

# GREEK MANUAL



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# Welcome to Greek Life at Missouri Valley College!

Dear Greek Chapter Presidents,

On the behalf of the Vice President of Student Affairs and Greek Life Staff, thank you for your active participation in service and the betterment of our college. Without your dire spirit and commitment, Missouri Valley College Greek Life would not exist.

This manual is to be used as a guide point for all presidents when handling fraternity and sorority business with Greek Life. Please do not hesitate to ask questions or provide feedback to improve this resource.

My plan for this document is to help with the organization of our chapters, to provide assistance in any way that I can, and to grow our dedication towards our Greek community. I look forward to this upcoming year and the opportunity to work with our Greek system here at Missouri Valley College.

Respectfully,

Greek Life Advisor

## Chapter Responsibility Schedule

Deadline	Item	Collection Method
August 26, 2024	<u>Recruitment Schedule</u> <ul style="list-style-type: none"> <li>All activities for Recruitment Week</li> <li>Bid Night Details</li> </ul>	Schedule a meeting and check Greek folder online
September 12, 2024	<u>Membership Development</u> <ul style="list-style-type: none"> <li>Development Plan</li> <li>Written Recruitment</li> <li>Academic Success</li> <li>Community Programming</li> </ul>	Check Greek Folder online
September 12, 2024	<u>Risk Management Plan</u> <ul style="list-style-type: none"> <li>Risk Management Educational Sessions</li> <li>Hazing Forms</li> <li>Alcohol and Drug Awareness</li> </ul>	Check Greek Folder online
October 10, 2024	<u>Academic Success Plan</u> <ul style="list-style-type: none"> <li>Strategic academic success plan</li> <li>Written plan for high performers, at-risk performers, and below requirements performers</li> </ul>	Check Greek Folder online
November 18, 2024	<u>Membership Development</u> <ul style="list-style-type: none"> <li>Development Plan</li> <li>Written Recruitment</li> <li>Academic Success</li> <li>Community Programming</li> </ul>	Check Greek Folder online
January 27, 2025	<u>Community Building &amp; Campus Engagement</u> <ul style="list-style-type: none"> <li>All Council Programming</li> <li>All Greek Programing</li> <li>Diversity Education</li> </ul>	Schedule a meeting and check Greek folder online
February 17, 2025	<u>Community Service &amp; Philanthropy</u> <ul style="list-style-type: none"> <li>Service hours documented</li> <li>Funds collected</li> </ul>	Check Greek Folder online
March 3, 2025	<u>Greek Week &amp; Banquet</u> <ul style="list-style-type: none"> <li>Schedule of all activities for Greek Week</li> <li>Details for Banquet, including date &amp; location</li> </ul>	Schedule a meeting and check folder online
April 28, 2025	<u>Membership Development</u> (for following year) <ul style="list-style-type: none"> <li>Development Plan</li> <li>Written Recruitment</li> <li>Academic Success</li> <li>Community Programming</li> </ul>	Check Greek Folder online

## **Introduction**

This manual is established to help fraternity and sorority presidents become effective leaders for their organizations by adhering to the policies and procedures of Greek Life at Missouri Valley College. It is the responsibility of each Greek chapter's president to read and understand all policies and procedures addressed in this guide. Also, it is the responsibility of all presidents to disperse the information in this guide among each member of their organization in an effort that all are informed of the policies and regulations pertaining to all fraternities and sororities. By submitting the Presidential Responsibility Form, you are agreeing that you have read, understand and agree to abide by all regulations set forth in this guide.

## **Submission Instructions**

All Greek chapters are responsible for submitting each required form and/or documentation at the appropriate time to the Greek Life staff member. Forms and/or documentation requesting permission to host an event or fundraiser should be submitted two weeks before the desired date(s). Academic Success Plan, Community Building & Campus Engagement, Community Service & Philanthropy, Membership Development, Recruitment/Intake Plan, and Risk Management Plan should be submitted no later than two weeks of completion with signatures from all involved.

