Greek Community Standards Program

The University of Kansas

Student Involvement and Leadership Center

Greek Life Programs

April 4, 2016
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Questions regarding Community Standards and Rock Chalk Central can be directed toward troystephens@ku.edu or amylong@ku.edu
Overview

Summary:

The University of Kansas Greek Community Standards Program exists to improve the fraternity and sorority experience at KU. Adherence to these Community Standards is a requirement of all chapters affiliated with the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and Panhellenic Association and is a condition of maintaining registration as a Greek organization through the Student Involvement and Leadership Center (SILC). Although it is the responsibility of the leadership of each chapter to meet Community Standards, documentation of these standards is a coordinated effort between each chapter, their respective governing council, and the Greek Life Programs staff in SILC.

Purpose:

The purpose of the Greek Community Standards Program is to improve the management and quality of fraternities and sororities at KU by outlining a clear, but comprehensive, set of standards that each chapter must attain to maintain registration as a Greek organization through SILC. Community Standards are also intended to:

1. Provide an annual evaluation tool that fraternities and sororities can utilize for self-evaluation purposes and receive recognition for meeting Community Standards.

2. Empower the Greek community to be part of the decision-making process in determining how they wish to function within the greater university community. The intent of the Greek Community Standards process is to provide a framework by which councils can quantify and document their respective chapter’s performance for the purposes of recognition as well as increased accountability.

Conditions of Relationship:

The annual review of chapter performance on an annual basis (January-December) will be based upon adherence to Community Standards in the following six areas:

1. Academic Performance
2. Membership Development & Education
3. Risk Management & Legal Liability
4. Leadership & Campus Engagement
5. Community Awareness
6. Chapter Management
Registration as a Greek Organization:

Registration as a Greek organization provides fraternities and sororities at the University of Kansas the following privileges:

1. Support from SILC to support and maintain the Greek Life website.
2. Marketing publications through SILC and respective council.
3. Use of University of Kansas’s personnel and programming resources, including three professional and two graduate staff members.
4. Use of University of Kansas facilities for official chapter functions.
5. Use of the official name and logos of the University of Kansas.
6. Participation in an official membership recruitment program as promoted and monitored by each governing council, and participation in the educational, social and recreational programs and activities of the University of Kansas that are provided for Greek organizations.
7. Access to University of Kansas Adams Alumni Center to identify and communicate with individual chapter alumni.
8. Participation in recreational sports leagues through the Student Recreation & Fitness Center.
9. Training & support to alumni advisors on university policies, procedures, and Greek advisement.
10. Access to leadership training, educational programs, and participation in the leadership programming offered to all chapters.
11. Assistance in communicating with the inter/national organization and appropriate advisors.

Exemptions to Community Standards:

Chapters can petition SILC and their governing council and for a short-term exemption to any of the Community Standards. In order to receive an exemption, a fraternity or sorority must:

1. Demonstrate that the Community Standard is not applicable to their chapter.

2. Have experienced unforeseen extenuating circumstances preventing the chapter from meeting the requirement.

3. Be a newly recognized Greek organization that is in an associate or colony status. Newly recognized Greek organizations are automatically given a one-year exemption from participating in and adhering to the Greek Community Standards Program. Newly recognized Greek organizations may appeal to their respective governing councils for an additional one-year exemption from Community Standards.

Note: All exemption requests must be made in writing prior to January 3, 2017.
Community Standards Review Committee:

A committee consisting of representatives from each of the following groups; governing councils, registered Greek chapters, faculty/staff members, and chapter Alumni/ae advisors, will convene to meet and evaluate the progress of the Greek Community Standards program on an as needed basis. The review committee conducted a formal evaluation of the Greek Community Standards Program in January of 2013. The next formal evaluation will be conducted in January of 2017.

Explanation of Chapter Standing:

Based on their performance in the Greek Community Standards Program, chapters will be placed in one of the following three statuses:

Good Standing:

Chapter is in compliance with all requirements outlined in the Greek Community Standards program. Chapters in Good standing will receive all rights and privileges associated with membership in their respective governing council and retain registration with KU as a recognized Greek organization.

