



ALPHA CHI RHO

CHAPTER ACCREDITATION PROGRAM



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Crow Accreditation Program

Introduction:

The CAP:2016 program establishes the process for documentation of an annual evaluation for each Alpha Chi Rho Chapter. Upon submission of the completed accreditation packet on time, the Chapter may be eligible to receive a discount on the National Assessment and may receive a National award. By submitting this information to the National Office the Chapter is showing its efforts in pursuit of improvement and to truly “Be Men”. The intent of the accreditation program is to provide the Chapter and the National Fraternity with a method of reviewing the Chapter on an annual basis. The Chapter Accreditation Program focuses on development in six different areas: Academics, Membership Relations, Public Relations, Community Service, Financial Management, and Chapter Management.

Instructions

1. Assign an officer, individual, or group of Brothers to collect information and data for the report.
2. Review the required documentation at the end of the packet that needs to be submitted.
3. Communicate between your advisors, including Greek, Academic, and Faculty advisors to ensure all documentation is completed and submitted for the accreditation program. All information will need to be submitted before **midnight on May 31st**.
4. All documentation must be submitted to the National Fraternity either through email or hard copy. Any documentation sent in the mail must be in the National Office by **midnight on May 31st** to be recorded. Acceptable files are Word Documents and PDF's. All documents should be emailed in a zip folder to keep it organized. Email to hq@alphachirho.org or mail to 109 Oxford Way, Neptune, NJ 07753.
5. All documentation needs to be organized and easy to read. Any documentation which is hard to interpret may result in a reduction of points.
6. Save a copy of all of the documentation before submitting to the National Office. If anything is lost the National Fraternity is not responsible for it. The Chapter should also retain what it submitted to improve upon it in the future
7. If any documentation cannot be obtained from the school for submission (such as grades) due to policies please submit paperwork identifying the issue. Your score will be modified to accommodate the issue.

Scoring

The current Crow Accreditation Program (CAP:2016) has a total of 50 standard items which total up to 70 points. These 50 standards should be what the Chapter strives for each academic year to complete. There are also an additional 130 bonus points that can be earned for a total of 200 points on the accreditation. Bonus points will only be added if the Chapter earns the mandatory 50 out of 70 points on the standard items (Chapter must exceed 70% completion of standard items)

All Chapters are expected to meet the minimum standards and to submit all documentation by the required date of May 31st. If the Chapter is not meeting the minimum standards required or there is no submission your Chapter will be required to create a plan to move the Chapter into the right direction with the help of the staff

Chapters will receive a discount on the National Assessment for completing the accreditation and submitting it on time, in addition to the increased possibility of winning awards from the National Fraternity. There are only incentives to complete the accreditation program so it is highly recommended to do so and make sure to fill out the form honestly!

Accreditation Program Standards

Below is what we expect for your Chapter in addition to what your Chapter can earn in bonus points

Academics:

1. The New Member Class GPA is at least a 2.7 GPA or is at or above the All-Men's GPA average
2. The Chapter GPA is at least a 2.7 GPA or is at or above the All-Men's GPA average
3. There are no Brothers who have below a 2.5 cumulative GPA for the academic year
4. The Chapter has implemented an Academic Program or Policy

Academic Bonus

1. The New Member Class GPA exceeds a 2.7 GPA, the Fraternity GPA average, and All-Men's GPA average
2. The Chapter GPA exceeds a 2.7 GPA, the Fraternity GPA average, and All-Men's GPA average
3. For every Brother having a cumulative GPA above a 3.5 for the academic year and/or part of an academic honor society

Membership Relations:

1. The active Chapter is equal to or above the average Chapter size on campus
2. The Chapter utilizes the Crow Recruitment Guide and practices year-round recruitment
3. The New Member Class size is equal to or above the average New Member Class on campus
4. The Chapter utilizes the Postulancy Education Guide to educate all new members of Alpha Chi Rho
5. The amount of new members is least 25% of the membership for the academic year
6. The Chapter holds programs to educate Brothers about all aspects of Alpha Chi Rho including but not limited to the history, rituals, and policies
7. The Chapter holds at least two Brotherhood activities per semester

Membership Relations Bonus:

1. For every additional 10% of the Brotherhood that grows beyond the initial 25%
2. For every 10% of the active Chapter size above the campus average
3. The New Member retention rate is equal to or above 90% for the academic year
4. For each Brotherhood Activity in addition to the required two activities per semester
5. The Chapter conducts two educational or leadership development sessions for the academic year
6. For every additional educational or leadership development session held throughout the academic year

