2020 Checklist for Relationship Statement Reporting via Ideal Logic

1. Report Set Up
2. Leadership Development
   - Select who attended the IMPACT leadership retreat in January 2020
   - 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 membership must 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 2020
   - Enter the dates per term that you met with your chapter coach.
3. 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 20, Spring 20, Fall 20 enter 0.0).
   - Enter the academic skills/strategy, career readiness, or professional development workshop
     1. 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.
     2. Must upload list of members below a 2.8 from the prior term.
     3. Must upload sign-in sheet that highlight members with a GPA of 2.8 or below from the prior term.
4. Risk Reduction & Management (Any workshops conducted by off-campus personnel must be pre-approved by the CFSL – email cfsl@oregonstate.edu to request consideration)
   - Enter the high risk alcohol and/or drug use prevention workshop*
     1. Attend an educational workshop coordinated by the CFSL/council officers during 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*
     1. Attend an educational workshop coordinated by your governing council during 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
   - Enter your members who attended Risk Management 101
5. Diversity & Inclusion
   - Upload proof (i.e. slides, handout, publication, etc.) of inclusion of education on the whole OSU fraternity/sorority community (various chapters and governing councils: CGC, IFC, NPHC, NPHC, MGC) in your chapter’s new member education process.
   - Enter program or workshop that focuses on diversity and inclusion
     1. Attend or host a program or workshop in the academic year which focuses on diversity and inclusion for the chapter or community where 30% or more of chapter membership attends.
   - Explain how your chapter actively discourages culturally appropriative activities and practices (criteria cannot be met by copy/pasting policies/bylaws).
6. Membership Development
   - Upload your inter/national organization roster on file. Illustrate that your chapter 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. (i.e. slides, outline, etc.)
   - Explain how your new member/membership intake programs reflect the values and policies of OSU & FSL community (criteria cannot be met by copy/pasting policies/bylaws).
Explain how your chapter prohibits alcohol at new member programming (*criteria cannot be met by copy/pasting policies/bylaws)*.

**Enter the hazing prevention workshop***

1. Prohibit all forms of hazing and attend one hazing prevention workshop coordinated by the CFSL for your Executive Board during the academic year where 80% or more of chapter membership attends.
2. Based on the information obtained from the hazing prevention workshop, conduct a presentation to your chapter.
3. Upload your presentation and sign-in sheet of members in attendance.

**MGC/NPHC Only** – Select terms your chapter submitted your membership intake form
1. If your chapter does not participate in membership intake select Not Required

**Enter your participation in your Governing Council’s Sponsored New Member Orientation Program (Neo Night, FSL 101, etc.)**

**Enter how you promote on-campus resource regarding mental health to your chapter and what activity/program/event, etc. you engaged in with your members.**

**Enter your chapter member fees per term.**

7. **Campus Engagement & Community Service**
   - Enter your Chapter Sponsored Philanthropic Fundraiser(s) (this OR service project is required)
   - Enter your community service project (this OR philanthropic event is required)
   - Enter your chapter’s OSU community-wide event participation (example: campus move-in, Relay for Life, Beaver Community Fair, CCE Days of Service, etc.)
   - Enter your collaboration event with another organization (example: fraternity/sorority, student organization, or OSU Department, etc.)
   - Enter your chapter’s community service hours

8. **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)

9. **Community Standards**
   - Explain 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.

10. **Optional Programs/Activities**
    - Programs that count for additional or bonus points for your chapter:

11. **FAQs**

12. **Service Review**
    - Ideal logic entered service for your members
1. Where is the 2020 report located?
   a. In mid-late March, you’ll find the report on your Ideal Logic Dashboard, appearing in a yellow box in the top right of your screen. Here’s the Ideal Logic login: [https://apps.ideal-logic.com/osusli](https://apps.ideal-logic.com/osusli)

2. When is the report due? Can I start working on it now?
   a. December 13, 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. The Chapter President for the term it is completed (2020) and their executive team

4. Where can you get help with the report?
   a. From your CFSL Chapter Support Advisor (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@oreognstate.edu](mailto:cfsl@oreognstate.edu) and you’ll get a response in 48 hours.
   b. Appropriate behavior when attending programs or program will not count.
      i. If you host a diversity and inclusion program and/or an academic workshop try to reserve a space on-campus, 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. How do I schedule workshops?
   a. Academic Achievement workshops can be scheduled with the Academic Success Center, your Faculty Advisor, or the Career Development Center.
   b. Diversity and Inclusion requirements can by met by attending programs on campus and/or hosting a workshop.
   c. Sexual Assault Prevention workshops will be coordinated by your governing councils.
      i. CGC/MGC/NPHC – Hosted during your council’s ‘burst’ session in the fall term.
      ii. IFC/PHC – Hosted in the fall term within two weeks of Jump Day/Bid Day.
   d. Hazing Prevention workshop will be coordinated by the CFSL for your chapter leadership. It is your responsibility to educate your chapter on the information receive from the Hazing Prevention workshop.
      i. CGC/MGC/NPHC – Hosted during your council’s ‘burst’ session in the fall term.
      ii. IFC/PHC - You will receive an email with instructions on how to register for a spring or fall term program.
   e. Alcohol and Other Drugs will be coordinated by the CFSL/governing council.
      i. CGC/MGC/NPHC – Hosted during your council’s ‘burst’ session in the fall term.
      ii. IFC/PHC - You will receive an email with instructions on how to register for a spring or fall term program.

7. 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.
   c. It is how your chapter maintains recognition from the Center for Fraternity & Sorority Life.

8. 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. This report is also shared with your inter/national organization.

9. 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 weren’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 (not in good standing with the CFSL, lack of access to on-campus and resources reservations, not able to participate in community/council programs, etc.).

10. 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.