SORORITY & FRATERNITY LIFE

S.O.F.E.

Standards of Fraternal Excellence

Spring 2024

MultiCultural Greek Council
INTERFRATERNITY Council
PANHELLENIC Council
NATIONAL PAN-HELLENIC Council

FOUR COUNCILS ONE COMMUNITY

SORORITY & FRATERNITY LIFE

Spring 2024 Standards of Fraternal Excellence

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Spring 2024 Standards of Fraternal Excellence

The **Standards of Fraternal Excellence** (SOFE) breaks down the expectations for each chapter within the Sorority and Fraternity Life community at the University of Tennessee, Knoxville. Below details the threshold of minimum expectations for all chapters while setting the path toward chapter excellence. Chapters have the ability to earn 100 points throughout their election year. In 2016, In conjunction with students, staff, faculty, and fraternal umbrella associations, the SOFE was created, and has since been updated to reflect the demands of sororities and fraternities on modern college campuses.

The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, nonmembers, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, there must be trust and shared responsibility. This document outlines the commitments of the University, the Division of Student Life, the Office of Sorority and Fraternity Life (OSFL), sorority and fraternity organizations, national/international organizations, sorority and fraternity volunteers, and student members.

OSFL will provide training, aid, and resources for all fraternal organizations to meet the SOFE requirements. Sororities and Fraternities at the University of Tennessee are expected to reach the minimum expectations set forth in this document. Organizations not achieving minimum expectations will work in conjunction with OSFL to create plans for improvement and future success. Sororities and Fraternities recognized OSFL will be required to achieve these standards. Sororities and Fraternities will experience requirements above and beyond those of other registered student organizations. All sorority and fraternity organizations will be given ample support in order to maintain compliance with these standards. OSFL will coordinate check-ins to assist the organization president and advisors in determining their progress to becoming a chapter of excellence.

Additionally, OSFL will conduct an annual review of the standards each fall term. The Standards of Fraternal Excellence are subject to change as our organizations continually improve. All constituents will be made aware of any changes prior to the start of the next academic year. Organizations will need to turn in proper documentation for review on their achievement of these standards each year.

SOFE will have the following categories: education, administration, academics, civic engagement, and excellence. These categories will determine the chapter standings for the following year. Chapters will be graded based on their election cycle (calendar or academic year).

Chapter Standings	
Chapter of the Year	The organization(s) with the highest point totals across the community
Three-Star Chapter	Organizations with 90-100 points
Two-Star Chapter	Organizations with 80-89 points
One-Star Chapter	Organizations with 70-79 points
"Good Standing"	Organizations reaching 70% of total points available*
Unacceptable	Organizations with less than 70% points available*
Provisional	Newly established organizations within their expansion year

point availability may depend on a chapter's conduct standing, intake/recruitment timeline, etc.; OSFL will determine point availability and eligibility based on case-by-case situations. A percentage of points will be used to determine "good standing."

Chapters that fall under 70 points (unacceptable standing) will work with OSFL to develop a performance improvement plan. When chapters do not meet minimum standards, the following plans will be enacted:

- Year 1: Chapter president will meet with council advisor and OSFL coach to develop an action plan to meet minimum standards that is shared with chapter advisor.
- Year 2 (consecutive): Chapter leadership, OSFL, chapter advisor(s), and inter/national headquarters representative(s) will meet discuss the previous years' SOFE performance, the chapter's relevancy to the community, an improvement plan, goals for the next year's SOFE cycle, and an agreed upon coaching sessions for the upcoming year.
- Year 3 (consecutive): A review committee, composed of the Director of OSFL, a representative from the Dean of Students Office, respective council president, representative from Student Conduct and Community Standards, alumni/a representative, and an additional staff member from the Division of Student Life, will review the organization's status on campus as a registered student organization based on a chapter presentation and review of chapter operations.

