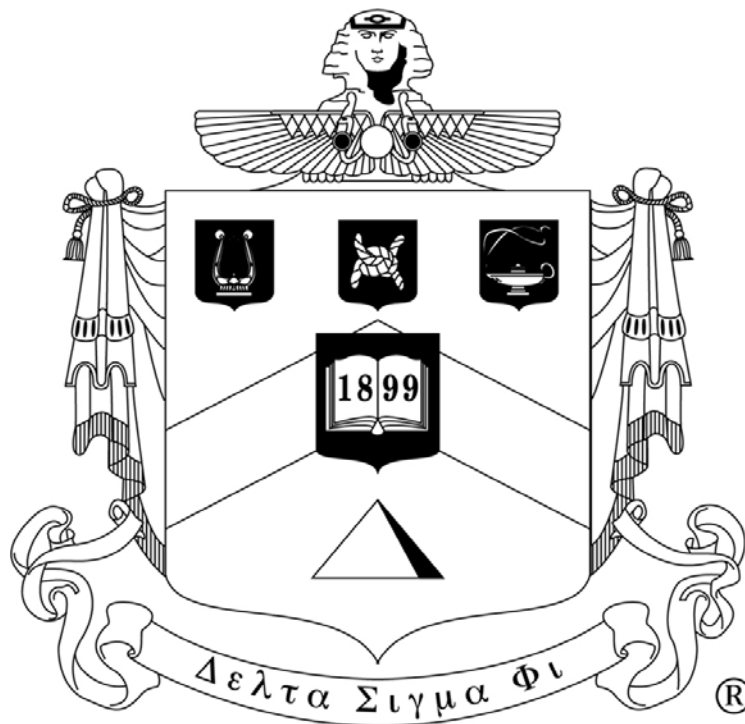


Delta Sigma Phi Accreditation Application



Chapter: _____

University: _____

Acknowledgement Page

Required

We certify that the information presented in this document is true and accurately depicts our chapter. We also certify that, to the best of our knowledge and without purpose of evasion, this chapter is in full compliance with:

- Delta Sigma Phi's Policy on Responsibility and Accountability.
- FIPG Risk Management Guidelines (<http://fipg.org>).
- The Ritual of Delta Sigma Phi exactly as stated in the official Ritual book.

Any chapter or colony found to knowingly falsify content in this application (including the signature acknowledgement below) may be asked to surrender any/all awards received that academic year.

All signatures are required in order for any award application to be accepted.

We, the undersigned officers of the _____ Chapter / Colony of the Delta Sigma Phi Fraternity, affirm the accuracy of this application on the _____ day of the _____, 20____ (ex. 15th day of April, 2015).

	Typed Name	Signature
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Sergeant-at-Arms	_____	_____
ACB President	_____	_____

Failure to complete this form or turn in the Accreditation application on time will result in a \$500 fine for the chapter.

The Accreditation Process

Accreditation points are earned for chapter activities that demonstrate commitment to the standards of Delta Sigma Phi. The 25 Minimum Standards are separated into six distinct categories:

- Academic & Personal Success
- Membership Growth & Retention
- Advisory Support and Management
- Responsibility & Accountability
- Campus and Community Involvement
- Financial and Administrative Management

Your chapter must meet the minimum standards annually. No partial credit can be earned. Either the standard is met in full or it is not met at all. Starting August 1, 2011, failure to meet the minimum standards will result in a chapter/colony being placed on immediate probation.

If a chapter/colony does not meet the minimum standards, the following actions will take place:

The chapter/colony will immediately be placed on probation.

The chapter/colony, with the assistance of local volunteers and the Fraternity, must take immediate remedial action. Once a remedial action plan has been developed, an appropriate timeline will be established by which standards are to be met. Further non-compliance with meeting standards will result in suspension of all chapter activities.

Accreditation will be determined in the following manner:

Each of the 25 standards is worth four points. A total of 100 points are possible. Scoring at least 80/100 constitutes meeting the minimum standards.

A required source of documentation is listed for most standards. If material (i.e. the chapter bylaws) is being used to document more than one category you should not include multiple copies, but do mark the material to indicate what standards you are documenting. The Fraternity reserves the right to determine whether sufficient documentation has been provided. Failure to sufficiently document any item will lead to loss of standard being met.

Accreditation applications are to be postmarked and mailed to the Fraternity annually no later than **June 1st**. Extensions may only be granted by the Executive Director of the Fraternity. All chapters will receive a written response postmarked no later than August 15th.

