 **Office of Greek Life**

**336-278-7326**

**336-278-4107 – fax**

# MEMORANDUM

**To:**        Fraternity and Sorority Chapter Presidents

**From:**  Greek Housing Selection Committee

**Date:**     October 17, 2013

**Re:**        2014 - 2017 Housing Application

**CC:** Shana L. Plasters, Director of Greek Life

The Greek Housing Selection Committee is pleased to announce the seventh system-wide application and selection process for the Loy Neighborhood. This process provides chapters the opportunity to apply for any of the university-owned facilities in the Loy Neighborhood. The Greek Housing Selection Committee is convened every three years to offer the opportunity for all groups to apply for a Loy Neighborhood house, and the University selects groups based on appropriate chapter growth and development and a commitment to having a balance of groups from all three governing councils. We recognize the value of consistency in our housing system, and if a group is currently housed, and they have demonstrated they are meeting expectations, they will receive precedence for their current space. Simply having a higher score does not mean an un-housed group has priority. The Greek Housing Selection Committee is comprised of Student Life administrators and several respected faculty members. No members of the Office of Greek Life sit on the Greek Housing Selection Committee, but rather staff serves in a supportive role in this process by coordinating logistics and consulting with chapters as they develop their application materials. The criteria and application guidelines were developed with the input of the Governing Councils, the Presidents’ Council, the 2011 All-Greek Retreat, and the Greek Housing Selection Committee. These guidelines emphasize the aspects of Greek life which are crucial to chapter success in our Greek community and the larger campus and community. Much of this information is also utilized in our annual Chapter Growth and Development process. The Greek Housing Selection Committee oversees this process to ensure fairness to all Greek organizations.

All fraternities and sororities will receive this letter. We understand some groups may not be interested in applying for a house, and so this application does not apply. If your organization is planning to apply for a house, it is imperative to begin reviewing this packet immediately and to determine a chapter contact person. This individual should be knowledgeable regarding your chapter’s history and will represent your chapter’s viability in occupying university-owned housing. The deadline for submitting your completed packet to the Greek Life Office, Moseley 224, is November 15, 2013 and notification will be mailed mid-January. **Late submissions will not be accepted.** Inaccurate or incomplete packets will jeopardize your organization’s consideration for Greek housing.

Your applications should include information from Spring 2011 – present. The Greek Life Office will provide the Selection Committee with the following data: philanthropy reports, service reports as coordinated with the Kernodle Center for Service Learning & Civic Engagement, chapter GPAs, facility occupancy and damages reports, and conduct history. Most of the materials you will need to gather, complete and submit have already been compiled as part of the Chapter Growth and Development process. You will simply need to organize this information and place it in the Housing Application.

You are encouraged to work with and obtain support from your faculty advisor, chapter advisory board and your inter/national office. Please direct any questions or concerns regarding this process to the Office of Greek Life at 336-278-7326. Please note that organizations currently occupying Elon University owned housing must apply for a house for the next assignment period. For your convenience, we will make a copy of your most recent Chapter Growth and Development materials and any previous housing applications available, as well as a chapter roster with datatel numbers on request. Please contact the Director of Greek Life if you wish to obtain these materials.

**Important Dates:**

 October 17, 2013 Chapter President Roundtable regarding Housing Application and Process

 November 15, 2013 Housing Application Packets due to the Greek Life Office

 Mid-January 2014 Notification of Housing Selection Committee decisions

# HOUSING APPLICATION PROCESS & GENERAL INFORMATION

1. Read and review the Housing Application materials and become comfortable with it before developing your responses. Address all questions and concerns to the Director of Greek Life as soon as possible.