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Standards
Education *(total points possible: 27)*

- **Health & Safety Summit (4 points)**
  - How to earn points:
    - 4 points for having the minimum attendance at both the Fall and Spring Health & Safety Summits
    - 2 points for having minimum attendance at the Spring or Fall Health & Safety Summit
    - If mandatory attendance is not met for Spring or Fall, a chapter can earn 1 point for having partial attendance
    - 0 points are given if a chapter does not have representation at a Summit
  - Due Date: Health & Safety Summits take place at the beginning of each semester
  - How to Submit: Attendance
- **Greek Leadership Summit (3 points)**
  - How to earn points:
    - 3 points for having the chapter president or approved alternate in attendance at the Greek Leadership Summit
    - 0 points are given if a chapter does not have representation at the Summit
  - Due Date: Greek Leadership Summit (Spring); weekend before classes begin
  - How to Submit: Attendance
- **Bystander Intervention Workshop (3 Points)**
  - How to earn points:
    - 3 points for having minimum attendance at the Bystander Intervention Workshop
    - If mandatory attendance is not met for the Workshop, a chapter can earn 1 or 2 points for having partial attendance based on the percentage of the chapter attending.
    - 0 points are given if a chapter does not have representation at the Summit
  - Due Date: Bystander Intervention Workshops take place at the beginning of the fall semester
  - How to Submit: Attendance
- **Chapter Officer Workshops (3 points)**
  - How to earn points:
    - 3 points are given if a chapter attends 10+ OSFL sponsored Chapter Officer Workshops
    - 2 points are given if a chapter attends 7-9 OSFL sponsored Chapter Officer Workshops
    - 1 point is given if a chapter attends 3-6 OSFL sponsored Chapter Officer Workshops
    - 0 points are given if a chapter attends 0-2 OSFL sponsored Chapter Officer Workshops
  - Due Date: Chapter Officer Workshops(s) take place at the beginning of Spring; other supplemental workshops can be offered throughout the year with advanced notice.
  - How to Submit: Attendance at fall/spring officer workshops and/or any officer workshops sponsored by OSFL.
- **Cross Council Exchange (3 points)**
  - How to earn points:
    - 3 points for having full attendance both semesters at Cross Council Exchange (CCE)
    - 2.5 points for having full attendance one semester and partial attendance another semester at Cross Council Exchange (CCE)
    - 2 points for having partial attendance both semesters at Cross Council Exchange (CCE)
    - 1.5 points for having no attendance one semester and full attendance another semester at Cross Council Exchange (CCE)
    - 1 point for having no attendance one semester and partial attendance another semester at Cross Council Exchange (CCE)
    - 0 points are given if a chapter does not have representation at CCE either semester
  - Due Date: Cross Council Exchange take place in the Fall and Spring semester (one CCE per semester)
  - How to Submit: Attendance

- **New Member Health & Safety Orientation (3 points)**
  - How to earn points:
    - Points are awarded based on the percent of new members that complete the orientation:
      - 3 points: 100%
      - 2 points: 90 – 99.9%
      - 1 point: 80 – 89.9%
      - 0 points: 0 - 79.9%
    - Note: The Health and Safety Orientation is hosted as an online module housed on Canvas for all four councils. The completion percentage is based on the *total new members* for a given election cycle.
  - Due Date: September 30 & March 30
  - How to Submit: Keep an accurate roster with OSFL; have new members complete the Canvas module.
- **Future Greek Leaders Retreat (3 points)**
  - How to earn Points:
    - Chapters receive 1 point for nominating first and second-year members of their chapter to attend Future Greek Leaders (FGL).
      - Chapters with 50 or less members: nominate at least 2 Future Greek Leaders
      - Chapters with more than 50 members: nominate at least 4 Future Greek Leaders
    - Chapters receive 2 points for having minimum attendance at FGL. Chapters can earn 1 point for partial attendance.
      - All chapters will have at least one (1) representative from their chapter attend the retreat, all Future Greek Leaders who are selected are expected to attend. Remaining two (2) points are for attending the Future Greek Leaders Clifton Strengths workshop and Future Greek Leaders Retreat. Points can be deducted based on lack of attendance.
    - Due Date: Future Greek Leaders nominations open in February and the Future Greek Leaders Retreat takes place in March after Spring Break.
    - How to Submit: visit the Future Greek Leaders information page on OSFL's website; ensure attendance at Future Greek Leaders.
- **Chapter Programming:**
  - **Headquarters Program (1 point)**
    - 1 point will be given to a chapter participating in any program sponsored by their inter/national Headquarters OR having their inter/national Headquarters host a program with their chapter.
    - 0 points are given if a chapter does not attend a Headquarters Program
  - **Risk Management Program (1 point)**
    - 1 point will be given to a chapter that has more than 50% of its members complete a Risk Management Program
    - 0 points are given if a chapter does not complete a Risk Management Program
  - **Diversity, Equity, and Inclusion Program (1 point)**
    - 1 point will be given to a chapter that has more than 50% of its members complete a Diversity, Equity, and Inclusion (DEI) Program
    - 0 points are given if a chapter does not complete a DEI Program
  - **Program with a chapter from another council (1 point)**
    - 1 point will be given to a chapter participating in any program/event hosted by that chapter and another chapter from one of the other three councils within the community (i.e. Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council). These events/programs must be alcohol-free.
    - 0 points are given if a chapter does not complete a program with a chapter from another council

