

SORORITY & FRATERNITY LIFE

How to Document the Completion of SOFE Requirements

All submissions for the Standards of Fraternal Excellence program must include some form of documentation, and you are encouraged to submit as much documentation as possible. Find several examples for documenting programming and attendance below. Please also note the specific requirements for documenting philanthropic donations.

Items You Can Submit to Document Programs & Events:

- Pictures
- Program Content/Discussion Outline
- Flyer/Social Media Graphic
- Attendance sign-in sheet - on website
- Email/GroupMe/Text screenshots verifying coordination
- Notes from presentation

Items You Must Submit to Document Philanthropic Donations

- A copy of the check that you gave to the organization
- A thank you note from the organization that you made a donation to
- A screenshot of the bank account transaction

**Create a separate submission for each philanthropic donation that you make throughout the year.*

**When documenting the donation of physical items, also include an estimated dollar amount for the donation.*