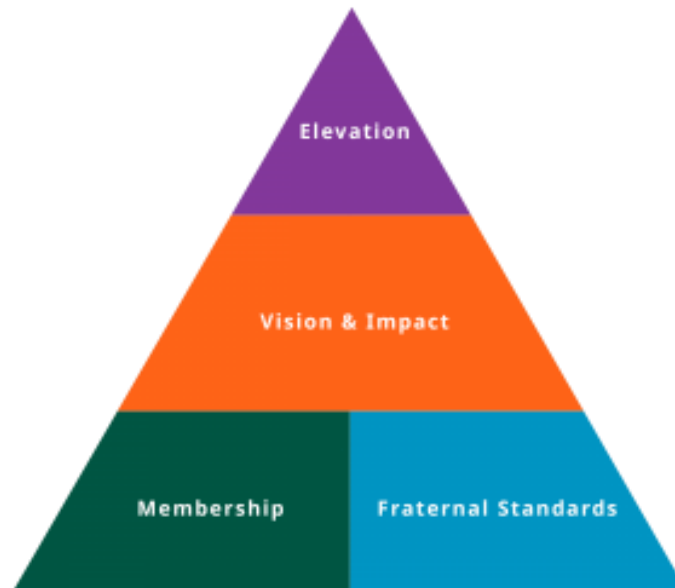


PYRAMID PROGRAM DOCUMENTATION GUIDE



In This Guide. . .

This guide provides both the expectations of each component and the documentation required to complete each component. Components marked with an asterisk (*) are required for “accreditation” and italicized points may not require any submission from a chapter.

Additionally, single-page resources, templates, and examples for each component are available at www.deltasig.org/chapters/pyramid-program/. These resources provide additional insight into the value of each component and some of the best practices pulled from chapters around the country.

If you are a student or advisor and have questions regarding The Pyramid Program or any of the components, reach out to your Chapter Support Specialist. If you do not work directly with a chapter and have questions regarding the assessment, please contact Patrick Hall, Director of Chapter Support at hall@deltasig.org.

MEMBERSHIP (5 Components)

Most recent version of chapter bylaws must be submitted

New Member Education

Documentation

<p>New Member Education/Orientation program does not exceed eight (8) weeks in length and adheres to all Fraternity policies. Program should serve as a facilitation guide for New Member Educator by providing a detailed breakdown of the entire process.</p> <p>100% of New Members complete GreekLifeEdu.</p>	<ol style="list-style-type: none"> 1. Copy of New Member Education program including: <ul style="list-style-type: none"> - An outline of new member meetings, events, and any expectations for new members - Weekly learning objectives at minimum - Lesson plans utilized by New Member Educator for facilitating new member education program.
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Recruitment Plan

Documentation

<p>Chapter utilizes a dynamic recruitment plan which:</p> <p>Promotes year-round marketing and recruiting of potential members</p> <p>Incorporates recruitment training for undergraduate members at least twice (2x) annually</p> <p>Incorporates a Values-Based Selection/Discussion Process</p>	<ol style="list-style-type: none"> 1. Copy of Recruitment Plan including a description of year-round marketing strategy, and outline of recruitment efforts and events. 2. Outline of training provided to members, including the number of attendees and the dates on which training took place. 3. Copy of values-based selection/discussion process outlining the chapter's criteria/discussion topics for membership.
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Academic Program & Policy*

Documentation

<p>Chapter has, in its bylaws, academic requirements addressing a standard GPA to obtain/maintain general membership AND a standard GPA to obtain/maintain all elected and appointed positions</p> <p>Chapter's GPA: meets or exceeds the All Campus Average OR a 3.0 GPA average OR has improved by one tenth of a point (0.1) over the previous Fall AND Winter/Spring terms respectively</p> <p>Chapter has an academic plan that fosters growth in members who fall below a certain GPA and recognizes those who achieve academic excellence.</p>	<ol style="list-style-type: none"> 1. Chapter bylaws including academic requirements with the relevant sections and points highlighted or marked. 2. Official academic reports for the fall and spring terms (semester schools) or fall and winter terms (quarter/trimester schools). 3. Chapter's Academic Plan Including: <ul style="list-style-type: none"> - Measures, including meeting with a member's academic advisor, for those members who fall below the chapter's expectations. - Recognition for outstanding individual academic achievement
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Recruitment Performance*