### **Academic Success Plan**

Missouri Valley College Greek chapters should strive towards excellence in their academics. The goal of each Greek chapter should be to meet and/ or exceed the standard 2.5 grade point average. Chapters below the standard requirement must show improvement each semester to meet the average. The following documentations must be submitted no later than two weeks after the current semester begins:

- A written academic strategic plan for all members that states a study plan to reach semester and yearly academic goals
- Documentation of resources available for members to reach the standard required grade point average including tutoring, study tables, study groups, etc.
- A written plan for high-performers, at-risk performers, and below minimum requirement and how the Greek chapter plans to enforce these guidelines
- Documentation that provides chapter academic information each semester

### **Community Building & Campus Engagement**

Missouri Valley College has a large diverse student population, but among the Greek chapters, the differences and similarities is what makes Greek Life so special. Each Greek chapter has a unique presence and ritual that set themselves apart from the next organization. Giving the Missouri Valley College campus and surrounding community an opportunity to embrace diversity is what Community Building and Campus Engagement is all about. All Missouri Valley College Greek chapters must complete the following:

- Documentation that 50% of the chapter organized and execute a non-alcoholic program/event with another Greek(s) from a different council. The program may be educational, service/philanthropy, or social in nature.
- Documentation that 50% of the chapter organized and execute a non-alcoholic program/event with another Student Organization/Marshall Community. The program may be educational, service/philanthropy, or social in nature.
- Documentation that 50% of the chapter participated in a sponsored or recognized organization outside of Greek Life including an intramural sport team, Student Government Council, Athletic team or Student Organization.
- All Greek councils should collaborate in organizing and executing Greek Awards Banquet

### **Community Service & Philanthropy**

The Greek chapters at Missouri Valley College understands how important it is to give back to the community through service and philanthropy. Service is the act of identifying a need within the community and aiding in fulfilling those needs. Philanthropy is the gathering of resources such as monetary and material for donations towards a cause. Below are the required criteria for each:

- Documentation that the chapter coordinated/participated in one or more community service projects with 50% participation rate per academic year. Include a roster of each member present and a photo of the event.
- Documentation that the chapter coordinated/participated in one or more philanthropy projects with 50% participation rate per academic year. Include a roster each member present, the total amount of money and items collected.

### **Membership Development Plan**

Greek-letter organizations cannot survive without its members. It is important that each Greek chapter maintain its value through the skills, experiences, knowledge, personalities, and attitudes that each member possess. Without membership, traditions and rituals of Greek Life does not exist. This section of the manual focus on developing new members and sharpening current members to reach the full potential of the chapter.

- A written plan that discuss the development program for new member education
- A written plan that describes a continuing education plan for all members
- Greek chapters must host a non-alcoholic sisterhood or brotherhood event per year
- Organize one or more alumni outreach plans such as a non-alcoholic social event, formal banquet, an email blast, etc.
- The planning of additional programs and/or events are encouraged to continue the strengthening process of each Greek chapter

## **Recruitment/ Intake Plan**

The safety for all students interested in joining a Greek chapter at Missouri Valley College is not only important to the Greek Life staff, but everyone involved. It is the responsibility of each Greek organization to keep Greek Life staff informed of all membership recruitment and intake activities each semester. All members including new, active, alumnus, and graduate chapters will be held responsible for any behavior during the new member process. It is very important that each chapter follow the guidelines and regulations pertaining to hazing. Below are the necessary steps for the recruitment, informational and intake process:

- Submit a Membership Recruitment/ Intake plan two weeks before the beginning of any recruitment and/or informational activities. All activities and events should be completed in a three week span. The recruitment plan should include the following:
  - Marketing plan (Flyers and emails)
  - Calendar of activities, events, and interview dates
  - Applications: Distribution dates, due dates, selection, and participate notification
  - Schedule for new member education/intake program
  - Initiation/induction date, time, and location
  - Presentation of new members
- Schedule a date and time to review the plan with Greek Life staff
- Submit a New Member Information Form with names and ID numbers of all students selected for membership within 48 hours of selection.
- A signed copy of the Missouri Valley College Anti-Hazing Compliance Policy before any activities occur.
- Submit a Grade Inquiry Form.
- Plan and execute a new member presentation that must be held on campus. The event should not interfere with classes or any other campus activity. This event must be in accordance to the Anti-Hazing policy.
- Chapter presidents are responsible for submitting documentation of a roster change if a new member does not complete the process and 'de-pledge'.



## **Risk Management Plan**

Greek Life staff at Missouri Valley College wants to ensure that all activities and events sponsored by Greek chapters are safe. In the event of an emergency, presidents and members, alike, are first responders in handling unforeseen problems that may arise until professional staff arrive. Having a thorough plan to eliminate such issues is best and should be taken serious. It is the responsibility of the Greek president to ensure that a plan is in place. Sections below provide more information and requirements to be met:

- Chapters must submit a code of conduct/ membership contract
- Chapters are responsible for attending any hazing prevention programs and presentations required by each council. Documentation must be provided including a printed roster and signature of those involved
- Chapters must prepare and submit a plan for handling any potential hazardous situations that includes alcohol, events with alcohol, illegal drugs and controlled substances, and hazing