Warning:

Chapter has not met all requirements outlined in the Greek Community Standards Program for one year. Chapter on Warning is not in good standing with their respective council. Chapters on warning will be asked to meet with a council officer and council advisor. Chapter on Warning may have privileges removed, be required to participate in council programs, and/or complete educational sanctions designed to return the chapter to Good Standing.

Organization Status Review:

Chapter has not met all requirements outlined in the Greek Community Standards Program for two or more consecutive years. Chapters will receive written notification that they will need to attend a “Show Cause” hearing from the executive board of their council. Chapter will be asked to meet with a review board made up of university staff/faculty and an officer from their council. A Greek Life staff member will serve on the review board in an ex-officio capacity.

Based on the Show Cause hearing, the review board will make recommendations to SILC regarding the chapter’s relationship with KU. These recommendations may include loss of registration as a Greek organization. Loss of registration as a Greek organization would include loss of all associated privileges (see Registration as a Greek Organization). Chapters that lose registration would need to work with SILC as well as their inter/national headquarters to develop a plan and timeline for regaining registration as a Greek organization.
# Community Standards Checklist

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<th>Due Sp/F</th>
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## Academic Performance
- **1.1** Academic Chair <br>Submitted by: Rock Chalk Central | Part # 1 (Sp)
- **1.2a** Chapter Academic Standard - Spring <br>Submitted by: SILC
- **1.2b** Chapter Academic Standard - Fall <br>Submitted by: SILC
- **1.3** Academic Program <br>Submitted by: Rock Chalk Central | Part # 2 (Fa)

## Membership Development & Education
- **2.1** New Member/Membership Intake Education Program <br>Submitted by: Rock Chalk Central | Part # 2 (Fa)
- **2.2a** Educational Issues Programming - Spring <br>Submitted by: Rock Chalk Central | Part # 1 (Sp)
- **2.2b** Educational Issues Programming - Fall <br>Submitted by: Rock Chalk Central | Part # 3 (Fa)

## Risk Reduction & Management
- **3.1a** Risk Management Training - Spring <br>Submitted by: SILC
- **3.1b** Risk Management Training - Fall <br>Submitted by: SILC
- **3.2** Risk Management and Hazing Policy <br>Submitted by: Rock Chalk Central | Part # 2 (Fa)
- **3.3** Judicial/Standards Process <br>Submitted by: Rock Chalk Central | Part # 2 (Fa)
- **3.4** Risk Management Violations <br>Submitted by: SILC/Governing Council

## Leadership and Campus Engagement
- **4.1** Campus Involvement <br>Submitted by: Rock Chalk Central | Part # 1 (Sp)
- **4.2** Leadership Programming <br>Submitted by: Rock Chalk Central | Part # 3 (Fa)
- **4.3** Community-Wide Events <br>Submitted by: Governing Council
- **4.4a** Co-Sponsored Event - Spring <br>Submitted by: Rock Chalk Central | Part # 1 (Sp)
- **4.4b** Co-Sponsored Event - Fall <br>Submitted by: Rock Chalk Central | Part # 3 (Fa)

## Community Awareness
- **5.1a** Community Service Event - Spring <br>Submitted by: Rock Chalk Central | Part # 1 (Sp)
- **5.1b** Community Service Event - Fall <br>Submitted by: Rock Chalk Central | Part # 3 (Fa)
- **5.2a** Community Service Hours - Spring <br>Submitted by: SILC/Governing Council | Part # 1 (Sp)
- **5.2b** Community Service Hours - Fall <br>Submitted by: SILC/Governing Council
- **5.3** Philanthropy Event <br>Submitted by: Rock Chalk Central | Part # 3 (Fa)
**Chapter Management**

- 6.1 Governing Documents
  - Rock Chalk Central
  - Part # 1 (Sp)

- 6.2 Chapter Operations
  - SILC/Governing Council

- 6.3 Advisor Support
  - Rock Chalk Central
  - Part # 1 (Sp)

- 6.4 House Corporation Support
  - Rock Chalk Central
  - Part # 1 (Sp)

**2016 Due Dates: Online at rockchalkcentral.ku.edu- Greek life programs page, Forms**

Part # 1 Sp-Friday May 27th 2016

Part # 2 Fa- Friday October 7th 2016

Part # 3 Fa- Friday January 6th 2017
Community Standards

*Academic Performance*

1.1 *Academic Chair*: Elect or appoint an individual who will develop and present relevant programs on academic issues. This individual will also provide each member with a list of campus academic resources.

