



GREEK CHAPTER INFRASTRUCTURE ASSESSMENT

ADVISOR AND ORGANIZATION



Chapter/Organization: _____

Date: _____

Infrastructure Stage

- 1- We have no plan in place
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Please rank the following statements on their level of importance and effectiveness in your agency. **Shaded rows indicate required standards that must be completed.**

SECTION I: MEMBERSHIP DEVELOPMENT

Importance						Statement	Infrastructure Stage					
1	2	3	4	5	N/A	1. Structured process to improve GPAs.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	2. A written academic success program is in place.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	3. Academically related presentations have and will continue to be made.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	4. Maintained a professional connection with campus academic resources.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	5. Implemented academic recognition activities.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	6. Supportive enforcement for individual academic performance.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	7. Designated Scholarship Chair.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	8. A written <i>initiated</i> member education program in place.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	9. Implementation of two personal development educational programs per year (at least one is on cultural awareness issues)	1	2	3	4	5	N/A
1	2	3	4	5	N/A	10. Designated Membership Development Officer.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	11. A written new member education program is in place.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	12. Access to external leadership programs (ie: conferences) for 15% of the organization to attend at least once a year.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	13. An organized method to record non-Greek and Greek related leadership positions.	1	2	3	4	5	N/A



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SECTION II: CHAPTER MANAGEMENT

Importance						Statement	Infrastructure Stage					
1	2	3	4	5	N/A	1. Committed chapter/organization delegate or representative to attend 80% of council meetings.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	2. Devoted President or representative to attend 80% of all council Presidential meetings.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	3. President or Executive present at PRIDE retreat during winter break.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	4. Required number of members will attend the annual Student Organization Leadership Conference.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	5. Ability to have 70% of chapter present at Homecoming Week events.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	6. Ability to have 80% chapter attendance at Pool Party, Greek BBQs, Move ins, and Greek Basketball Night.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	7. Established checking account.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	8. Efficient bookkeeping system is in place and successfully utilized.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	9. Comprehensive budget is in place with chapter approval.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	10. A financial discipline policy is firmly in place and being enforced.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	11. Chapter/organization dues have been paid to its respective council, university, Associated Students, etc.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	12. Organized at least one goal setting session per semester to establish goals and objectives.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	13. An official SJSU staff/faculty	1	2	3	4	5	N/A



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	member is in place and attends at least two meetings per semester.	
1 2 3 4 5 N/A	14. In constant communication with chapter/organization advisor.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	15. Each leadership position has an organized notebook of relevant content used throughout the year and transitioning to new officers.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	16. A written educational transition meeting is in place for incoming and outgoing leadership.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	17. Minutes are taken at each meeting and made available to members and advisors.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	18. Maintaining attendance at each chapter meeting.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	19. Submitted complete on-campus recognition forms/online in a timely manner.	1 2 3 4 5 N/A
1 2 3 4 5 N/A	20. By-laws are updated and distributed to members.	1 2 3 4 5 N/A



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SECTION III: EXTERNAL RELATIONS

Importance						Statement	Infrastructure Stage					
1	2	3	4	5	N/A		1	2	3	4	5	N/A
						1. Utilize campus resources and campus activities.						
						2. Organized system in place to record attended campus activities.						
						3. Established newsletter for alumni and parents.						
						4. Organized an alumni event at least twice a year.						
						5. Organized at least one family event a year.						
						6. Aware of difference between direct, indirect, and philanthropy events.						
						7. Organized one direct community service project per semester with at least 60% of chapter in attendance.						
						8. Provided staff and faculty interactive and/or recognition programs at least once a year.						
						9. Collaborate with all Greek Life chapters/organizations to organize events.						
						10. Collaborate with Greek Life chapters/organizations for one alcohol-free activity per semester.						
						11. Required attendance at (inter)national events.						
						12. Written articles and/or topics available for submission to (inter)national newsletters.						
						13. Connected with all chapters/organizations in their respective council.						
						14. (continues to next page) Elected						



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		Public Relations (PR) chair educated about positively publicizing the Greek community.										
1	2	3	4	5	N/A	15. PR chair is trained to write press releases and network with local media resources.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	16. Published website is available.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	17. Aware of website appropriateness.	1	2	3	4	5	N/A

SECTION IV: POLICY COMPLIANCE

Importance						Statement	Infrastructure Stage					
1	2	3	4	5	N/A	1. Elected/appointed Risk Management chair.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	2. Implemented at least one risk management educational session per semester with at least 80% of chapter in attendance.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	3. Dry events within chapter/organization and collaborative events with other chapters/organizations.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	4. Event Registration forms are utilized in a timely manner for every party.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	5. Written Code of Conduct or membership contract in place and utilized.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	6. Organized judicial/standards board in place to handle violations to the Code of Conduct.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	7. Understanding and acting in accordance with SJSU's Statement of Relationship and Student Organization Code of Conduct.	1	2	3	4	5	N/A



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1	2	3	4	5	N/A	8. Residential chapters ONLY: House is inspected by the City of San Jose and in compliance with all municipal fire codes.	1	2	3	4	5	N/A
1	2	3	4	5	N/A	9. Conducts one fire drill per semester.	1	2	3	4	5	N/A