



SERVICE AND PHILANTHROPY

Future leaders are transformative throughout the communities they interface with. Service to others, through the donation of time, talent and treasure, is a core mechanism for creating leaders as engaged citizens in their local community.

CRITERIA FOR EXCELLENCE

- Colony volunteered to provide direct community service at least monthly and has an established relationship with a local non-profit organization.
 - Letter from non-profit organization
 - Media coverage (newspaper, television, internet news, etc.)
 - Attendance records
 - Pictures from event(s)
 - LEAD Phase I Session 11: Community Service
- Colony incorporated periodic reflection after service and philanthropic activities to help members process the experience. This should help members better understand the impact of their service and philanthropy activities as it relates to the values and purpose of the Fraternity.
 - Facilitator notes from reflection session
 - Letter from service/philanthropy officer
 - Reflection letter from a member(s)/candidate(s)
 - LEAD Phase I Session 11 Community Service AND LEAD Phase III: Session 5 (online content)
- Members are involved in individual service in addition to Colony projects.
 - Spreadsheet with record of all members' service activities and hours
 - Letter from member(s)/candidate(s)
 - LEAD Phase III: Session 5 (online content)
- Colony has advocated for their non-profit partners to help create awareness about the issues partners address. This should help others in the community understand the importance of supporting these causes.
 - Letters/flyers/promotions for event(s) and/or for non-profit partners
- Each member completes six (6) hours of community service each semester.
 - Spreadsheet with record of all members' service activities and hours
- Colony encourages others to support local non-profits, including those it selects for its own community service and philanthropy projects.
 - Letters/flyers/promotions for event(s) and/or for non-profit partners
 - Communication with others encouraging support for non-profits
 - Letter from service/philanthropy officer
- Colony includes one of the organizations that are partners in the Helping Hand Initiative in its fundraising or community service projects.
 - Letter from Helping Hand partner
 - Media coverage (newspaper, television, internet news, etc.)
 - Pictures from event(s)
 - HHI "Commitment Form" from www.sigmanu.org (contact HQ for a copy)
 - HHI "Report Event" form from www.sigmanu.org (contact HQ for a copy)
- Colony has incorporated education about the cause being supported into at least one fundraising event.
 - Description of educational component
 - Letter from service/philanthropy officer
- Colony incorporated the values of Sigma Nu into all Service and Philanthropy events.
 - Letter from service/philanthropy officer
 - Letter from member(s)/candidate(s)
 - LEAD Phase III: Session 5 (online content)
- Colony co-sponsors a community service or philanthropy project with another campus student organization.
 - Letter from student organization(s)

CAMPUS LEADERSHIP

Members of the Fraternity enhance their host institution by becoming engaged as leaders in campus and interfraternal activities and organizations. Through their leadership, members advance the purpose of both the Fraternity and their institution. This is recognized as a contribution to the greater good.

CRITERIA FOR EXCELLENCE

- Colony has demonstrated a high level of involvement in campus (non-Greek) and interfraternal activities.
 - List and dates of events
 - Pictures
 - Letter from Greek Advisor
 - Letter from other organizations
 - LEAD Phase I Session 3: Leadership & Working in Groups, Session 8: Servant Leadership: The Basics, and All-Chapter LEAD Module B, Session 6: Campus Involvement
- Colony sends representatives to campus-wide and IFC-sponsored leadership development programs.
 - Copy of materials, certificates
 - Letters from organizers
 - Copies of corresponding emails
- At least 80% of Colony members are involved in other student organizations.
 - Names and organizations they are involved with
 - Show percentage calculation
- More than 10% of Colony members have leadership roles in other student organizations or campus programs.
 - Names and positions of members in leadership positions (Use excel spreadsheet)
 - Show percentage calculation
- Colony meets or exceeds all IFC and host institution expectations.
 - Letter from IFC/ Greek Advisor to this effect
 - Copy of Campus Standards program showing colony is meeting standards IFC/ University expects
- Colony established a positive relationship with campus fraternity/sorority advisor and other campus administrators who serve as a resource.
 - Letter from Greek Advisor/ other campus Administrators to this effect
 - Letter from Faculty Advisor
 - Letter from other University Administrators
- Colony hosts at least one campus-wide event or program.
 - Copy of advertisements for event
 - Photos of event
 - Letter from Greek Advisor
 - Attendance Sheet from event
 - Host an Anti-Hazing workshop or seminar
- Colony has received recognition for their involvement on campus, or has received recognition through campus or interfraternal awards programs.
 - Copy of award/ certificate
 - Copy of Campus Standards program identifying excellence
 - Letter from Greek Advisor
- Colony actively assisted members in becoming involved in other organizations or campus programs.
 - Copy of campus involvement plan
 - Letter from Campus Involvement Chairman (if applicable)
 - Copy of Colony Strategic Plan showing campus involvement is a priority
- Colony has been a leading voice in issues facing the fraternity/sorority community.
 - Letter from IFC/ Greek Council President
 - Letter from Greek Advisor
 - Host an Anti-Hazing workshop or seminar
 - LEAD Phase II Session 8: Living Our Values