- o **Program with another Registered Student Organization (RSO), department, or office (1 point)**
  - § 1 point will be given to a chapter participating in or co-hosting a program or event by/with another Registered Student Organization (RSO) or department/office on campus.
  - § 0 points are given if a chapter does not complete a program with another RSO, department, or office
- o How to earn points:
  - § Points are awarded based on the completion and proof of event completion
  - § Chapters will submit proof of the event and attendance at the event
  - § Note: organizations are allowed and encouraged to complete multiple programs with one event. For example, if organizations co-sponsor a risk management program with another organization from another council and the Center for Health Education and Wellness (CHEW), this would satisfy the 'Risk Management Program,' 'Program with another department,' and 'Program with a chapter from another council' events
  - § If one of these categories meets the qualifications for an "Excellence" program, the chapter can submit proof of attendance through the SOFE reporting form for additional SOFE points.
  - § Note: all events must be alcohol-free events, this category is anything outside of OSFL and its organizations.
- o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
- o How to Submit: Complete SOFE Reporting Form

Administration *(total points possible: 32)*

- • **Roster Days (2 points)**
  - o How to earn points:
    - § Chapters can earn 0.5 points for attending OSFL's Roster Days where they will confirm roster submission.
  - o Due Date: Roster Days happen at the start and end of each semester, refer to OSFL Calendar
  - o How to Submit: attend roster day, update VOLink roster, follow council advisor instructions
- • **New Member Education Plans (2 points)**
  - o How to earn points:
    - § 2 points for on-time submission of Fall and/or Spring New Member Education planning documents
    - § 1 point for late submissions
    - § 0 points for late submissions (after 2 weeks) or missing New Member Education planning documents
  - o Note: Chapters points will be determined based on the semester(s) where a new member class is taken.
  - o Due Date: reference OSFL's New Member Education Policy
  - o How to Submit: email to council advisor
- • **Officer Updates (2 points)**
  - o How to earn points:
    - § 2 points for on-time submission of up-to-date officers after elections have been completed
    - § 1 point for late submissions (within 15 days)
    - § 0 points for late submissions (after 15 days), or no contact information provided for officers
  - o Due Date: last day of finals (depending on chapter's election cycle)
  - o How to Submit: Officer Update Form
- • **Advisor Contact Update (1 points)**
  - o How to earn points:
    - § 1 points for on-time submission of annual advisor contact information
    - § 0.5 point for late submissions (within 15 days)
    - § 0 points for late submissions (after 15 days), or no update provided for advisors
  - o Due Date: August 1