Public Relations:

1. A Chapter representative attends all Greek Council (IFC,IGC) meetings throughout the academic school year
2. The Chapter has at least 75% attendance at all Greek Council (IFC,IGC) sponsored events throughout the year
3. The Chapter complies with all University and Greek policies
4. A Chapter representative meets with the Greek Advisor at least once per month
5. The Chapter has submitted any required documentation to the school when requested and on time
6. The Chapter sponsors at least two social events per year that adheres to all Local, University, and National Fraternity policies
7. The Chapter sponsors at least one Alumni event per year that adheres to all Local, University, and National Fraternity policies
8. At least 75% of the active Chapter Brothers are members of another organization on campus

Public Relations Bonus:

1. For each award the Chapter earns on Campus or in the Community
2. For each member holding a leadership position in Greek Council (IFC,IGC) or another organization on campus
3. The Chapter has at least 95% attendance at all Greek Council (IFC,IGC) sponsored events
4. For each social event in addition to the required two social events that adheres to all Local, University, and National Fraternity policies
5. For each Alumni event in addition to the required one Alumni event that adheres to all Local, University, and National Fraternity policies
6. For each parent event sponsored that adheres to all Local, University, and National Fraternity policies
7. For each educational program sponsored by the Chapter for the University and/or the Greek Community

Community Service:

1. The Chapter sponsors at least two philanthropic events per year
2. The Chapter performs at least 10 hours of service per Brother
3. The Chapter sponsors at least one event benefiting a National philanthropy of Alpha Chi Rho

Community Service Bonus

1. For every additional sponsored philanthropic event per year
2. For every additional two hours of community service per Brother over 10 hours
3. For every additional sponsored event benefiting a philanthropy of Alpha Chi Rho

Financial Management

1. Zero balance with Alpha Chi Rho. If there is any outstanding debt with the National Fraternity a payment plan has been created and approved by the National Office
2. The Chapter has an Accounts Receivable from the Brothers less than 5% as of May 1st
3. The Chapter submits a budget for the academic year on May 31st for the upcoming academic year
4. The Chapter submits a financial statement to the National Fraternity at the end of each semester
5. The Chapter has paid all National Fees (Assessment and Insurance) before the respective due dates
6. The Chapter submits all Bailment cards at least one week prior to the completion of the Postulancy program
7. All new members have paid in full or on a payment plan for initiation fees no later than two weeks after the completion of the Postulancy program

Financial Management Bonus

1. For increasing the Chapters reserve/savings account by 5% or more at the end of the year
2. For using a 3rd party Financial Management Service or submitted the exemption form for the Academic Year

Chapter Management

1. The Chapter has at least a Faculty Advisor and/or Chapter Advisor and meetings are held at least twice per semester
2. The Executive Committee of the Chapter meets weekly during the academic year
3. The Chapter holds weekly meetings throughout the year
4. The Chapter has at least 90% attendance at all meetings
5. All Officers have and maintain officer notebooks
6. The Chapter holds Officer Transition meetings after officer elections
7. The Chapter has a Chapter Planning Retreat at least once per year (preferably at the beginning of the academic year)
8. The Chapter has all Ritual paraphernalia
9. The Chapter holds a Ritual meeting at least once per month
10. The Chapter distributes information sent by the National Headquarters and Leadership Consultants
11. The Chapter produces and distributes a newsletter once per year for Alumni and Parents
12. The Chapter maintains contact with the National Headquarters and responds to all email requests
13. The Chapter complies with all policies enforced by the National Fraternity of Alpha Chi Rho
14. Roster and Officer lists submitted on time
15. Chapter By-Laws submitted or reaffirmed
16. Meeting minutes (Sent to Consultant once per month)
17. Officer goals (Once per year for incoming officers)
18. Postulant Reporting Worksheet submitted on time
19. Chapter signs up for all National Events on time
20. The Chapter has submitted forms to obtain funds from AXPEF for having a Scholarship Advisor
21. Chapter submits at least two articles per year to the National Headquarters for the Garnet and White

Chapter Management Bonus

1. For each retreat conducted above the minimum requirement
2. For each newsletter or Garnet and White Article the Chapter produces and submits above the minimum.
3. The Chapter maintains an active website

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Crow Bonus

1. For each required member who attends Conclave, Convention, and any regional conference (i.e. NGLA, IFLV, etc.)
2. For each Brother that applies for a AXPEF Scholarship
3. For each Brother that applies to work as an Leadership Consultant
4. For each undergraduate Brother who serves on the National Council
5. Any assistance the Chapter provides to help establish a new AXP Chapter on another campus
6. The Chapter prepares for a consultant visit at least once a year

Documentation Guidelines

For your Chapter to earn points on the Crow Accreditation Program documentation is needed to prove your Chapter has fulfilled the standards and bonus points. In the following section every standard has an explanation for the required material needed for your Chapter to earn credit. If the documentation does not meet the expected guideline credit will not be given. The section also explains any and all documentation which should be collected throughout the academic year as well as items that should be saved for the future.