2. The application is divided into 10 categories. Seven of these categories were selected as markers of excellence that all Greek organizations share: **Chapter functioning and effective leadership**, **values integration**, **lifelong connections**, **responsible citizenship**, **inclusive environments**, **intellectual development**, and **campus involvement and effective leadership**. These categories mirror the Chapter Growth and Development standards. The other three categories were selected to help the committee determine the group’s ability to be responsible stewards of a chapter facility: **facility upkeep and occupancy**, **risk management** and **supporting documents.** Each category has separate sections with specific questions to answer. Each section has been assigned a weighted point value and this is noted on the score sheet.

3. Each chapter should assign a member or committee to coordinate the Housing Application process. The name and phone number of the coordinator or chair of the committee should be shared with the Director of Greek Life no later than Friday, October 11, 2013. This will enable the Office of Greek Life to contact the coordinator with any news or requests in a timely manner.

4. Complete and submit all application materials that are included in the packet. Create your own packet in response to this; do not use this form unless otherwise stated. In your packet please be sure to properly note the question/statement to which you are responding. The Office of Greek Life will provide the answers to many of the questions included. Please schedule a meeting with the Director of Greek Life if you need to gather any additional information. The questions for which we are providing information are noted in the CRITERIA FOR GREEK HOUSING SELECTION guidelines.

5. Make sure the Office of Greek Life has received all requested information from your inter/national office prior to the application deadline. This information is integral to your application packet and it must be received by the application deadline. If the supporting documentation is being sent directly to the Greek Life office, it may be helpful to request a copy of the information be sent to your chapter as well.

 Information needed from the inter/national office:

 - Statement supporting the chapter’s application for a house.

 - Statement outlining all means of support inter/national offers for furnishings, etc.

 - Statement outlining the chapter’s financial standing with the inter/national office.

 - Statement outlining the chapter’s judicial/discipline standing for last three years.

6. Make sure the Office of Greek Life has received the requested information from your Faculty Advisor. This information is integral to your application packet and it must be received by the application deadline. If the supporting documentation is being sent directly to the Greek Life office, it may be helpful to request a copy of the information be sent to your chapter as well.

7. Complete the application, submit your packet by the stated deadline, and await the announcement by the Selection Committee of its decision. **PLEASE submit ALL APPLICATION MATERIALS ELECTRONICALLY to the Director of Greek Life at** **splasters@elon.edu** **or you may place all the materials on a CD and submit to the Office of Greek Life, Moseley 224.**

8. If you need a complete list of your roster with datatel numbers, this can be obtained from the Office of Greek Life.

9. Please have each member of your organization sign the form certifying their understanding and agreement that Elon University will charge an additional fee per semester through their date of graduation, should your chapter occupy a university-owned facility. The fee for full houses (A, B ,C, D, E, F, G, H, I, L, M, N, Q, R, S) is $145/semester, the fee for the duplex houses (J, K, O, P) is $95.00/semester and the fee for a Colonnades Suite is $60.00/semester. Note, however, that should your fraternity/sorority be awarded a house, a signature from all the members must be submitted or the chapter president must sign a statement guaranteeing the appropriate fee per semester for brothers/sisters whose signatures have yet to be submitted. All pledges, associates, aspirants, etc. will have to pay a $60.00 Greek Organization Fee as well in their new member semester. This fee will be placed on their bill the semester following their new member semester.

**CRITERIA FOR GREEK HOUSING SELECTION**

Section 1: Chapter Functioning and Effective Leadership

1. Briefly explain the process your chapter uses to set your annual goals. Attach a copy of your goals from Spring 11 to present.
2. Does your chapter hold annual elections for leadership positions? Please briefly describe the officer transition process.
3. Does your chapter have an annual budget? If so, please attach a copy from Spring 11 – present.

Section 2: Values Integration

1. List all programs your chapter hosted on values from Spring 11 – present. Please include a statement on the purpose of each program and whether those programmatic goals were achieved.
2. Briefly describe your new member education program.
3. Does your chapter have a conduct review board or judicial process? If so, include a philosophy statement on that process and how often and for what type situations it was used.