VALUES CONGRUENT ENVIRONMENTS

The physical and social environments created by the Fraternity foster positive growth and development and the establishment of lifelong friendships. This includes the promotion of a safe and healthy lifestyle. The Colony will foster a brotherhood that respects the dignity of people while embracing the free exchange of ideas.

CRITERIA FOR EXCELLENCE

- Colony creates a safe and healthy social environment.
 - Provide pictures
 - Copy of house rules, cleaning responsibility and schedule
 - Any applicable bylaws
 - Letters from sororities or other groups/people (Greek Advisor, etc.)
 - Sessions from All Chapter LEAD, Module C
- Colony Candidates complete the Risk Reduction session from LEAD Phase I.
 - Copy of attendance sheet
 - Letter from guest facilitator
 - Letter from Candidates
 - Copy of Candidate education program demonstrating its inclusion
 - Evaluations from Candidates
 - LEAD Phase I Session 5: Risk Reduction
- Colony sponsors one session from the Risk Reduction and Personal Development modules of All-Chapter LEAD each semester.
 - Attendance sheet
 - Letter from guest facilitator
 - Evaluations from attendees
 - All Chapter LEAD Modules A and C
- Colony sponsors one program related to wellness or diversity with another student organization on campus.
 - Attendance sheet
 - Letter from facilitator
 - Advertisements publicizing event
 - Photos from event
 - Letter from other organization
 - All Chapter LEAD Module A Session 1: Wellness AND Session 6: Diversity
- Colony has not been in violation of The Law of Sigma Nu Fraternity, Inc., or the *Risk Reduction Policy and Guidelines* or university policy in the last year.
 - Letter from Greek Advisor
 - Letter from Director of Risk Reduction (or other appropriate Headquarters Staff)

INTELLECTUAL DEVELOPMENT

Colony will positively impact intellectual development by promoting the importance of academics and by supporting its members through activities which develop the intellect and support critical thinking.

CRITERIA FOR EXCELLENCE

- Colony earned a GPA above both all-male and all-fraternity averages, or Colony GPA was above a 3.0 for the previous two semesters.
 - Official grade report provided by Greek Advisor
- Colony ranked among the top 5% of chapters in GPA among IFC fraternities at least once in the previous year.
 - Official grade report
 - Percentage calculation
- Colony sets a minimum GPA for new members, active members and officers as part of a written academic plan for its membership.
 - Copy of relevant sections of scholarship plan
 - Copy of any relevant sections in the bylaws
- Colony sets a minimum GPA for all officers.
 - Copy of relevant section in bylaws
 - Copy of scholarship plan highlighting relevant policy
 - List of officers and current GPAs
- Colony provides incentives and recognition plans as components of its written academic plan.
 - Copy incentive section of scholarship plan
 - Photos of members receiving awards
 - List of award winners and award won
 - All Chapter LEAD Module A Session 3: Scholarship
- Scholarship committee and advisors provide individual support for members who have struggled academically.
 - Copy of scholarship plan detailing assistance
 - Letter from scholarship advisor
 - Letter from students who have received assistance and how it helped them
 - Letter from any faculty members who provided tutoring/ aid
- Colony has a faculty advisor who assists with scholarship and works with the chapter's Scholarship Chairman.
 - Letter from Faculty Advisor
- Colony members pursue admittance to honors programs and academic groups.
 - List of members applying for/ gaining admittance to these organizations
 - Letter from organization president acknowledging membership of colony members
 - Letter from faculty member who oversees organization
 - All Chapter LEAD Module B Session 6: Campus Involvement
- Colony members pursue admittance to Order of Omega and Omicron Delta Kappa (or other Honoraries).
 - List of colony members in organization
 - Letter from president of organization certifying colony members are involved
 - Letter from faculty member who oversees organization
- Colony connects members with campus academic resources, including introducing new members to these resources.
 - Letter from writing/tutoring center noting use by colony
 - Letter from faculty advisor acknowledging use of campus resources
 - Scholarship plan section identifying use of other resources
 - Letter from new members identifying resources they were exposed to/ used
- Colony encourages members to participate in intellectually stimulating activities (i.e. lectures, study abroad, campus programs, faculty presentations and undergraduate research).
 - List of names and activities participated in
 - LEAD Phase III Session 2: Personal Development (online content)

