2019 Checklist for Relationship Statement Reporting via Ideal Logic

1. Leadership Development
   - Select who attended the IMPACT leadership retreat in January 2019
   - Upload an excel spreadsheet with all your chapter members’ involvement on campus or attendance in a leadership education opportunity (outside of your fraternity/sorority). On or off-campus employment can be included as well. 100% of your member should participate in an external involvement.
   - Provide response if your chapter president has not attended required events, and a brief explanation on why your chapter president did not attend required events (if applicable)
   - Select who attended the fall emerging leaders institute in November 2019 (LeaderShape Catalyst)

2. Academic Achievement
   - Enter your chapter term average for each term of the calendar year. List your chapter’s official OSU GPA from the community grade report (Winter 19, Spring 19, Fall 19).
   - Enter the academic skills/strategy, career readiness, or professional development workshop
     i. Host at least one program or workshop in the academic year with focus on academic skills and strategies, career readiness, or professional development where 80% or more of chapter membership who have a GPA of 2.8 (prior term and/or cumulative GPA) or below attends.

3. Risk Reduction & Management
   - Enter the high risk alcohol and/or drug use prevention workshop*
     i. Host one educational program or workshop in the academic year focused on high-risk alcohol and/or drug use prevention where 80% or more of the chapter membership attends.
   - Enter the consent, sexual assault prevention and/or supporting survivors workshop*
     i. Host one educational program or workshop in the academic year focused on consent, sexual violence prevention, and supporting survivors where 80% or more of the chapter’s new members attend.
   - Upload your fraternity/sorority risk management policy
   - Upload your organization’s certificate of liability insurance showing $1,000,000 coverage

4. Diversity & Inclusion
   - Upload proof of inclusion of education on the fraternity/sorority community (various chapters and governing councils) in your chapter’s new member education process.
   - Enter program or workshop that focuses on diversity and inclusion
     i. Attend or host a program or workshop in the academic year which focuses on diversity and inclusion for the chapter or community where 20% or more of chapter membership attends.
       1. Attending programs such as on-campus workshops, celebration month events, cultural festivals, on-campus lectures or speakers, etc. will count as long as you upload documentation of attendance
     ii. Upload agenda, program presenter, and/or example tools used for any workshops
   - Provide information on how your chapter actively discourages culturally appropriative activities and practices

5. Membership Development
   - Upload roster on file with your inter/national organization. Illustrate that your roster manages a roster external from the Ideal Logic database.
   - Upload your new member education program. Illustrate that your new members participate in a program where they are educated about your organization.
   - Provide information on how your new member/membership intake activities reflect the values and policies of OSU & FSL community
   - Provide description on how your chapter prohibits alcohol at new member programming
   - Enter the hazing prevention workshop*
     i. Prohibit all forms of hazing and provide one hazing prevention workshop in the academic year where 80% or more of chapter membership attends.
   - Provide information on the hazing prevention workshop

6. Campus Engagement & Community Service
   - Enter your Chapter Sponsored Philanthropy Fundraiser(s) (this OR service project is required)
   - Enter your community service project (this OR philanthropy event is required)
7. Advising & Alumni Relations
   - Enter your chapter advisor
   - Enter your live in house director/resident advisor (if applicable)
   - Enter your faculty advisor information (University faculty/staff member who provides on-campus support to your chapter – not a CFSL staff member)

8. Community Standards
   - Provide information on how your chapter promotes and adheres to Standards of Conduct as stated in the OSU Code of Student Conduct. Include any council or University violations your chapter has had in the past year and how you’ve resolved them. Describe how you hold individual members accountable to your own internal policies.

2019 Relationship Statement Reporting FAQs

1. Where is the 2019 report located?
   a. On March 22, you’ll find the report on your Ideal Logic Dashboard, under ‘Org Reports’
      i. Ideal Logic login: https://apps.ideal-logic.com/osusli

2. When is the report due? Can I start working on it now?
   a. January 1, 2020 at 11:59pm
   b. Yes – you can save as you go and the form will remain active so you can come back to it where you left off.

3. Who is to complete the report?
   a. Generally the Chapter President for the term it is completed (2019) and their executive team

4. Where can you get help with the report?
   a. From your CFSL Chapter Coach! They are happy to meet with you individually to go over your form.

5. How do I know if something ‘counts’ for the Relationship Statement?
   a. Bolded programs with an asterisk on the opposite page should be facilitated by an on-campus professional. There are only a few circumstances where an off-campus expert is appropriate (example: CARDV or ASTP).
      i. If you have a question about any of your workshops, programs, events, or activities ‘counting’ for credit – email cfsl@oregonstate.edu and you’ll get a response in 48 hours.
   b. Appropriate behavior when hosting programs – request them at least 2-3 weeks in advance.
      i. Host programs in on-campus facilities, whenever possible.
      1. If the program is hosted in your home, you need to provide presenters with access to wifi, AV, water, etc.
      ii. No members should be on phones or laptops during a program when you have a guest speaker.
      iii. Members need to provide speakers with their full attention in order to receive credit for the programs. Programs should not be hosted over meals or in another setting not conducive to a workshop where learning and engagement should occur.
   c. When attending on-campus programs (diversity and inclusion programs), you need to stay for the duration of the program and be an active participant in order to receive credit for attendance.

6. Why is the report important?
   a. Because it allows your chapter to receive recognition in the areas where you excel.
   b. It helps your chapter understand minimum expectations, best practices and community benchmarks.

7. Is the Report required to complete?
   a. Yes – it’s required in order to remain a recognized fraternity/sorority at OSU. This is also a great record of what your chapter accomplished in the past year.

8. What happens if my chapter hasn’t completed some of the criteria by the end of the calendar year?
   a. The goal is that your chapter completes 100% of the criteria. At the close of the evaluation period, each chapter (and their advisor and inter/national organization) will receive a status letter with the results of their submitted Report. If criteria wasn’t completed, there may be the opportunity to remedy the incomplete items in the coming calendar year and this will be outlined in the letter. Some criteria not being completed could result in the loss of privileges afforded to student organizations (lack of access to on-campus and resources reservations, not able to participate in community/council programs, etc.).

9. Why is this a calendar year report versus an academic year report?
   a. Most of the chapters at OSU elect their officers based on a calendar year so it aligns with most of the chapter officer terms. This reporting timeframe also aligns with most inter/national organizations accreditation and awards programs.
   b. The calendar year timeframe allows the criteria you submit to be evaluated and scored in winter term, and your chapter will be eligible to be considered for Greek Awards in spring term.