Section 3: Lifelong Connections

1. Please include a list and description of any alumni development programming your chapter hosted from Spring 11 – present.
2. Does your chapter have an advisor or advisory board? If so, please list name(s) and position(s). Please briefly describe your advisor/advisory board’s involvement.
3. Please list your senior class retention rates for each year of the triennium (2010-2011; 2011-2012; 2012-2013). This number can be calculated by dividing the number of seniors that graduated as active chapter members by the number of seniors in the chapter at the beginning of the Fall semester and then multiplying by 100. Example: 2011 Active Member Graduates/2010 Fall Seniors x 100 = Senior Year Retention Rate

Section 4: Responsible Citizenship

1. Please include information on the education you provide to your members and philanthropy participants. The Greek Life Office will provide the selection committee with a list of philanthropic donations your chapter has made during the last triennium. Be sure you have submitted all appropriate Philanthropy Report Forms.
2. Does your chapter have a chapter-wide service project? If so, briefly describe your chapter service project(s). The Office of Greek Life will provide the selection committee with a list of service hours registered through the Community Service Report Forms during the last triennium.
3. Please list and describe any programming (Spring 11 – present) done to educate or encourage civic engagement of members.

Section 5: Inclusive Environment

1. Does your chapter host programming on inclusivity? If so, please describe the programs your chapter has hosted on inclusivity from Spring 11 – present.
2. Does your chapter comply with Elon’s policies?
	* Elon’s Anti-Discrimination Policy: “Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran’s status (collectively, “Protected Categories”) in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.” Consistent with our nondiscrimination statement, the university does not tolerate the discrimination or harassment by any student, university employee or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of membership in any of these Protected Categories.” *Elon acknowledges Title IX exemptions that are granted to social fraternities and sororities in regards to membership policies restricting membership to a single sex.*

Section 6: Intellectual Development

1. Does your chapter have a scholarship program? If so, please describe.
2. The Office of Greek Life will provide the selection committee with your chapter’s average semester GPA, as well as your chapter’s new member classes’ GPA, for all semesters your organization has been active in the last triennium.
3. Does your chapter include faculty members in intellectual development programming? If so, please list the programs that included faculty from Spring 11 – present.

Section 7: Campus Involvement & Effective Leadership

1. Please list all member names and their campus involvement for the current academic year. Please include clubs, organizations, leadership organizations, honoraries and intramurals. Please also note any leadership roles he/she may hold in each listing.
2. Please list all member names and their campus community involvement for the current academic year. Please also note any leadership roles he/she may hold in each listing.

Section 8: Facility Upkeep and Occupancy

1. The Office of Greek Life will provide the selection committee with the Facility Damage Reports for the last triennium.
2. The Office of Greek Life will provide the Facility Occupancy Reports for the last triennium.
3. Please list how many upper-class members lived in the chapter facility each year since 2009. Please describe the process by which your organization selects upper-class members to live in the house. Please describe the history of this process and how the process is structured.

Section 9: Risk Management

1. The Office of Greek Life will provide the selection committee with the conduct history for the last triennium.
2. List ways the chapter educates its members on and holds them accountable for risk management (on and off the campus).

Section 10: Supporting Documents

1. Please attach the proper supporting documents.

## APPLICATION FOR GREEK HOUSING

Name of Organization: Date , 2013

Person Completing Form:

Address of Person Completing Form:

 Phone Number ( ) \_\_

 Email Address \_\_

Chapter President: \_\_

Address of Chapter President:

 Phone Number ( ) \_\_

 Email Address

Contact at National Headquarters:

Address of National Headquarters:

 Phone Number ( ) \_\_

 Email Address

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***Office Use Only***

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email or Disk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ACKNOWLEDGMENT OF BILL TO STUDENT ACCOUNT

**IF CHAPTER OCCUPIES A UNIVERSITY OWNED HOUSE**

By signing my full name, I am acknowledging that I understand I will be billed in my tuition charges an additional fee EACH semester my chapter occupies an Elon University owned facility, as part of the agreement if the organization of which I am a member is selected to receive a university-owned house. The fees are as follows: $145.00 per semester for a full house, $95.00 per semester for the duplex house (J/K, O/P) for each semester, or $60.00 per semester for a Colonnades suite.