- o How to Submit: [Advisor Update Form](#)
- **Council Meeting Attendance (2 points)**
  - o How to earn points:
    - 2 points for 100% representation at all council meetings
    - 1 point for 1-3 absences from council meetings
    - 0 points for 4+ absences from council meetings
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: Council executive board will confirm attendance
- **Presidents Cabinet Meeting Attendance (2 points)**
  - o How to earn points:
    - 2 points for 100% representation at all Presidents Cabinet Meetings
    - 1 point for 1-3 absences from Presidents Cabinet Meetings
    - 0 points for 4+ absences from Presidents Cabinet Meetings
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: OSFL will maintain attendance records
- **VOLink Registration (1 point)**
  - o How to earn points:
    - 1 point for on-time completion of VOLink Registration
    - 0 points for late or no completion of VOLink Registration
  - o Due Date: First Friday in January or June (depending on chapter's election cycle)
  - o How to Submit: complete re-registration through VOLink
- **OSFL Coaching Meetings (2 points)**
  - o How to earn points:
    - 2 points for completion of 4 coaching meetings per year
    - 1 point for completion of 2-3 coaching meetings per year
    - 0 points for completion of 0-1 coaching meeting per year
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: OSFL Coach will track meetings; survey will be sent after meeting 4
  - o Note: During meeting #4, chapter coaches will administer a coaching survey that must be completed by the last day of finals of that semester in order for the chapter to earn full points.
- **Financial Good Standing (3 points)**
  - o How to earn points:
    - **Headquarters (1 point), University (1 point), Council (1 point)**
    - 1 point in each category for financial good standing with each entity
    - 0 points for financial bad standing with any of the 3 entities
    - Note: Financial Good Standing is defined as being on a current payment plan or not having past-due debt with an entity.
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: OSFL will collect financial status from each entity
- **Conduct Standings (15 points)**
  - o How to earn points:
    - Each chapter will start the year with 15 points. For each violation that a chapter collects over the year, points will be deducted.
      - -1 points for Policy violations
      - -2 points for Code violations
      - -10 points for hazing violations
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: OSFL, in partnership with the Office of Student Conduct and Community Standards and respective councils, will track conduct and judicial standings. Chapters will be notified of point deductions.

- o Note: based on the timeline of the conduct process, a chapter's SOFE points can be deducted up until the first day of the following semester. Once a new semester/SOFE cycle begins, Conduct Standing points will be removed from that cycle.

Academics *(total points possible: 6)*

- **Chapter GPA at or above 2.50 (2 points)**
  - o How to earn points:
    - 2 points for fall and spring chapter average GPAs at or above 2.50
    - 1 point for fall or spring chapter average GPA at or above 2.50
    - 0 points for neither fall or spring chapter average GPA at or above 2.50
  - o Due Date: End of each semester
  - o How to Submit: OSFL will track GPA data for each chapter
  - o Note: Regardless of the election cycle/SOFE cycle of a chapter, OSFL will use Spring/Fall GPAs of the same calendar year for SOFE standings and Fraternal Excellence Awards due to timing of the awards program (first Wednesday in May).
- **New Member GPA at or above 2.50 (2 points)**
  - o How to earn points:
    - 2 points for fall and spring new member average GPAs at or above 2.50
    - 1 point for fall or spring new member average GPA at or above 2.50
    - 0 points for neither fall or spring new member average GPA at or above 2.50
    - Note: if a chapter only has one new member class per year, the chapter will earn 2 or 0 points based on that new member class's GPA
  - o Due Date: End of each semester (if applicable)
  - o How to Submit: OSFL will track GPA data for each chapter
  - o Note: Regardless of the election cycle/SOFE cycle of a chapter, OSFL will use Spring/Fall GPAs of the same calendar year for SOFE standings and Fraternal Excellence Awards due to timing of the awards program (first Wednesday in May).
- **Chapter Academic/Scholarship Program (2 points)**
  - o How to earn points:
    - Provide a written document that outlines a comprehensive academic/scholarship program. Program should describe individual member academic requirements, incentives, programs, academic goals, and the job description of the academic officer for the chapter. Inter/national academic/scholarship programs used by organizations may serve as this documentation.
    - 2 points for on-time submission with all content provided
    - 1 point for late submission (within 15 days) and/or missing content
    - 0 points for not submitting the program
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle; collected at the half-way point in an election cycle).
    - Due Date: before the end of the first semester within the chapter's SOFE cycle.
  - o How to Submit: Complete SOFE Reporting Form

Civic Engagement *(total points possible: 5)*

- **Average of 4 hours per member per year (2 points)**
  - o How to earn points:
    - 2 points for averaging at least 4 hours of service per member
    - 0 points for averaging less than 4 hours per member
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)

- o How to Submit: hours need to be tracked through the Jones Center for Leadership and Service's ServeUTK/Give Pulse system.
- o Note: OSFL tracks hours based on the following timeline:
  - Fall: April 16 – November 15
  - Spring: November 16 – April 15
- o Note: hours must be submitted in accordance with the Jones Center for Leadership and Service. Hours that are submitted retroactively for a semester that has already been closed/calculated will not count for the chapter's SOFE points. Fall and spring hours are calculated separately.
- o Note: OSFL will total the number of hours at for each semester and divide by the number of chapter members at the end of the election cycle based on grade report rosters to determine the average. Hours can only be verified by the Jones Center for Leadership and Service; any hours submitted directly to OSFL without logging through ServeUTK will not count toward the service hour total for the chapter.