Submit by: Provide officer information in the Community Standards Part # 1 Form on the Greek Life Programs page on Rock Chalk Central.

1.2 *Chapter Academic Standard*: The overall membership of the chapter must maintain a 2.70 semester grade point average over the course of one year or be showing progress toward it.

- **Fall Due Date**: Not Applicable
- **Spring Due Date**: Not Applicable

Submit by: Collected by SILC Staff if you have questions contact: Amy Long, amylong@ku.edu

1.3 *Academic Program*: Each chapter must submit a written academic program designed for its entire membership or a signed verification form confirming the program’s existence.

Submit by: If submitting scholarship program, title document 1.3 Scholarship Program (insert chapter name) and upload to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.

If submitting Verification Form, upload signed document to the Community Standards Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.
Membership Development & Education

2.1 New Member/Membership Intake Education Program: Each chapter must submit a written new member/membership intake education program or a signed verification form confirming existence of the program. The education program should provide appropriate education to individuals joining your organization, including local chapter history (i.e. new members, neophytes, associate member, candidates, etc.).

Submit by: If submitting education program, title document 2.1 New Member Education Program (insert chapter name) and upload to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central. If submitting Verification Form, upload signed document to the Community Standards Form on the Greek Life Programs page on Rock Chalk Central.

2.2 Educational Issues Programming: Each chapter is required to provide or participate at least one program per semester for their overall membership on one of the following issues:

1. Academic success
2. Alcohol/substance abuse
3. Career development
4. Current affairs and/or legal issues
5. Diversity and/or social justice
6. Hazing prevention
7. Health and wellness
8. Leadership development
9. Personal financial management
10. Sexual assault and/or harassment
11. Sexuality and/or gender identity/expressions
12. Designated community wide event
13. Other topics approved by council advisor and officer

If the chapter membership is in attendance for a University, governing council, or organization sponsored lecture on one of the above topics, this can serve as the chapter programming on that topic. Chapter-sponsored issues programs can also be facilitated by chapter leadership or may involve the participation of members of the faculty, staff, administration, and/or community member.

Submit by: If submitting documentation for a chapter-sponsored issues program for the fall and spring semesters, upload Educational Program Documentation Form to the Community Standards Due Part # 1 or Community Standards Due Part # 3 Form on the Greek Life Programs page on Rock Chalk Central.

Spring semester document should be uploaded to the Community Standards Due Part # 1 and titled 2.3a Issues Program (insert chapter name)

Fall semester document should be uploaded to the Community Standards Due Part # 3 Form and titled 2.3b Issues Program (insert chapter name)

Risk Reduction and Management
3.1 **Risk Management Training:** Each chapter Risk Manager, Social Chair, or officer responsible for planning events will participate in a training each semester hosted by Greek life, and/or their governing council. Those officers will then educate their members on social policies and then turn in a signatory sheet to validate this member education.

Submit by: Collected by SILC Staff and council officers, information collected by governing councils if you have questions contact:

- Interfraternity Council: ifcriskmgmt.ku@gmail.com
- Multicultural Greek Council: mgcpresident@ku.edu
- National Pan-Hellenic Council: nphcprograms@ku.edu
- Panhellenic Association: phariskmgmt@ku.edu

3.2 **Risk Management and Hazing Policy:** Each chapter must submit a copy of an agenda or minutes from a meeting or educational program which outlines that they have discussed all pertinent risk management, social event, and hazing policies (university, governing council, inter/national headquarters and state/federal) with their chapter members the semester of the organization's primary recruitment/intake. The Member Hazing Policy must be signed and uploaded onto Rock Chalk Central. Resources with the information on these policies can be found at http://www.silc.ku.edu/policies.

Submit by: Documentation, Member Hazing Policy, should be titled 3.1 Member Hazing Policy signed and uploaded to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.

Documentation to prove chapter education was conducted should be titled 3.1 Risk Management and Hazing Education (insert chapter name) and uploaded to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.