It would also be recommended to go through the standards above and mark what your Chapter believes to have completed and so that you can give yourselves a rough idea as to how your Chapter is doing. We at the National Fraternity strongly encourage your Chapter to send in your self-assessment of the accreditation program.

Lastly as can be seen on our guidelines there are no points listed. With our first installment of this program we will be using the data we have to establish our final points in our categories. We also want you all to try and not strive to meet the minimum expectations, so this was also taken into account.

Signatures and Authentication

Any signatures required may not be copied, traced, forged, or any other method to duplicate the signature onto your document. Any false information or fake signatures on any documentation will receive a score of **zero** and the Chapter will lose any chance of earning an award or discount. Additional implications will also be in place of this does occur. We expect all of our Chapters to fill out our accreditation as completely and honestly as possible. Remember there are only incentives and a way to show your Chapter as being one of our best!

Definitions

- **Sponsor:** Your Chapter is expected to plan, organize, and coordinate an event either individually or partnering with another organization. Attending another event does not count as sponsoring an event.
- **Brotherhood Activity:** A dry event which supports bonding between Brothers that is planned and coordinated by the Chapter. It could be a fun event such as sports or a BBQ, having a guest speaker or learning valuable skills, or even just having an educational seminar.
- **Chapter Planning Retreat:** It is expected that as a Chapter a retreat is held to get everybody in the mindset for the upcoming academic year. This is an opportunity for Brothers to get away from normal facilities and set a goal for the upcoming year.
- **Social Event:** An activity planned, organized, and coordinated by the Chapter which is held with another organization or a group of non-member (such as a formal, semi-formal, or mixer) that abides by all policies for the National Fraternity of Alpha Chi Rho and University policies.
- **Educational or Leadership Seminar:** An activity planned, organized, and coordinated by the Chapter which serves to help improve the Chapter to further knowledge and skills valuable to Fraternity Life (socializing, conflict resolution, time management, etc.).

Documentation Requirements

Academics:

Standards 1-3, Bonus 1-3: A grade report from for the academic year is required (terms or semesters) provided by the administration or Greek Life Office. A signed written letter may also be provided.

Standard 4: The Chapter must submit a full document of their academic policy and must also be signed off by the Chapter or Greek Life Advisor.

Membership Relations:

Points 1, 3, 5, Bonus 1-3: Documentation from the school (Greek Life Office) confirming the school's average Chapter size, average new member class sizes, and a comparison of sizes to other Fraternities on campus. Current Chapter Roster is resubmitted to confirm with National records. A Chapter or Greek Life Advisor must sign the resubmitted roster and chapter size information to confirm.

Point 2: Document stating the year-round recruitment plan, what is done for recruitment, and how it is executed (list and explain events, any flyers or brochures, etc.) and document signed by Chapter Advisor or Greek Life Advisor confirming the operation of a year-round recruitment plan.

Point 4: Document signed by the President and Postulant Educator confirming the use of the National Postulancy Program. All Exoteric Exams should be submitted to the National Office to confirm they have taken the exam and passed.

Point 6: Documentation of all activities the Chapter performs to reinforce the history, rituals, and policies of Alpha Chi Rho. Documents signed by Chapter Advisor or Chapter Officers confirming the use of these activities.

Point 7, Bonus 4: Documentation of the Brotherhood Activities (date, time, location, explanation for event with reason, and pictures of event).

Bonus 5, 6: Documentation and description of an educational or leadership development sessions (date, time, location, explanation for event with reason, and pictures of event).

Public Relations

Points 1-5, Bonus 1, 3: Documentation from Greek Advisor and/or IFC President confirming meetings, attendance, and document submission. Documentation for awards the Chapter has won.

Points 6, 7, Bonus 4-6: Documentation from Chapter Advisor or Greek Advisor confirming events occurred and when they happened. Any document and photo evidence confirming event took place would be beneficial with captions and descriptions.