Documentation

<p>Chapter has grown by 25% in the past academic year OR is at/above the average IFC chapter size on campus OR is at/above the average chapter size of Delta Sigma Phi the year prior (57).</p>	<p>1. A report from a campus professional confirming the IFC membership average[^].</p> <p><i>[^]If the official grade report from the chapter's host institution does not provide this information, the chapter must acquire additional documentation.</i></p> <p><i>The chapter's official membership count is on file at National HQ.</i></p>
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Financial Stability*

Documentation

<p>Chapter submits a Form 990 or 990-N</p> <p>Chapter is current with financial obligations to the Fraternity as of June 1, 2018</p> <p>Chapter utilizes LegacyFi OR OmegaFi billing services [^]</p> <p>Roster updates are completed and submitted to the National HQ by the stated deadlines</p> <p>[^] Some chapters may be approved to use a billing service other than those the Fraternity maintains partnerships with. Such cases typically involve chapters whose institutions require certain billing services. Requests for an exemption must be submitted to and approved by the Chief Operations Officer of the National Headquarters by 6/1.</p>	<p>1. A copy of the form 990 or 990-N OR confirmation of its submission</p> <p>2. <i>Chapter's outstanding balance (on file at National HQ)</i></p> <p>3. <i>Confirmation from a billing partner that the chapter utilizes its services (conducted by National HQ staff)[^]</i></p> <p>4. <i>Timely roster updates (on file at National HQ)</i></p> <p>[^] If a chapter utilizes an approved billing service other than OmegaFi or LegacyFi, the chapter must obtain and submit confirmation of its continued use of those services from the billing/collections partner.</p>
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FRATERNAL STANDARDS (5 Components)

Member Conduct Education

Documentation

<p>Chapter conducts education for all members regarding the Fraternity's Code of Conduct and Responsibility & Accountability policies twice (2x) each academic year</p> <p>A) <i>Chapters that had violated Fraternity policies in the previous academic year must submit an outline or summary of their Code of Conduct/Policy training for review to complete this component.</i></p>	<p>1. Responsibility & Accountability (R&A) Forms submitted twice (2x) per year by the stated deadlines (<i>on file at National HQ</i>)</p> <p>A) <i>An outline and/or summary of the education provided to the chapter including, but not limited to, the dates that each training took place.</i></p>
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Ritual Engagement

Documentation

<p>In addition appropriately executing, the chapter practices/rehearses each of the following ceremonies of the Ritual, as they are printed in the Ritual Book provided by the National HQ, one (1) or more times annually:</p> <ul style="list-style-type: none">- New Member Pinning Ceremony- Informal & Formal Initiation Ceremonies- Officer Transition Ceremony- Graduating Senior Ceremony <p>Ritual education and analysis is conducted for members of the chapter two (2) or more times throughout the academic year and incorporates aspects of the “Q&A” and “History of the Ritual” sections of the Ritual Book.</p>	<ol style="list-style-type: none">1. Ritual Engagement Form, signed by the Sergeant at Arms and Chapter Advisor confirming the dates at which rehearsals and execution of each ceremony have taken place.2. An outline of the education/analysis and the dates in which they took place.
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Chapter Advisor

Documentation

<p>Chapter has at least one (1) advisor (an alumnus or non-member) who meets with the executive board once (1x) or more each month of the academic year AND who attends at least one (1) chapter meeting each academic term.</p>	<ol style="list-style-type: none">1. Chapter Advisor Form, signed by the Chapter Advisor(s), indicating that the criteria is met and any additional details about the dates or regularity of such advising interactions
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Standards Board

