Standards of Excellence Annual Checklist.

For SOE requirements that involve individual member participation (Safety, Health & Wellness, Diversity, Citizenship, and Housing), please note that 75% of your chapter needs to participate in each required category.

To access an updated list of SOE opportunities, go to go.osu.edu/sflsoe. If you do not see your desired program listed, please complete the “SOE Program Approval Form” on that web page and email it to peters.859s@osu.edu 3 weeks prior to your program.

Reporting: For starred (*) forms, download the corresponding form from go.osu.edu/sflsoe and email the completed form to sfl@osu.edu. For all other forms listed below, please submit them electronically via sfl.osu.edu--->Current Members--->Chapter Log-In

Autumn 2019 Semester Deadlines
- Tuesday, September 3: Roster and Officer updates online
- Tuesday, September 3: Intake Paperwork (NPHC and MCGC only)
- Tuesday, September 3: New Member Calendar
- *Monday, October 28: May-October Service Spreadsheet (provide info for May 5th-October 13th)
- *Monday, October 28: May-October Philanthropy and Service Form (provide info for May 5th-October 13th)
- Monday, November 25: Semester Recruitment/Intake Report
- Monday, November 25: Semester Safety Health and Wellness Report
- Monday, November 25: Semester Diversity Report
- Prior to extending a bid: Online New Member grade checks for eligibility
- Within 10 days of New Members accepting a bid: Online New Member Registrations
- Prior to starting your New Member process/education program: Online Calendars submitted to SFL Liaison and approved

Spring 2020 Semester Deadlines
- *Monday, January 6: October-December Service Spreadsheet (provide info for October 14th-December 14th)
- *Monday, January 6: October-December Philanthropy and Service Form (provide info for October 14th-December 14th)
- Sunday, January 12: Annual Chapter Report
- Friday, January 24: New Member Calendar
- Friday, January 24: Intake Paperwork (NPHC and MCGC only)
- Sunday, January 26: Online Rosters and Officer updates
- Monday, February 17: 2019 Annual Chapter Plan
- *Monday, March 23: December-March Service Spreadsheet (provide info for December 15th-March 8th)
- *Monday, March 23: December-March Philanthropy and Service Form (provide info for December 15th-March 8th)
- Monday, April 20: Semester Recruitment/Intake Report
- Monday, April 20: Semester Safety, Health & Wellness Report
- Monday, April 20: Semester Diversity Report
- *Monday, May 18: March-May Service Spreadsheet (provide info for March 9th-May 4th)
- *Monday, May 18: March-May Philanthropy and Service Form (provide info for March 9th-May 4th)
- Prior to extending a bid: Online New Member grade checks for eligibility
- Within 10 days of New Members accepting a bid: Online New Member Registrations
- Prior to starting your New Member process/education program: Online Calendars submitted to SFL Liaison and approved

Annual Item Deadlines
- Monday, April 20: Yearly Housing Report
- Monday, April 20: Annual Citizenship Report
Standards of Excellence FAQ’s

There are so many programs! How do we pick which one to do?

First of all, you do not have to—and should not--limit yourselves to only one program per semester. (See other FAQ below about counting multiple programs towards your requirements.) Think about your members, the needs of your chapter, and your national organization’s values (if applicable). Are there knowledge gaps you’d like to fill in your members or specific risks you have noticed? If so, SOE programs are great opportunities to address these. While the pre-approved programs on the SOE web page are excellent educational experiences, we encourage you to work with campus or community partners to craft your own programs if you have a specific topic you want to address. Then, simply submit the SOE Program Approval Form to peters.859s@osu.edu 3 weeks ahead of time in order to make sure your program will be approved as an SOE.

My chapter is not bringing new members into our chapter this semester. Do I still need to complete the Recruitment/Intake form?

Yes; you should always be recruiting and thinking about the future of your membership even if you are not bringing new members into the organization. Just write “N/A” (Not Applicable) in sections that do not apply to your chapter.

Can I use my inter/national organization's programming to complete my chapter's SOE requirements?

Yes you can! If your inter/national organization has programming that fulfills one of the SOE educational requirements, feel free to count that towards your goal. Please send an SOE Program Approval Form or a program description from your organization's headquarters to peters.859s@osu.edu 3 weeks ahead of time so we have detailed information about what this program will entail.

My organization/my chapter member has to complete an educational sanction as part of the Student Conduct process. Can this count towards completing an SOE requirement?

No. Educational programs that are already required sanctions through Student Conduct may not be counted for SOE credit.

My organization does not have a chapter facility. Do we still need to complete a Housing program?

In place of a traditional Housing program, your chapter should complete one additional safety-related program per year. This could look like a Housing program, Safety, Health & Wellness program, or a different type of program focusing on member wellness and/or safety. We encourage you to be creative and design a program that fits the unique needs of your members, but feel free to reach out to peters.859s@osu.edu if you have questions regarding whether a certain program meets these requirements.

It's really hard to get 75% of my chapter in the same room for a program. How can we fulfill our SOE requirements if this is an issue?

You can count multiple programs towards meeting each SOE requirement. For instance, if 40% of your chapter attends a program on drugs and another 40% attend a program on mental health, your chapter would meet the Physical/Mental Health & Safety requirement. Just make sure all events have been approved by SFL, and then submit all programs within the appropriate semester in the SFL portal!

With this in mind, you can also count events that only a very small number of your members attend. Even if only one person attends a certain program, if it fits the description of an SOE requirement, that event can be counted towards your chapter 75% goal.

I still have questions. Who should I talk to?

Please email Alaina Peters at peters.859s@osu.edu and also CC your chapter’s SFL Liaison so we can determine who can best assist you.