Organization Name: Total # Members:

 **Print Name Signature Datatel Number**

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**SPECIFIC FACILITY ASSIGNMENT REQUEST**

Please rank order the following options for possible assignment (1 = first preference, 6 = last preference)

 If assigned a Loy Neighborhood house, we would like to be reassigned to our current location.

 If assigned a Loy Neighborhood house, we would like to be placed in a 13 person house (N, Q, R, S)

 If assigned a Loy Neighborhood house, we would like to be placed in a 12 person house (A, B, C, L, or M)

 If assigned a Loy Neighborhood house, we would like to be placed in a 10 person house (D, E, F, G, H, or I)

 If assigned a Loy Neighborhood house, we would like to be placed in a 6 person house (J or K)

 If assigned a Loy Neighborhood house, we would like to be placed in a 5 person house (O or P)

**2013 ELON GREEK HOUSING SCORE SHEET – COMMITTEE USE ONLY**

Do not fill this out and submit with your application – this is for your information only.

**Committee Member Name:**

*Use the following rating scale for each numbered, then subtotal each category:*

**1 = Needs immediate improvement**

**2 = Meets minimum requirements**

**3 = Satisfactory**

**4 = Good**

**5 = Excellent**

 **ORGANIZATION BEING REVIEWED**

**CHAPTER FUNCTIONING & EFFECTIVE LEADERSHIP SCORE NOTES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Annual Goal and Chapter Review Process \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Annual Chapter Officer Elections and Transitions \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Chapter Budget/Financial Standing \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /15 x100 = TOTAL***

**VALUES INTEGRATION SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Educational Programming \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. New Member Education Program \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Chapter Conduct Review Board/Judicial Board \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /15 x150 = TOTAL***

**LIFELONG CONNECTIONS SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Alumni Development Programming \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Active Advisory Board \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Senior Class Retention \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /15 x100 = TOTAL***

**RESPONSIBLE CITIZENSHIP SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Commitment to Philanthropic Endeavors \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Hands-on Community Service \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Engagement in Societal Issues \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /15 x100 = TOTAL***

**INCLUSIVE ENVIRONMENTS SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Inclusivity Programming \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Complies with Elon’s Policies \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CATEGORY SUBTOTAL /10 x150 = TOTAL***

**INTELLECTUAL DEVELOPMENT SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Programs - Academic Development \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Chapter Grade Point Average \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Faculty Involvement \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CATEGORY SUBTOTAL /15 x150 = TOTAL***

**CAMPUS INVOLVEMENT &**

**EFFECTIVE LEADERSHIP SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Leadership in Campus Life \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Involvement in University Events \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /10 x100 = TOTAL***

**FACILITY UPKEEP SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Facility Damage Report \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Facility Occupancy Report \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Upperclassmen Living In \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CATEGORY SUBTOTAL /15 x200 = TOTAL***

**RISK MANAGEMENT SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Honor Code Violations \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Risk Management Training \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***CATEGORY SUBTOTAL /10 x200 = TOTAL***

**SUPPORTING DOCUMENTS\* SCORE NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1. Faculty Advisor Letter of Support \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Chapter Advisor Letter of Support \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Corporation Board Letter of Support *(if applicable)* (\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 4. Inter/National Organization Letter of Support \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Acknowledgement of Bill to Student Accounts \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Facility Assignment Request Form \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***SUBTOTAL /30 x50 = TOTAL***

***\*These documents are ALL REQUIRED to be considered for a house. While all of these documents are required, the content of these documents is what will be scored.***