Documentation

<p>Chapter implements member accountability through the means of a Standards Board.</p> <ul style="list-style-type: none">- The make-up of the board must be clearly defined in the chapter’s bylaws- The Executive Board may not serve as the chapter’s disciplinary body; nor may any member of the board (outside of the Sergeant at Arms) participate in Standards Board processes- A process to provide transparency to those members called to a Standards Board must be in place- A member must have the opportunity to appeal a decision of the Standards Board to the alumni advisory structure AND/OR the chapter membership at large- Chapter/Standards Board has processes outlined to address concerns of poor attendance, delinquent payment of dues, and other violations of chapter or Fraternity policies.	<ol style="list-style-type: none">1. Chapter bylaws with the relevant sections and points highlighted or marked.2. Any documents related to the operations of the Standards Board such as a Standards Board handbook, hearing notification form, incident report form, etc.
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Risk Violations*

Documentation

Chapter has not violated the risk policy of the Fraternity or the chapter's institution within the current Fraternity fiscal year (July 1 to June 30)	1. Chapter Risk Violations Form , signed by the professional overseeing fraternities at the chapter's institution certifying that the chapter has not violated the risk policy of the chapter's institution within the fiscal year timeframe.
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VISION & IMPACT (6 Components)

American Red Cross

Documentation

Twice (2x) during the academic year, the chapter hosts [^] a blood drive <u>OR</u> a fundraising event on behalf of the Red Cross <u>OR</u> a service event on behalf of the Red Cross <u>OR</u> certifies a majority of the membership in CPR, First Responder or another type of Red Cross volunteer training. <i>[^]If the chapter's members comprise 50% or more of the volunteers at a blood drive or Red Cross service event, but did not officially "host" the event, the chapter may still use the event to complete this program.</i>	1. Letter(s) or form(s) of official documentation from the Red Cross ^{^^} including the name of the event(s), the number of participants from the chapter, and the total funds raised/pints of blood collected/hours volunteered/ number of men certified. <i>^{^^}Chapters will receive credit for hosting or partaking in blood drives for organizations other than the American Red Cross if the chapter's host institution maintains a partnership with another area blood collector.</i>
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Alumni Engagement

Documentation

Chapter coordinates at least one (1) event for Fraternity alumni per academic year. Chapter maintains communication with alumni members at least twice (2x) per academic year regarding the chapter's activities and goals through means of a newsletter or other publication (digital, print, etc.) Graduating members meet at the end of the academic year to discuss standards and expectations of membership as alumni.	1. A program for the alumni event <u>OR</u> letter describing the event(s) - Signed by the Chapter Advisor or an Alumni Corporation Board member. 2. Two (2) newsletters or other publication (digital, print, etc.) communication with the chapter's alumni membership 3. An outline of the graduating members meeting and the date on which it took place.
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Campus Engagement

Documentation

<p>At least 85% of the chapter is involved in another local/student organization (at least one [1] meeting per month)</p> <p>At least 25% of the chapter members hold an elected/leadership position in another local/student organizations (at least one [1] meeting per month)</p>	<ol style="list-style-type: none"> 1. Campus Engagement Spreadsheet, listing all chapter members, the organization(s) each member is a part of and leadership positions any member holds within those organizations.
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Officer Transitions

Documentation

<p>Chapter has an officer transition plan, which incorporates at minimum a retreat or collective in-person meeting between outgoing and incoming elected officers to discuss:</p> <ul style="list-style-type: none"> - Short and long term goals - Successes and challenges of the past year - Action items for individual officers 	<ol style="list-style-type: none"> 1. An officer transition plan including: <ul style="list-style-type: none"> - A description of the retreat/meeting(s) - Outcomes/resolutions from the meeting(s) - Resources shared during the transition 2. Officer Transition Confirmation Form, signed by the Chapter Advisor, ACB President, or campus professional overseeing fraternities at the chapter's institution.
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Program Participation