- **Philanthropy Event (3 points)**
  - o How to earn points:
    - 3 points for hosting a philanthropic event
    - 0 points for not hosting a philanthropic event
    - Note: Philanthropic events require a donation to be made to a nonprofit/charitable organization. Proof of donation is required to receive points. Donations can be monetary or goods.
  - o Due Date: April 15 and November 15. Chapters are to submit proof of any philanthropic work on a semesterly basis.
  - o How to Submit: Complete SOFE Reporting Form
  - o Note: OSFL tracks donation based on the following timeline:
    - Fall: April 16 – November 15
    - Spring: November 16 – April 15

Excellence *(total bonus points possible: 30)*
- **Leadership & Engagement (5 points)**
  - o How to earn points:
    - 3 points for 90-100% of the chapter involved in non-chapter activities
    - 2 points for 80-89.9% of the chapter involved in non-chapter activities
    - 1 points for 70-79.9% of the chapter involved in non-chapter activities
    - **ADDED TO**
      - 2 points for at least 10% of the chapter participating in immersive leadership/service opportunities
      - 1 points for 5-9.9% of the chapter participating in immersive leadership/service opportunities
    - Note: Non-chapter activities are defined as activities affiliated at the University of Tennessee, Knoxville and/or organizations that are registered student organizations (RSOs), athletic programs, or on-campus jobs. Chapters only need to list one activity per member, but are able to list more if desired (listing more will help if an activity is not considered a RSO) as this is counted per member.
    - Note: The Jones Center for Leadership and Service offers service opportunities that are direct, immersive, and experiential such as MLK Day of Service, VOLserve, and VOLbreaks. Within OSFL, opportunities for members to experience immersive leadership and service would be participating in the Greek Leadership Class, Meeting in the Middle, Future Greek Leaders, being a Gamma Chi or Recruitment Captain, or serving on an executive council. *Additional leadership and service would be approved on a case-by-case basis by Hunter*

Carlheim, OSFL Assistant Director for Greek Leadership & Training. Opposite of the activities, chapters should list all immersive leadership/service as this is counted per activity.

- o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
- o How to Submit: Complete <u>SOFE Reporting Form</u>. There is a template Google Sheet for chapters to fill out. PDFs, scanned documents, or other non-editable documents will not be accepted. Google Sheets and Microsoft Excel documents are preferred. Example submission:

Chapter	First Name	Last Name	NETID	Activities Involved In	Leadership Position(s)	Immersive Service Activities
Alpha Beta Gamma	Joe	Smith	Jsmit100	LASO, CEB	Student Ambassador, Tour Guide	MLK Days of Service, Rocky Topics Facilitator
Alpha Beta Gamma	John	Johnson	Jjohnso999	VOLThon, Outdoors Club	N/A	Recruitment Captain
…	…	…	…	…	…	…

- **Greek Service Project (4 points)**
  - o How to earn points:
    - § 4 points for 10% of chapter participating and timely registration for Greek Service Project.
    - § Partial points will be determined based on registrations and attendance.
    - § Note: through a partnership with OSFL and JCLS, there will be specific "Greek Service Projects" available to members of sororities and fraternities. These may be at various location around the Knoxville area, or this may be an extended project at one location (e.g. Habitat for Humanity house build). Attendance requirement can be decreased if availability of events decreases due to availability of community partners.
    - § Note: Opportunities will include, but are not limited to, the following: fall Blood Drive volunteering, spring GreekServe project, and JCLS MLK Days of Service event (reserved for Sorority & Fraternity Life members).
  - o Due Date: these events will take place during the year.
  - o How to submit: registration and attendance will be tracked through the Jones Center for Leadership and Service's <u>ServeUTK/Give Pulse system</u>.
- **Service Hours Above 4 hours/member (4 points)**
  - o How to earn points:
    - § 4 points for averaging 10+ hours of service per member per year
    - § 3 points for averaging 8.00-9.99 hours of service per member per year
    - § 2 points for averaging 6.00-7.99 hours of service per member per year
    - § 1 point for averaging 4.01-5.99 hours of service per member per year
    - § 0 points for averaging 0-4.00 hours of service per member per year
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: hours need to be tracked through the Jones Center for Leadership and Service's <u>ServeUTK/Give Pulse system</u>.
  - o Note: Refer to Civic Engagement category for full details.
- **Chapter GPA at or above the AMA/AWA (2 points)**
  - o How to earn points:
    - § 2 points for fall and spring chapter average GPA at or above the All-Men's Average (AMA) (fraternity) or All-Women's Average (AWA) (sorority)