CANDIDATE DEVELOPMENT

Through a variety of learning and mentoring experiences, candidates are prepared to be active members of the Fraternity with a commitment to the values and purpose of Sigma Nu.

CRITERIA FOR EXCELLENCE

- Colony completes all LEAD Phase I sessions and utilizes guest facilitators in the program.
 - Summarize all sessions completed
 - Attendance sheets
 - Evaluations
 - Letters from new members
 - Letter from guest facilitators
 - Copy of thank-you letters to guest facilitators
- Colony can articulate the impact of LEAD on their candidate education program and Candidates.
 - Letter from LEAD Chairman detailing purpose of LEAD Program
 - Letters from new members detailing impact LEAD Program has had on their development
- Colony has clearly defined outcomes for their candidate education program.
 - Copy of expectations Colony has for program
 - Relevant bylaws
- Colony has clear expectations of its Candidates and clear expectations for what Candidates can expect of the Colony and active members.
 - Copy of expectations Marshal has set for new members
 - Relevant bylaws
- Colony utilizes the Candidate Class Retreat from LEAD Phase I.
 - Attendance sheet
 - Letters from new members
 - Copy of schedule for weekend
 - Letters from any guest facilitators/ alumni who were present
 - LEAD Phase I Session 3: Leadership & Working in Groups
- Colony reinforces the messages communicated through Values-Based Recruitment with members serving as role models of the mission and values of Sigma Nu.
 - Letter from candidate members
 - Letter from members
- Candidates complete a community service activity as part of the candidate education program. Experience includes follow-up discussion to help candidates understand the importance of these activities to the community and to the Fraternity.
 - Media coverage/ newspaper clippings / press release
 - HHI registration and completion (if applicable)
 - Letter from organization
 - Picture of event
 - LEAD Phase I Session 11: Community Service
- Candidates attend all campus based programs sponsored for new members.
 - Attendance sheets
 - Letter from Greek Advisor
 - All Chapter LEAD Module B Session 6: Campus Involvement
- Colony initiates at least 90% of candidates (excluding those de-pledged for disciplinary reasons).
 - Spreadsheet with members and those retained
 - Roster
- Colony articulates to all members and candidates that Sigma Nu is an anti-hazing organization and all members understand the definition of hazing as described by The Law of Sigma Nu Fraternity, Inc. and the *Risk Reduction Policy and Guidelines*.
 - Letter to candidates describing a non-hazing education program and/or how to report hazing
 - Risk Reduction Affidavit
 - Letter from new members

BROTHER DEVELOPMENT

The Colony prepares brothers to be effective in leadership roles within Sigma Nu and other organizations and experiences. In addition, active members are prepared to be successful alumni.