Documentation

<p>Chapter participates fully in the Fraternity's educational programs as follows:</p> <ul style="list-style-type: none"> - Two (2) attendees to the Bruce J. Loewenberg Summit - One (1) attendee to Presidents Academy - Two (2) members submit completed applications for the Leadership Institute (LI) by the stated deadline - Full participation in Regional Leadership Academy 	<ol style="list-style-type: none"> 1. <i>Attendance records on file with the National HQ</i> <p>Regional Leadership Academies (RLA) attendance expectations are based on the chapter's membership size at the start of the academic term in which the assigned RLA takes place.</p> <ul style="list-style-type: none"> - <u>Chapters with 30 or fewer men</u>: 5 attendees - <u>Chapters with 31-60 men</u>: 10 attendees - <u>Chapters with 61+ men</u>: 15 attendees
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Volunteerism

Documentation

<p>80% or more of the undergraduate membership volunteer 20 hours or more to nonprofit causes such as the American Red Cross.</p> <ul style="list-style-type: none"> - New members recruited in the fall must complete 20 or more hours by the end of the academic year in which they join. - New members recruited in the Winter/Spring must complete 10 or more hours by the end of the academic year in which they join. 	<ol style="list-style-type: none"> 1. Volunteerism Spreadsheet, listing each member of the chapter[^], the number of hours volunteered and to which nonprofit organization(s) those hours were volunteered. <p>[^]<i>New members recruited in the winter/spring term should have their names highlighted yellow to distinguish them from the rest of the chapter</i></p>
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ELEVATION (Choose 4 Components)

The Elevation Section enables each chapter to choose up to four components for which they would like to receive coaching and recognition from the National HQ throughout the academic year. Chapters **will not** receive additional credit (or consideration for awards) by completing more than 4 components.

Local Philanthropy/Service Partner

Documentation

<p>Chapter hosts[^] at least two (2) events to raise funds on behalf of AND/OR volunteer for a local community service partner other than the American Red Cross.</p> <p><i>[^]Chapter must supply 50% or more of the volunteers to be considered a host.</i></p>	<ol style="list-style-type: none"> 1. Signed letter(s) or official documentation from the nonprofit organization(s) indicating the event(s), number of attendees from the chapter, and funds raised/hours volunteered.
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Personal Development Program

Documentation

<p>Chapter hosts at least two (2) programs focused on personal development and incorporating the Fraternity's values and character qualities of a Better Man in one's life.</p>	<ol style="list-style-type: none"> 1. Signed letter(s) from the provider[^] of the program(s) including the date, a summary of the program(s) AND the number of attendees. <p><i>[^]The program may not be conducted or facilitated by an undergraduate.</i></p>
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Inter-Council Engagement

Documentation

<p>Chapter co-hosts at least two (2) educational events with organizations from another, non-IFC fraternity/sorority council on campus such as the PanHellenic Council, National Pan-Hellenic Council, Multi-Cultural Greek Council, etc.</p>	<ol style="list-style-type: none"> 1. Signed letter(s) confirming that the event took place, the date, number of attendees, and a summary of the event, signed by an officer of the partner organization(s) OR professional overseeing fraternities. 2. Any documents related to the event(s)
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Parent Club

Documentation

<p>At least once (1x) per year, the chapter hosts an event for the parents of members</p> <p>Chapter maintains communication with members' parents at least twice (2x) per academic year regarding the chapter's activities and goals through means of a newsletter or other publication (digital, print, etc.)</p>	<ol style="list-style-type: none"> 1. An outline/program for the Parent Club event(s) signed by the Chapter Advisor or a member of the Parent Club 2. Two (2) newsletters or other publication (digital, print, etc.) communication with the chapter's Parent Club membership[^] <p><i>[^]The chapter may duplicate the content of an alumni newsletter, so long as the content is relevant and appropriate for nonmembers and parents/guardians.</i></p>
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Career Development