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- - - 1 point for fall and spring chapter average GPA at or above the All-Men's Average (AMA) (fraternity) or All-Women's Average (AWA) (sorority)
      - 0 points for neither fall or spring chapter average GPA below the All-Men's Average (AMA) (fraternity) or All-Women's Average (AWA) (sorority)
    - o Due Date: End of each semester
    - o How to Submit: OSFL will track GPA data for each chapter
- **Chapter Attendance & Additional Programming**
  - - Note: Points are awarded based on SOFE Submission Portal. VOLink event registration is for space reservations and to be inline with the event registration protocol. Approval of the event on VOLink grants the chapter permission to host the event; *this does not guarantee SOFE points.*
  - o **Academic, Leadership, and/or Career (4 Points)**
    - - 4 points for 80-100% of the chapter attending/hosting a University sponsored Academic, Leadership, or Career themed program(s)
      - 3 points for 70-79.9% of the chapter attending the program(s)
      - 2 points for 60-69.9% of the chapter attending the program(s)
      - 1 point for 50-59.9% of the chapter attending the program(s)
      - 0 points for >50% of the chapter attending the program(s)
      - Note: Questions about this section can be directed to Hunter Carlheim, Assistant Director for Greek Leadership & Training.
  - o **University Sponsored DEI Program (4 points)**
    - - 4 points for 80-100% of the chapter attending a University sponsored Diversity, Equity, and Inclusion program(s)
      - 3 points for 70-79.9% of the chapter attending the program(s)
      - 2 points for 60-69.9% of the chapter attending the program(s)
      - 1 point for 50-59.9% of the chapter attending the program(s)
      - 0 points for >50% of the chapter attending the program(s)
      - Note: Questions about this section can be directed to Stephen J. Black, Coordinator.
  - o **Health and Safety (4 points)**
    - - 4 points for 80-100% of the chapter attending a Health and Safety program(s)
      - 3 points for 70-79.9% of the chapter attending the program(s)
      - 2 points for 60-69.9% of the chapter attending the program(s)
      - 1 point for 50-59.9% of the chapter attending the program(s)
      - 0 points for >50% of the chapter attending the program(s)
      - Note: Health and safety programming would be programming surrounding the five main priorities of health and safety through OSFL: alcohol, drugs, hazing, mental health, and sexual misconduct.
      - Note: Questions about this section can be directed to Hailey Flavin, Assistant Director for Harm and Risk Reduction.
  - o Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
  - o How to Submit: Complete SOFE Reporting Form
  - o Note: All programs in the excellence "Chapter Attendance and Additional Programming" category are to be **University-sponsored or approved events**. A chapter can submit multiple events in order to meet a percentage threshold (e.g. a chapter can submit a resume workshop where 40% of the chapter attended, an interview-prep workshop where 30% of the chapter attended, and a leadership presentation where 10% of the chapter attended to earn 80% attendance in the 'Academic, Leadership, and/or Career' category). Any event sponsored by an office, department, or college at UTK is eligible for a category; if a chapter would like to get an outside event approved, they need to contact the OSFL liaison listed for that category **before** the event is hosted/attended. A reflection of the event will be required for all approved events.

- **End of Year Meeting (3 points)**
  - How to earn points:
    - The end of year meeting will happen at the end of the election cycle for your chapter. The meeting will be held with the chapter's **council advisor, incoming president, outgoing president, and a chapter advisor**
      - 3 points for all 3 chapter representatives present
      - 2 points for 2/3 chapter representatives present
      - 1 point for 1/3 chapter representatives present
      - 0 points for no meeting
    - Note: if a chapter president is elected to a second term as president, they will represent the incoming and outgoing president. It is encouraged to bring another chapter officer if that is the case.
  - Due Date: Before the end of the semester that elections take place; after the president has completed their fourth chapter coaching meeting.
  - How to Submit: Schedule a meeting with your chapter's council advisor through email or their scheduling link