Academic & Personal Success

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter GPA meets at least one of the following criteria: <ul style="list-style-type: none"> For the most recently <u>completed</u> Fall term is equal or greater than the all men's average It has improved by at least one-tenth of a point from previous Fall term. Chapter GPA exceeds 3.0 	University Grade Report	
B.	Chapter GPA meets at least one of the following criteria: <ul style="list-style-type: none"> For the most recently <u>completed</u> Spring term is equal or greater than the all men's average It has improved by at least one-tenth of a point from previous Spring term. Chapter GPA exceeds 3.0 	University Grade Report	
C.	Have a written academic program that does <u>all</u> of the following: <ul style="list-style-type: none"> Engages members with academic advisors Recognizes achievement Counsels members not in good standing 	Academic Program, or highlighted section of chapter bylaws	
D.	Have a written policy on minimum GPA requirements for <u>all</u> of the following: <ul style="list-style-type: none"> New members Membership in good standing (including initiation) Eligibility to hold elected or appointed office 	GPA policy included in chapter bylaws.	
E.	At least two (2) chapter members apply annually to the Delta Sigma Phi Leadership Institute.	None required.	

*In the event that spring term grades are unavailable at the time of submitting this document, they may be sent later as long as a note explaining the situation is included. It is the responsibility of the chapter to ensure that grades are eventually sent in, not the National Fraternity. If grades are unavailable before 6/1/2010, a letter from the Greek Advisor is acceptable for *temporary credit*.

Membership Growth & Retention

	Minimum Standards	Required Documentation	Standard Met
A.	<p>Membership is:</p> <p>1) Equal or greater in number than the average men's fraternity chapter on campus</p> <p>OR</p> <p>2) Chapter size has increased 25% in last academic year.</p>	University list of fraternity chapter sizes.	
B.	<p>Chapter demonstrates planning and training by the following:</p> <ul style="list-style-type: none"> • Use a written year round recruitment plan that promotes the values of Delta Sigma Phi. • Chapter coordinates bi-annual recruitment planning & training program for members. 	Recruitment Plan and Program agenda	
C.	Total retention of new members is greater than 80% over the past academic year.	None Required	

Advisory Support and Management

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter has functioning ACB that meets the following criteria: <ul style="list-style-type: none"> Incorporated in state where chapter resides ACB bylaws & articles of incorporation on file at fraternity headquarters At least three officers and one chapter advisor Meets on a quarterly basis 	ACB Articles of Incorporation & Bylaws	
B.	Chapter bylaws approved and on file at fraternity headquarters.	Chapter Bylaws	
C.	Chapter members attend the following fraternity events: <ul style="list-style-type: none"> Regional Leadership Academies annually (5 members or more) The Summit (2 members or more) National Convention biennially (4 undergraduate members or more) 	None Required	
D.	Chapter coordinates an annual event for chapter alumni. <i>Events planned in collaboration with the ACB or Alumni chapter are acceptable.</i>	Alumni Event Program	
E.	Chapter annually conducts the Alumni Recognition Ceremony (exactly as stated in the Ritual Book) for graduating seniors.	Signed letter from Chapter President.	

Responsibility & Accountability

	Minimum Standards	Required Documentation	Standard Met
A.	Use and enforce The Code of Conduct for Members of Delta Sigma Phi through a Standards Board.	Copy of Standards Board Procedures	
B.	No violations of university or Fraternity policies on responsibility & accountability (risk management) in the last 365 days.	Letter from Greek Advisor	
C.	New Member Education program does not exceed eight weeks in length and adheres to all fraternity policies and guidelines.	Written New Member Program	

Campus and Community Involvement

	Minimum Standards	Required Documentation	Standard Met
A.	At least once during the academic year, the chapter holds a philanthropic event.**	Letter from group benefited	
B.	At least once during the academic year, the chapter holds a community service event.**	Letter from group benefited	
C.	At least 80% of members/ new members participate in at least ten hours of community services in the last academic year. (beyond chapter organized projects)	Spreadsheet listing number of hours served and group(s) supported	
D.	A minimum of 80% of members/new members participate in at least one campus organization in addition to the chapter.	Spreadsheet listing each member with organization	
E.	Campus leadership position held by at least 15% of the chapter.	Spreadsheet listing each member with positions held.	

**At least one of these events must be to benefit the American Red Cross.

Financial and Administrative Management

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter has no outstanding financial obligations with the fraternity	None required	
B.	Chapter files either Form 990-N or Form 990-EZ with IRS on annual basis.	Copy of submitted form.	
C.	The chapter uses Omega Financial for all budgeting and billing purposes.	Annual Chapter budget	
D.	All required forms and reports are completed and returned to fraternity headquarters by stated deadline, including: <ul style="list-style-type: none"> • Status Reports • Membership Affiliation Forms • Pledge Report • Responsibility and Accountability Form 	None Required	