CRITERIA FOR EXCELLENCE

- Colony utilizes all phases of LEAD with guest facilitators.
 - List of each session completed including following information:
 - Name, email, phone number, signature of facilitator
 - Attendance sheets of attendees
 - Evaluations from each participant
- Colony can articulate the impact of their LEAD programming.
 - Letter from LEAD chairman/ committee
- Colony has compiled a list of possible guest facilitators and their contact information.
 - Copy of list complete with contact information
- Colony attends regional Sigma Nu programs.
 - Copy of program materials
 - Letter from HQ Staff facilitator
 - Sigma Nu Institutes
- Colony attends College of Chapters and Grand Chapter.
 - Copy of program materials
 - Letter from HQ Staff facilitator
- Colony members attend campus or interfraternal leadership development programs (i.e. UIFI, IMPACT, LeaderShape, and officer training programs).
 - Copy of program materials
 - Letter from Greek Advisor
- Colony demonstrates a commitment to the LEAD Program through the establishment of a LEAD Committee that includes the Commander, Marshal, LEAD Chairman and at least one other brother in the chapter.
 - Copy of relevant bylaws
 - Roster of current LEAD committee
 - Letter from LEAD Advisor from AAB
- The position of LEAD Chairman is an elected, major office.
 - Letter from LEAD Advisor from AAB
 - Relevant bylaws
- Colony sponsors a brotherhood retreat on an annual basis.
 - Copy of schedule from retreat
 - Photos
 - Letters from any guest facilitators/alumni present
- Colony sponsors an officer transition session as part of its transition plan each semester.
 - Letter from Greek Advisor
 - Letter from guest facilitator/alumni present
 - All Chapter LEAD Module B Session 5: Officer Transitions

ALUMNI DEVELOPMENT

Sigma Nu shall identify and engage alumni and volunteers to support the success of the chapter, develop and perpetuate fraternal leadership and increase the value of lifelong membership.

CRITERIA FOR EXCELLENCE

- Colony produces and distributes alumni newsletters each academic year, at least once every four months, in paper and electronic formats.
 - Recent copies of newsletters
- Colony sponsors two alumni events each year.
 - Letters from attending alumni
 - Photos
 - Newsletters announcing the events
- Colony has at least one active alumni chapter for chapter alumni.
 - Roster of alumni in the alumni chapter
 - Letter from Worthy Commander of alumni chapter
 - Minutes from meetings
- Colony utilizes alumni as guest facilitators for the LEAD Program on an annual basis.
 - Letters from participating guest facilitators
- Colony shares a list of alumni and their contact information from their college or university on an annual basis.
 - Copy of updated alumni database
- Colony promotes interaction between alumni through a social networking group.
 - Images of Facebook, MySpace etc. group,
 - Copy of online collaboration/ communication
- Colony communicates regularly with alumni through e-mail updates.
 - Copies of e-mail correspondence
- Colony keeps alumni updated on the Colony through a Colony web site.
 - Letters from alumni
 - Images of website
- Colony has an active Alumni Advisory Board or Alumni Advisor.
 - Roster of current AAB
 - Letter from Alumni Advisor
 - Minutes from AAB meetings

RECRUITMENT AND MANPOWER

The manpower of a Colony must be sufficient to maintain all successful Colony operations in a manner which provides a positive fraternal experience. Further, Sigma Nu will strive for growth through an innovative, values-based recruitment program that engages new members who are committed to the founding principles of the Fraternity.

CRITERIA FOR EXCELLENCE

- Chapter's recruitment efforts are focused on Sigma Nu's Values-Based Recruitment program, with particular emphasis on the values and purpose of the Fraternity.
 - Section of recruitment plan highlighting emphasis on values
 - Copy of recruitment t-shirt/ marketing materials highlighting the values of Sigma Nu
 - Letter from IFC VP of Recruitment/ Colony Advisor/ Greek Advisor detailing recruitment practices congruent with the values of Sigma Nu
 - Letter from facilitator for Recruitment Skills Workshop
- Colony has a written, year-round, recruitment plan which places emphasis on the development of positive relationships on an individual level.
 - Copy of Year-Round Recruitment Plan
 - Letter from Director of Recruitment
- Colony has exhibited healthy growth in the previous year, and Colony maintains a healthy manpower for its campus environment.
 - Roster
 - IFC average chapter size from University/ Greek Advisor
 - Letter from Director of Recruitment indicating successful completion of 10% challenge
- Colony can articulate what type of member they target to achieve their stated purpose as an organization.
 - List of qualities you are looking for in new members
 - Explanation of why those qualities are important to your colony
 - Section of recruitment plan highlighting emphasis on values/ qualities deemed important
- Colony meets or exceeds the median manpower size for the university.
 - IFC average chapter size from University/ Greek Advisor
 - Current Colony roster
 - Letter from Greek Advisor stating manpower expectations are met/ exceeded

COLONY OPERATIONS

Sigma Nu will ensure the necessary structures, systems, and resources are in place in support of the Fraternity. This includes fiduciary responsibility, organized administration and effective planning so as to best achieve the aims of Sigma Nu.