3.3 **Judicial/Standards Process:** Chapter holds members accountable for membership expectations through an internal judicial board (also known as a standards or conduct board). Chapter will need to turn in written documentation of judicial process or a signed verification form confirming the existence of the process.

Submit by: If submitting new member education program, title document 3.2 Judicial Process (insert chapter name) and upload to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.

If submitting Verification Form, upload the signed form to the Community Standards Due Part # 2 Form on the Greek Life Programs page on Rock Chalk Central.
3.4 **Risk Management Violations:** Chapters must adhere to all university, governing council, and inter/national headquarters policies and procedures related to risk management and student conduct.

Chapters will be immediately placed on **Warning** status for the duration of the review period:

- Receiving a probationary status from any of the above-mentioned constituents that that extends beyond the Community Standards period (January—December).
- Violating policies or procedures three (3) or more times over two (2) years.

Chapters may be placed on **Organization Review** status for:

- Being placed on Warning status two (2) times over three (3) years.
- Violating policies or procedures while on Warning status.

**Leadership & Campus Engagement**

4.1 **Campus Involvement:** Each chapter will have members involved in other recognized student organizations at KU or organizations/clubs in the Lawrence community. Each chapter will exhibit their chapter’s involvement, including leadership positions held. The chapter will submit a list of members and their involvement annually.

**Submit by:** Documentation should be titled **4.1 Campus Involvement (insert chapter name)** and uploaded to the Community Standards Due Part # 3 Form on the Greek Life Programs page on Rock Chalk Central.

4.2 **Leadership Programming:** Chapter officers, or a representative, are expected to take part in leadership education and training programs sponsored or co-sponsored by the governing council. These events provide an opportunity to build relationships among peer leadership, and discuss issues impacting the entire Greek community. All required attendees for will be announced at council meetings and placed on the Greek life calendar at greeklife.ku.edu

**Submit by:** Governing councils that sponsor or co-sponsor leadership programs will submit documentation indicating which chapters were represented at each program. If you have questions about attendance for your chapter at an event contact:

- Interfraternity Council: ifcscholarship.ku@gmail.com
- Multicultural Greek Council: mgcpresident@ku.edu
- National Pan-Hellenic Council: nphc1stvice@ku.edu
- Panhellenic: phascholarship@ku.edu
4.3 **Community-Wide Events:** Chapter will participate in community-wide events by sending the appropriate number of members for each event as designated by their respective governing council. Community-wide events include but are not limited to community service, philanthropic, educational and social programs. Community-wide events will be announced at council meetings and placed on the Greek life calendar at greeklife.ku.edu.

**Submit by:** Chapters will submit documentation indicating which members were in attendance at each event. To the appropriate council officer at each event. If you have questions about attendance for your chapter at an event contact:

- Interfraternity Council: ifcscholarship.ku@gmail.com
- Multicultural Greek Council: mgcpresident@ku.edu
- National Pan-Hellenic Council: nphcpresident@ku.edu
- Panhellenic: phascholarship@ku.edu

4.4 **Co-Sponsored Event:** Each chapter is expected to host at least one co-sponsored event (alcohol-free social, educational, service, or philanthropic in nature) per semester with 1) a fraternity or sorority from their governing council, 2) a fraternity or sorority from another governing council, or 3) a non-Greek recognized student organization. The chapter must hold events with at least two of the three above-mentioned types of organizations during the calendar year.

**Submit by:** Philanthropy Event Report and the Community Service Event Report can be found on the Greek Life Programs page on Rock Chalk Central. Once this form is filled out the information will be documented for community standards.

If you have questions about the above forms contact:

Amy Long- amylong@ku.edu

Spring semester document should be uploaded to Community Standards Due Part # 1 Form and titled 4.4a Co-Sponsored Event (insert chapter name)

Fall semester document should be uploaded to Community Standards Due Part # 3 Form and titled 4.4b Co-Sponsored Event (insert chapter name)
Community Awareness:

5.1 Community Service Event: Each semester, the chapter coordinates or provides support to at least one community service event.

Submit by: The Community Service Event Report can be found on the Greek Life Programs page on Rock Chalk Central. Once this form is filled out and approved the form should be downloaded and uploaded into Community Standards Due Part # 1 Form and the Community Standards Due Part # 3 Form.

