
Scoring:	Attendance each meeting: 10 points (Total 70) Each absence: -5 point Tardy Past 10 minutes: -1 point

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

Who is responsible:	Organization
Deadline:	April 29, 2024 (4:30PM)
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. (January, February, March and April) If submitted after the month has ended no points will be

	awarded.
Scoring:	5 points per meeting Maximum possible points: 20

Requirement: Completion of programs for the semester.

Who is responsible:	Organization
Deadline:	April 29, 2024
What counts:	Fully completing a program
What doesn't	Not submitting the proper paperwork and photo/videos
What to submit:	Flyer, Attendance sheet with the Event Evaluation Form. Photos and Videos in the Drive.
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. <p>(Fundraisers and interest meetings do not count as programs). (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><u>Collaboration Example:</u> If Greek Organization A is hosting a Study Program and asks Greek/CLUB Organization B to collaborate, only the Greek Organization A will receive the credit for the co-sponsorship.</p> <p><u>Metro-Chapter:</u> Two events MUST be on Bloomfield Campus.</p> <ul style="list-style-type: none"> ● One co-sponsorship with another Greek Council recognized organization. ● One co-sponsorship with a Student Government Association recognized <p>The other two programs must be submitted the same as a Bloomfield requirement in order for the other two events to count and receive points.</p> <p><u>LABEL YOUR EVENT IN THE EVENT FOLDER IN YOUR DRIVE. FAIL TO DO WILL RESULT IN THE PROGRAM NOT COUNTING. THE CSLE OFFICE WILL NOT TRY TO GUESS WHAT PROGRAM/EVENT THE PHOTO WAS FOR.</u></p> <p>Event Evaluation Form (Spring 24) <u>MUST BE FILLED OUT 24- 48 HOURS AFTER YOUR EVENT OR ELSE YOU WILL NOT</u></p>

	<p><u>RECEIVE ANY POINTS FOR THE PROGRAM.</u></p> <p><u>THE EVENT EVALUATION FORM WILL CLOSE MAY 1ST, 2024 (9PM).</u></p>
Scoring:	Maximum possible points: 40 points

Bonus Points

There are **3 bonus point opportunities**.

Note: Each opportunity can only be awarded once. No more than 50 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) No greek organization.

Who is responsible:	Organization
Deadline:	April 29, 2024
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 (Spring 24)
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: 5 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:	5 points per active member attending

Bonus Point Opportunity: Participate in the Greek Yard Show

Who is responsible:	Organization
Deadline:	April 27, 2024
What counts:	An active student/ grad member from the chapter partaking in the yard show.
What doesn't:	
What to submit:	N/A
How to submit:	N/A
Note:	<p>Each Organization that partakes in the event will receive 20 points as a whole not as individuals.</p> <p>Points are given after the Greek Yard Show.</p>
Scoring:	Maximum possible points: 20 points

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 bi-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 bi-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 the Greek Council bi-weekly meetings; 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 bi-weekly meetings; 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 (Determined by CSLE). 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.