

# Zeta Beta Tau

*A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau*

## **Standards of Excellence – Accreditation Checklist**

ZBT staff is committed to accommodating your chapter's specific circumstances as best we can as it relates to chapter operations during this unprecedented time. The Standards of Excellence program will remain in place and continue to serve as a guide for awards and recognition. Updated information and guidance accounting for COVID-19 challenges are in red, with original language still in black. For general questions about this, please contact [Brian Hoffman](#). If you would like to discuss your chapter's situation or any specific criteria and their application through the end of the academic year, please contact your staff liaison.

This checklist outlines the minimum standards expected of all chapters of the Fraternity. Chapters must meet at least 12 of the 16 areas to be accredited and award-eligible. Supporting documentation is required to receive credit. Chapters may make [submissions](#) on a rolling basis. All criteria will be coded as follows to indicate how they are submitted and tracked:

- **Headquarters-tracked:** no further information needed from the chapter.
- **Campus professional:** your fraternity/sorority advisor should provide HQ with this information.
- **Standardized:** the chapter will submit a standardized form provided by the Fraternity.
- **Unique:** the chapter will submit its own supporting documentation.

While Headquarters still seeks 12 out of 16 to be the minimum for accreditation, that benchmark is subject to change based on feedback and submissions received from undergraduates. The submission window remains open through May 3<sup>rd</sup>.

\_\_\_ **ACADEMICS** – The chapter achieves a GPA of at least 2.70 in all academic terms. (C, U) **Submit the Spring 2019 and Fall 2019 grade reports from your institution. If your institution does not provide grade reports, a compilation of brothers' grades (quality points as well as credit hours) should be submitted. Self-reporting grades or only including the GPA without credit hours will cause a delay in your scoring.**

\_\_\_ **ALUMNI AND PARENT ENGAGEMENT** – The chapter engages alumni and parents through at least one newsletter or event. (U) **Be sure to submit anything your chapter completed in the fall or spring prior to COVID-19 adjustments. Chapters can also use this opportunity to send newsletters updating on chapter wellness in response to the pandemic, sharing summer and fall plans (pending revision), and/or taking this opportunity to collect updates and information from alumni.**

\_\_\_ **CAMPUS INVOLVEMENT** – Each brother is involved in a registered student organization outside of Zeta Beta Tau or holds a job on/off campus. (S, U) **Take this opportunity to compile brothers' areas of involvement outside of ZBT if you have not done so already. A message of "what else do you do you, and what leadership roles, if any, do you hold outside of ZBT?" should get you the desired information.**

\_\_\_ **CAMPUS INVOLVEMENT** – The chapter is a registered student organization (RSO) on campus. (C, U) **Submit proof of RSO status through the school; this can be a screenshot of your chapter's online portal with the school, recognition through student government, or similar. If this is not possible, please contact [Brian Hoffman](#).**

\_\_\_ **CONDUCT AND RISK PREVENTION** – Each brother completes myZBT registration, which includes acknowledgement of compliance with the Fraternity's risk management and insurance policies. (S) **Review your roster in Vault. This is important to do as it relates to ensuring all brothers are accounted for in response to COVID-19 and online classes, as well as in preparation for graduation. Any brother on your Vault roster with a member status of "New Initiate" has not completed myZBT registration. He received his unique login information in an email when he was added to Vault by your chapter. If he does not have that email, he can contact [Taylor Moreau](#).**

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- \_\_\_ EDUCATION – The chapter meets the attendance expectation for all Fraternity-required programs. (H) Did you go to Convention 2019 and a Regional Officer Institute this spring? Headquarters tracked attendance at both. If you did not attend for some reason, please discuss it with [Christina Parle](#) to see if your absence was exempt.
- \_\_\_ EDUCATION – The chapter uses the JOURNEY audit to ensure compliance with Fraternity policy. (S, U) Have you submitted your JOURNEY Audit? This document is available in the myZBT Resource Center. Review it with your executive board, ideally having your BDD lead the discussion, and share your plan to utilize JOURNEY materials. With many institutions moving to online courses for the foreseeable future, this is a great time to discuss what brotherhood means and how we promote it. JOURNEY programming will make this possible in-person in the fall and can still be utilized this spring through technology like webinars.
- \_\_\_ FINANCES – The chapter submits a copy of their IRS Form 990 for the given fiscal year. (S) Taxes won't go away, so be sure your Finance Director files this form when he needs to do so. You can then submit a copy of your 990 through the SOE submission portal. If you have questions about this, contact [Shelley Laflin](#).
- \_\_\_ HERITAGE – The chapter demonstrates relationships cultivated within the Jewish community. (U) Be sure to submit anything your chapter did in the fall or spring prior to COVID-19 adjustments.
- \_\_\_ OPERATIONS – The chapter submits a copy of its most updated constitution and bylaws. (U) This is a great time to do a deep dive in your governing documents to ensure your constitution and bylaws reflect ZBT standard practices, such as officer titles (the director-based officer structure is now officially required), JOURNEY implementation, academic requirements, dues requirements, communication and crisis response plans, and more.
- \_\_\_ OPERATIONS – The chapter has a chapter advisor on record with the Fraternity. (H) Headquarters tracks this. If your chapter does not have an advisor on record, please discuss that with [Brian Hoffman](#). Similarly, if you have advisors who are not listed as such in Vault, please let Brian know so he can update that appropriately.
- \_\_\_ RECRUITMENT – The chapter initiates at least eleven new brothers. (H) This is tracked by Headquarters. If your chapter has/had plans to initiate more men prior to the end of the academic year, please contact [David Rind](#).
- \_\_\_ RITUAL – The chapter executes the Zeta Beta Tau Initiation Ritual. (S) This is unchanged; submit documentation of your fall and spring initiations.
- \_\_\_ RITUAL – The chapter submits an inventory of its ritual regalia. (S) This is a standard form in the BDD materials section of the Resource Center.
- \_\_\_ SERVICE AND PHILANTHROPY – Each brother completes at least ten hours of community service. (U) Chapters should ensure all fall service hours and philanthropy dollars are accounted for and submit a comprehensive list of hours/dollars and projects/events, including pictures and promotion when possible.
- \_\_\_ SERVICE AND PHILANTHROPY – The chapter demonstrates financial support of the Fraternity's official philanthropic partners. (H, U) This will be evaluated by what is submitted above. As a reminder, the official philanthropic partners of the Fraternity are the [Zeta Beta Tau Foundation](#) (through their website), [Jewish Women International](#) (through [CrowdChange](#)) and [Children's Miracle Network Hospitals](#) (through their [platform](#).) Chapters are encouraged to execute online fundraising efforts for these groups at this point, to avoid large gatherings and maximize the impact through social media. This information is in the Programming Director section of the Resource Center. For more information or ideas, contact [Brian Hoffman](#).

Chapter: \_\_\_\_\_

Institution: \_\_\_\_\_

Score: \_\_\_\_ /16