Spring semester document should be uploaded to Community Standards Due Part # 1 Form and titled 5.1a Community Service Event (insert chapter name)
Fall semester document should be uploaded to Community Standards Due Part # 3 Form and titled 5.1b Community Service Event (insert chapter name)

5.2 Community Service Requirement: Each semester, the chapter must complete an average of ten (10) community service hours per member.

Definition of Community Service:

Community Service is the donation of time and services in the form of volunteering to benefit individuals or groups within a community or the community as a whole. It will always be a hands-on activity where you are directly helping people in some capacity. Those providing service are considered volunteers and will not be paid for their efforts. Community service can be done both within Douglas County, and outside of the local area.

Submit by: Chapter and individuals via chapters Rock Chalk Central page and then SILC and Council Officers will pull submitted community service hour reports from Rock Chalk Central for each organization on for Parts # 1 and # 3.
5.3 Philanthropy Event: The chapter holds one philanthropy event per year with at least 75% of members participating.

Definition of Philanthropy:

*Philanthropy is an event or program where participants raise awareness, money, and/or goods to directly benefit an organization or group of people. None of the resources collected will be used to cover the cost of the event in any way. Nor will those who planned the event use the resources collected for personal disposal. Philanthropy is meant for humanitarian purposes to promote recognition of those receiving the resources, not of the people planning the event.*

Submit by: The Philanthropy Event Report can be found on the Greek Life Programs page on [Rock Chalk Central](http://rockchalkcentral). Once this form is filled out the information will be documented for community standards. Submit the form with Part # 3.

Chapter Management:

6.1 Governing Documents: Chapter must submit documentation of their governing documents or a signed verification form confirming their existence and show the documents have been updated and/or reviewed within the past three years. Governing documents may include:

- Inter/National Constitution and Bylaws
- Inter/National Standing Rules and Policies
- Local Chapter Constitution and Bylaws
- Local Chapter Operating Procedures
- Local Chapter Code of Conduct

Submit by: If submitting Verification Form, upload the signed form to the Community Standards Form on the Greek Life Programs page on [Rock Chalk Central](http://rockchalkcentral) under documents.

If submitting documentation of governing documents, upload files to the Community Standards Due Part # 1 Form on the Greek Life Programs page on [Rock Chalk Central](http://rockchalkcentral).

Governing Documents should be titled 6.1 Governing Documents (insert chapter name).
6.2 Chapter Operations: Chapters should complete the following: Failure to meet 2 or more of the areas below will cause chapters to be considered not in good standing.

Payment of Council Dues: Chapter has paid its dues to its respective governing council on time and in full. Contact the following council officers with questions regarding chapter dues:

Interfraternity Council: ifcvp.ku@gmail.com
Multicultural Greek Council: mgctreasurer@ku.edu
National Pan-Hellenic Council: nphctreasurer@ku.edu
Panhellenic: phaadminaffairs@ku.edu

Chapter Roster: Chapter must update their membership roster throughout the semester via Rock Chalk Central. Chapter rosters are due no later than Stop Day each semester.

Student Organization Registration: Chapter must register as a recognized Student Organization with SILC via Rock Chalk Central each year in the fall semester.

Communication with University Administration: Chapter maintains a positive relationship with the chapters governing council advisor, meeting with this staff member at least two (2) times a semester.

6.3 Advisor Support: Chapter has an active Chapter Advisor who attends meetings as required through their responsibilities outlined by their inter/national headquarters. Chapter Advisor’s contact information must be updated and on file with Greek life staff annually.

Council Advisors:
Interfraternity Council: Dustin Struble, dustin.b.struble@ku.edu
Multicultural Greek Council: Troy Stephens Jr. troystephens@ku.edu
National Pan-Hellenic Council: Dustin Struble, dustin.b.struble@ku.edu
Panhellenic: Royonah Marble, royonah-marble@ku.edu

Due Date:

Submit by: Provide officer information in the Community Standards Forms on the Greek Life Programs page on Rock Chalk Central.
6.4 **House Corporation Support (If applicable):** A housed chapter has an active Housing Corporation Board that fulfills their responsibilities outlined by their inter/national headquarters. Housing Corporation Officer contact information must be updated and on file with Greek life staff annually.

