How to Submit Documentation

Chapters will submit documentation within their individual Microsoft Teams folder. The Teams folder is the same place where chapters can access their grade reports, which is only accessible to Chapter Presidents and Advisors. However, each chapter will be provided via email a unique link to their submission folder that can be shared any other individuals in the chapter. Chapters should utilize the provided templates when submitting their documentation. Documentation, templates, and all GAAP resources will be available on the OSFL Website.

Labeling documentation will be important. Please label documentation using this formula – **CODE_Chapter Name_Any addition clarifiers here**. which would look like ACE 1_Alpha Alpha Alpha_Plan and ACE1_Alpha Alpha Alpha_Narrative.

Documentation Checklist

Once a chapter submits all documentation, they will complete a BeInvolved form to certify their submissions are complete.

Academic Excellence (ACE)

Chapter Submitted Documentation:
- ☐ Academic accountability program (ACE 1)
- ☐ Hosts an academic skill building event per semester (ACE 2)
- ☐ Celebration of member academic achievement (ACE 3)

OSFL Tracked Documentation:
- ☐ Chapter GPA above all-women's/men's average (ACE 4)
- ☐ Chapter GPA above council average (ACE 5)
- ☐ New member GPA above all women's/men's average (ACE 6)
- ☐ New member GPA above council average (ACE 7)

Diversity and Inclusion (DI)

Chapter Submitted:
- ☐ Elected/Appointed DEI role (DI 1)
- ☐ Hosts at least one DEI program per semester (DI 2)
- ☐ One DEI program is collaboratively hosted/planned (DI 3)
- ☐ DEI Action Plan (DI 4)
- ☐ Financial Support Plan (DI 5)

Ritual and Values (RV)

Chapter Submitted:
- ☐ Hosts ritual education session to debrief initiation and organization's ritual with new members (RV 1)
- ☐ Ritual and values congruence action plan (RV 2)
- ☐ 90% of new member initiated (RV 3)
- ☐ 75% of new members to senior year (RV 4)
- ☐ Articulation of values congruence (RV 5)

Health and Safety (HS)

Chapter Submitted:
- ☐ Two health and wellness programs per semester (HS 1)
- ☐ Risk management plan overview, outside of Event Monitor Training (HS 2)
- ☐ Elected/Appointed Health and Wellness role (HS 3)
- ☐ Hazing Prevention Education for Leaders, Bigs/Mentors (HS 4)

OSFL Tracked:
- ☐ Party Smarter and Step UP! Completion (HS 5)
- ☐ Event Monitor Completion (HS 6)
- ☐ Health and Wellness Summit participation (HS 7)
- ☐ Risk management review and implementation (HS 8)

Service and Philanthropy (SP)

Chapter Submitted:
- ☐ Elected/Appointed community service focused role (SP 1)
- ☐ Local philanthropy beneficiary or service organization partnership (SP 2)
- ☐ Annual philanthropic event/fundraiser (SP 3)
- ☐ Education about philanthropic cause/beneficiary at event/fundraiser (SP 4)
- ☐ Annual Day of Service (SP 5)

OSFL Tracked:
- ☐ Council service event participation (SP 6)
- ☐ Community Service hours (SP 7)

Personal, Leadership, Organizational Development (PLOD)

Chapter Submitted:
- ☐ Transition process for officers (PLOD 1)
- ☐ Executive Board Retreat (PLOD 2)
- ☐ Attends inter/national organization sponsored leadership program (PLOD 3)
- ☐ Leadership development program for chapter membership (PLOD 4)
- ☐ Inter/national programming expectations (PLOD 5)
- ☐ Sends member to UIFI, LeaderShape, etc. (PLOD 6)
- ☐ Two programs with sororities or fraternities not in your council (PLOD 7)
- ☐ Collaborative event with non-SFL organization (PLOD 8)
- ☐ Organization development goals (PLOD 9)
- ☐ Bi-weekly, or more frequent, chapter meetings (PLOD 10)
- ☐ Two upperclassman leaders on executive board (PLOD 11)

OSFL Tracked:
- ☐ Council Delegates Meetings Attendance (PLOD 12)
- ☐ Community Wide Meeting Attendance (PLOD 13)
- ☐ Greek Leadership Academy Attendance (PLOD 14)
- ☐ Emerging Leaders Program/Vibe Check (PLOD 15)
- ☐ External organization involvement (PLOD 16)
- ☐ SFL community leadership (PLOD 17)

Alumni Engagement (ALE)

Chapter Submitted:
- ☐ Elected/Appointed alumni relations role (ALE 1)
- ☐ Event geared towards the chapter's alumni members (ALE 2)
- ☐ Incorporate alumni into Founders'/Charter Day celebrations (ALE 3)
- ☐ Utilizes a formalized method of communication with alumni (ALE 4)
- ☐ Alumni engagement plan (ALE 5)
- ☐ Alumni appreciation event/initiative (ALE 6)
- ☐ Alumni database (ALE 7)
- ☐ Hosts an event with an alumni speaker (ALE 8)

Standards and Accountability (SA)

Chapter Submitted:
- ☐ Standards/accountability program (SA 1)
- ☐ Membership expectations review (SA 2)
- ☐ Inter/national organization recognition (SA 3)
- ☐ Inter/national organization financial good standing (SA 4)

OSFL Tracked:
- ☐ Council financial good standing (SA 4)
- ☐ Updated advisor and leadership position good standing (SA 5)
- ☐ Intent for new member education/intake form (SA 6)
- ☐ Chapter Coaching meetings (SA 7)
- ☐ Organization Re-registration (SA 8)
- ☐ New member education occurs within 6-weeks (SA 9)
- ☐ New Leader Orientation (SA 10)
- ☐ Roster updates (SA 11)
- ☐ Financial obligations form (SA 12)
- ☐ End of Semester Survey completion (SA 13)
- ☐ Social Event Notifications (SA 14)
- ☐ IU Good Standing Status (SA 15)

Keep in Mind
- Chapter Coaches and the OSFL Awards team are always available to support chapter's planning
- Utilize the full descriptions of assessment items, how to submit documentation, and how to earn points when considering what documentation/information to submit
- This work should be a collective effort, not the work of one individual – delegate, delegate, delegate
- Plan ahead. Documentation submission folders will be available before the deadline
- Utilize the templates. This helps reviewers better understand what information you're submitting and help keep you organized
- Don't forget to label your documentation appropriately
- GAAP is meant to be a developmental process to help you assess your chapter's success and to help set goals in the future. We encourage you to simply do your best!