Documentation

<p>Chapter hosts at least two (2) programs focused on career development.</p> <p><i>(May include programs addressing, but not limited to, resume-building, interview skills, identifying one's vocation, etc.)</i></p>	<ol style="list-style-type: none">1. Signed letter(s) from the provider(s)^ of the program(s) including the date, a summary of the program(s) and the number of attendees. <p><i>^The program may not be conducted or facilitated by an undergraduate.</i></p>
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Campus Forums

Documentation

<p>Chapter hosts at least two (2) forums which are open to the fraternity/sorority community members AND/OR student body at large.</p>	<ol style="list-style-type: none">1. Letter(s) from the provider of the forum(s) OR the professional overseeing fraternities including the date, a summary of the program(s) and the number of attendees.2. Any documentation/programs/handouts related to the event may also serve as documentation
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Health & Wellness Program

Documentation

<p>Chapter maintains a year-round program which encourages healthy living, eating and exercise.</p> <p>At least twice (2x) annually, the chapter hosts an educational program lead by a trained professional^ focused on one (1) of the following topics for chapter members:</p> <ul style="list-style-type: none">- Nutrition and healthy eating habits- Safe, proper exercise techniques and habits- Mental health awareness and support training <p><i>^The program may not be conducted or facilitated by an undergraduate.</i></p>	<ol style="list-style-type: none">1. Health & Wellness Program description including all relevant documents2. Letter(s) from the provider of the educational program(s) including the date, a summary of the program(s) and the number of attendees.
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Community Leader

Documentation

<p>Chapter meets or exceeds the highest level of their host institution's (bi)annual assessment/accreditation program.</p>	<ol style="list-style-type: none">1. Letter from the professional overseeing fraternities confirming the chapter's score and placement within the assessment/accreditation program.
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ADDITIONAL INFORMATION

More Information about the Pyramid Program

Members, volunteers and friends of the Fraternity may find more information regarding the Pyramid Program at www.deltasig.org/chapters/pyramid-program/ including one-pagers that provide more insight and information regarding each of the components and documentation requirements.

Academic & Conduct Education Requirements

If your chapter is required to submit additional documentation for the Academic Program & Policy (Membership) and/or Member Conduct Education (Fraternal Standards) components, the chapter officers and advisor will be notified prior to January 1 of the year in which the documentation is required. Chapter Support Specialists are expected to review and provide consultation to all chapters, regardless of whether or not those chapters have completed the components in the previous year, regarding their academic program and policies and member conduct education.

Combinations

Chapters may use only one event to count toward the completion of no more than two components. The chapter must demonstrate that the event was designed to address the requirements of multiple components and the final determination with regard to whether that instruction has been met rests with the review committee members assessing the chapter's submitted documentation.

Ex: A chapter may host a campus forum advertised to the entire student body regarding professional development in collaboration with a fraternity or sorority of the NPHC and qualify for Campus Forums, Inter-Council Engagement AND Career Development components – assuming the requirements for each of the components are fulfilled.

Documentation Submission

The Chapter Support Staff will provide each chapter executive board and advisor with a link to a Google Drive folder to submit documentation throughout the year. Documentation must be placed in the folder of the component for which the chapter wishes to receive a “completion.” All documentation must be submitted by June 1, 2018 for the 2017-2018 academic year.

“Accreditation” & Chartering Requirements

Chartered chapters are expected to complete the four (4) components with an asterisk to be considered “accredited”: Academic Program & Policy, Recruitment Performance, Financial Stability, **AND** Risk Violations. Those that do not complete the components may be required, per a decision by the Grand Council of the National Fraternity, to submit documentation on an adjusted timeline to ensure that the chapter is meeting the basic expectations of operations. New Chapters must complete the Membership and Fraternal Standards sections for two consecutive semesters **AND** complete five (5) or more components in the Vision & Impact Section to petition for a charter. All petitions are subject to approval by the Grand Council.