**Due Date:**

**Submit by:** Provide officer information in the [Community Standards Forms](#) on the [Greek Life Programs page](#) on [Rock Chalk Central](#).
Rock Chalk Central:  [https://rockchalkcentral.ku.edu/](https://rockchalkcentral.ku.edu/)

Community Standards will be tracked through three online forms through the Rock Chalk Central page Greek Life Programs. The three forms are divided by the three due dates set within Community Standards.

- Community Standards Due 5/20
- Community Standards Due 10/7
- Community Standards Due 1/6

*To find which criteria are under each form look at the Community Standards Checklist page.*

Each form can be started at any point in the year and be edited or added to prior to the due date, as long as the form has not been submitted. Once a form is opened it will automatically be saved in the submissions section of Rock Chalk Central in the individual profile of the student who opened the form. Below are instructions for accessing the Community Standards forms on Rock Chalk Central and instructions for editing forms that have been started.

Steps to Access the Community Standards Forms:

1. Become a member of the Greek Life Programs Page
   [https://rockchalkcentral.ku.edu/organization/greeklife](https://rockchalkcentral.ku.edu/organization/greeklife)
2. Select the appropriate form for the criteria desired to submit.
3. Start inputting information and uploading forms.

Steps to Access Unsubmitted forms:

1. Go to My Involvement (at the top of the Rock Chalk Central Page).
2. Select Submissions.
3. Click the magnifying glass icon to resume edit.
4. Select page desired to edit or complete.

Submitted forms can be found through the same steps and printed off or downloaded for records.

**Verification Forms:**

Verification forms can be found under the Document section of the Greek Life Programs page on Rock Chalk Central. All verification forms must be signed and scanned and then uploaded into the criteria the form is being submitted for. If the form is not signed it will not be counted as fulfilling that criteria.

**Submitting Forms:**

Forms should be submitted on the due date listed in the title of the form. The date the form is submitted will determine if the information was received on time. Once a form is submitted the content will be verified and the form will be designated as approved. The notification of the form being approved will serve as the chapter's notice that the information has been received and reviewed, it will not serve as notification of the chapter's organizational status or verification that all necessary materials have been turned in. Any follow-up regarding the chapter's organizational status due to community standards or missing materials will be done separately from the form being approved.

*Additional resources for Rock Chalk Central can be found at the end of the Community Standards document.*
Appendix: How to use Rock Chalk Central

http://support.collegiatelink.net/entries/228362-Add-Service-Hours

Add Service Hours

1. Log in to your campus site.

2. Go to the My Involvement tab at the top of the page.

3. Select "Service Hours" from the drop-down menu.

   ** Your previously submitted service hours will display in the summary information at the top of this page. **

4. Select the organization from the drop-down menu you wish to associate service hours with.

5. Enter the date the service hours took place and a brief description of the type or place of the service hours.

6. Indicate the number of hours spent performing the service hours (in the 1:30 format).

7. Type in the name of the person that can verify the service hours. A drop-down menu of all users with those characters will populate. Select the individual from the list.

8. Click “Submit”.

   ** All service hours entries must be approved by an organization officer or campus administrator. **

9. Click "Clear" at any time to remove any text you entered prior to submitting.

http://support.collegiatelink.net/entries/228391-Approve-Organization-Member-s-Service-Hours

Approve Organization Member’s Service Hours

** Only campus administrators and organization officers can approve service hours for an organization. **

From the Service Hours menu option on your organization's page:

1. On the “Pending Submissions” tab in the lower module, you will see the member’s name, date, description of service event, and duration of service.

2. Click Approve or Deny on the far right of the person based on appropriate action.

3. Confirm action.
Create New Positions Specific to your Organization

*From the Roster menu option on your organization’s page:*

1. Click the “Manage Positions” link.

2. A list of all the current positions available for your organization will be listed. Some of these may be organization created, while others may system-wide positions.