CRITERIA FOR EXCELLENCE

- Colony operates on an annual budget with a 5% revenue over expense margin.
 - Provide official bank statements that are dated
 - Copy of budget
- Colony members are involved in creating a Colony budget which expends financial resources in a manner which supports the mission of the Fraternity.
 - Letter from Financial Advisor of AAB
 - Copy of budget
 - Copy of officer budget requests and approvals
- Colony has had no past due balance with the General Fraternity, College or University, or any other entity.
 - Letter from Director of Financial Operations for HQ
 - Letter from University Official/ Greek Advisor
- Colony maintains a savings account.
 - Official bank statement to this effect
- Colony has no accounts receivables in excess of 30 days and for Candidates and brothers who are in arrears, the Colony utilizes the 30/60/90 policy as per The Law of Sigma Nu Fraternity, Inc.
 - Letter from Financial Advisor of AAB/ Housing Corp Pres.
 - Show excerpts of colony bylaws indicating utilization of 30/90 policy
 - Show trial code proceedings or disciplinary records (if applicable)
- Colony keeps all financial records electronically.
 - Provide copies of Quicken/Quick Books datasheets that indicate its utilization
 - Copies of Excel spreadsheets
 - Letter from Treasurer/ Financial Committee
- Colony utilizes an outside financial service to collect dues.
 - Provide a variety of documentation (invoices, online rosters and amount owing, etc.)
- Colony utilizes two signature checks.
 - Submit an actual (voided) check with 2 signatures
- Colony operates on the committee system and the committees meets at least monthly to discuss business.
 - Copy of committee minutes
 - List of committees
 - Colony roster indicating what committees each member serves on
- Colony operates under a written strategic plan with measurable goals and objectives that are reviewed annually by the chapter.
 - Copy of strategic plan
 - Letter from Alumni/ Advisors who help in annual review of successes and shortcomings
- Colony utilizes Colony Ritual for each Colony meeting.
 - Letter from the Chaplain
 - Letter from any Advisors /Alumni who witnessed Colony Ritual
 - Letter from new members indicating use of Ritual ceremonies
- Colony utilizes Ritual for proper induction and initiations.
 - Letter from Chaplain
 - Letter from participating Chapter/ Alumni
 - Letter from new members indicating use of Ritual Ceremony
- Colony has Ritual discussions after induction and initiation.
 - Letter from Chaplain
 - Facilitator notes from discussion

GOVERNANCE AND ACCOUNTABILITY

Effective governance structures and measures of accountability must be in place within the Fraternity. These measures should complement the values of the Fraternity while maintaining integrity to the purpose of the organization.

CRITERIA FOR EXCELLENCE

- Chapter utilizes the Trial Code Procedure of The Law of Sigma Nu Fraternity, Inc. when necessary to discipline chapter members.
 - Show trial code proceedings or disciplinary records (if applicable)
 - Copy of relevant bylaws
 - Evidence of Trial Code simulation (letter from Advisor/ Alumni, attendance sheet, etc.)
 - Copy of Trial Code Procedures Checklist used in simulation
- Chapter bylaws are current.
 - Copy of bylaws
 - Minutes from meeting showing ratification process
- Chapter has not been in violation of The Law of Sigma Nu Fraternity, Inc. or the *Risk Reduction Policy and Guidelines* in the last year.
 - Letter from Director of Risk Reduction to this effect
- Chapter has not violated university policy in the last year.
 - Letter from university official/ Greek Advisor
- Chapter has a written crisis management plan and members are educated.
 - Copy of crisis management plan
 - Copy of minutes from Colony meeting where plan was discussed
 - Letter from facilitator of session, if plan is discussed outside of Colony Meeting
 - Attendance sheet from either event indicating members present
- Chapter has conducted Session 7: Accountability from Module B of All-Chapter LEAD Programming.
 - Letter from guest facilitator
 - Attendance sheet
 - Evaluations from each participant
- Chapter creates a culture of accountability among its members.
 - Copy of applicable bylaws
 - Letter from Lieutenant Commander and/or Judicial Officer
 - Excerpts from the candidate education program
- Chapter has established a system of accountability and discipline.
 - Copy of applicable bylaws
 - Copy of any disciplinary records
 - Copy of honor/ judicial board minutes/ hearings
 - Letter from Advisor/ Alumni