Point 8, Bonus 2: List of Brothers and what organizations they participate in (Excel Sheet, Chart, etc.). Also include leadership positions held in those organizations and supporting documentation to confirm roles.

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Community Service:

Point 1, Bonus 1: Documentation of at least two philanthropic events (date, time, location, explanation for event with reason, and pictures of event). If money is raised include copy of check.

Point 2, Bonus 2: List of Brothers who attended events, hours served, and the data showing at least 10 hours of community service per Brother for the academic year. This includes having total hours worked by all Brothers divided by the amount of Brothers in the active Chapter.

Point 3, Bonus 3: Documentation of at least one philanthropic event benefiting a national philanthropy of Alpha Chi Rho (date, time, location, explanation for event with reason, and pictures of event). If money is raised include copy of check. This is separate from Point 1 and cannot be double counted.

Financial Management

Point 1: Copy of statement with zero balance to the National Headquarters. If paying on a payment plan copy of agreement or email exchange needs to be submitted.

Point 2, 3, 4, Bonus 1-2: Documentation showing Accounts Receivable is less than 5% signed by Treasurer, email showing when budget was submitted, and copy of financial statement submitted to the National Headquarters. If on a 3rd party Financial Management System have document signed by the Treasurer that states what the program is with screenshots of the account.

Points 5-7: Documentation and proof payments were made, Bailment Card postmarked date and when the Postulancy Education program is completed, and list of New Members that are on payment plans or who have paid initiation fees.

Chapter Management

Point 1: Document signed by President and Chapter or Faculty Advisor confirming at least two meetings taking place over the course of the semester.

Points 2-4: Document signed by all members of the Executive committee confirming meetings are taking place and attendance or signature by Chapter Advisor confirming meetings and attendance. Meeting minutes from Point 16 under Chapter Management will be taken into account.

Point 5: Pictures of documentation for Officer Notebooks (Make sure to include captions and description) or if digital include copy in submitted file.

Point 6, 7, Bonus 1: Document signed by all Officers stating officer transitions have taken place and an explanation of what occurred in the transition meetings. Documentation of the chapter planning retreat (date, time, location, explanation for event with reason, and pictures of event).

Point 8, 9: List of Ritual Equipment the Chapter currently has and document signed by Chapter Advisor, Chapter President, and/or Ritual Officer that the Chapter holds a Ritual Meeting once a month.

Point 10: Copy of meeting minutes detailing information provided by the National Fraternity or Leadership Consultant or copy of emails forwarded to Chapter or document signed by Chapter Advisor confirming information being shared to Chapter.

Point 11, Bonus 2: Copy of newsletter sent out to Alumni and/or Parents.

Point 12: Document includes any email conversations with National Headquarters.

Point 13: Document signed by the Executive Committee confirming compliance with all of Alpha Chi Rho's policies.

Point 14-19: All documentation must be submitted when requested by the National Fraternity. This will be verified by HQ over the course of the academic year.

Point 20: Will be verified by the National Fraternity.

Point 21, Bonus 2: Copies of articles submitted to Alpha Chi Rho and dates of when they were submitted.

Bonus 3: Document including Website link and screenshots of a few of the pages.

Crow Bonus

Bonus 1: Documentation from the Chapter President listed who attended what events in the past academic year. Will be confirmed by National Fraternity from sign-in sheet.

Bonus 2, 3: List of Brothers who have applied for AXPEF Scholarship and/or Leadership Consultant.

Bonus 4: State Brother's name who is currently on the National Council.

Bonus 5: Include any documentation of meetings and activities involving the Colony and Chapter. This includes documents from the Colony and/or documentation from a Leadership Consultant confirming what has been done.

Bonus 6: Documentation detailing communication with Leadership Consultant or confirmation from Leadership Consultant about preparation for visit

Final Notes

If your Chapter cannot fulfill one of the standards due to a school policy or rule please let us know at the National Office by contacting the National Office at 732-869-1895, or emailing hq@alphachirho.org. We are always here to assist in making sure this process goes smoothly and every step is explained to the best of our ability. Once again when submitting documentation keep it as organized as possible to maximize points and receive an accurate score. These reports will be reviewed and scored by the National Staff which will assess Chapters in need, those achieving minimum level of operation, and recognize Chapters who have exceeded expectations. Feedback will be given with suggestions on how to improve upon completion of scoring at the National Office.