3. Click the “Create New Position” button at the top of the page.

4. Identify the name of the new position.

5. Select the type of position most appropriate for the new position.

6. Set the following options as appropriate:

   - **Show holders of this position on the organization’s roster**: The user holding the position is visible on the organization’s roster.
   - **Active**: The position is available for a user to hold. If this is not checked, the position will only be available as a Past Position.

7. Grant the position *No, All, or Limited* access to the organization’s site. Limited access allows you to select each aspect of the organization’s site that the position should not access, have full access to, or only be able to view.

8. Click “Create”.

http://support.collegiatelink.net/entries/240449-Create-New-Positions-Specific-to-your-Organization
Remove Members from your Organization

*From the Roster menu option on your organization’s page:*

1. Click on “Manage Roster” near the top left corner of the page.

2. Locate the member you’d like to remove.

3. Check the box on the far left of the member’s name.

4. Click “Delete” at the top of that tab.

5. Confirm deletion.

**This will remove the user from your organization completely. To remove a user from holding a position, access the Edit Positions to the far right of the user.**

Invite New Members to Join Organization

*From the Roster menu option on your organization’s page:*

1. Click the “Invite People” link in the tab on the left side of the page.

2. Enter the campus e-mail addresses you'd like to send membership invitations to.

3. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.

4. Select “Member” from the drop down menu.

5. Click “Send Invitations” when all people have been added to this list.
Update Primary Contact

From the Roster menu option on your organization's page:

1. Click on “Manage Roster” at the top of the page.

2. Click “Change” to the right of the current Primary Contact.

3. Select the new primary contact from the drop-down menu.

4. Click “Save”.

Print/Save Form Submissions (System 5)

From the Forms option on the Administration page or on your organization's page:

1. Locate the form you’d like to print/save submissions for.

2. Click the “Submissions” link to the far right of the form name.

3. Click on the printer icon to the far right of each submission.

4. Click “Print” in the top-right corner.

OR

5. Click the PDF icon to the far right of each submission.

6. Open or Save as appropriate.
View/Update Your Form Submissions

1. Log in to your campus site.

2. Go to the My Involvement tab at the top of the page.

3. Go to the My Submissions option on the left side of the page.

4. Go to the Forms tab. This is the default tab when landing on the page.

5. Locate the submission you’d like to view/update in the list.

6. The current status is listed in the second column, as Inprogress, Pending, Approved, or Denied.

If in Approved or Denied status:

7. Click the magnifying glass icon to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission.

If in Inprogress status:

8. Click the magnifying glass icon to the far right of the submission.

9. You will be taken to the final review screen where you can return to any step to make the appropriate updates.

10. Once all steps have been updated, click “Submit for Approval”.

If in any status:

You are able to print and/or save your registration submission at any time.

11. Click on the printer icon to the far right of your submission.

12. Click “Print” in the top-right corner.

OR

13. Click on the PDF icon to the far right of your submission.

14. Open or Save as appropriate.
http://support.collegiatelink.net/entries/240566-Register-Your-Organization

Register Your Organization

Your campus may have a registration process that each new organization on campus must go through. This may also entail re-registering existing organizations. If you are the primary contact of your organization, you may have the opportunity to re-register your organization prior to anyone else.

1. Log in to your campus site.
2. Go to your organization’s site.

** If your organization must register, a Register button will display during the appropriate time period in the top right corner of the Home page for your organization. **

3. Click “Register”.
4. Follow the steps outlined by your campus, updating any information as needed.
5. Click "Next" at the bottom of each page to continue to the next step.
6. You will have the opportunity to review each step prior to submitting the completed registration.
7. Click the link associated with each step to review and update the information.
8. Click “Submit for Approval” when all information has been included.

** All registration submissions must be reviewed and approved by a campus administrator. You can view the status of your submissions and/or update any submissions still in “InProgress” status under My Involvement> My Submissions> Organization Registrations. **

Video Assistance:

Manage Your Organization Page:

https://www.youtube.com/watch?v=XmXk54ZSXwk&index=4&list=PLCcSgoNi4Bc4FERVD5k1axXuOEpYWc4Nu

Manage a Roster in CollegiateLink

http://youtu.be/EZflwVRqOUg?list=PLCcSgoNi4Bc4FERVD5k1axXuOEpYWc4Nu

General Help Site:

http://support.collegiatelink.net/home