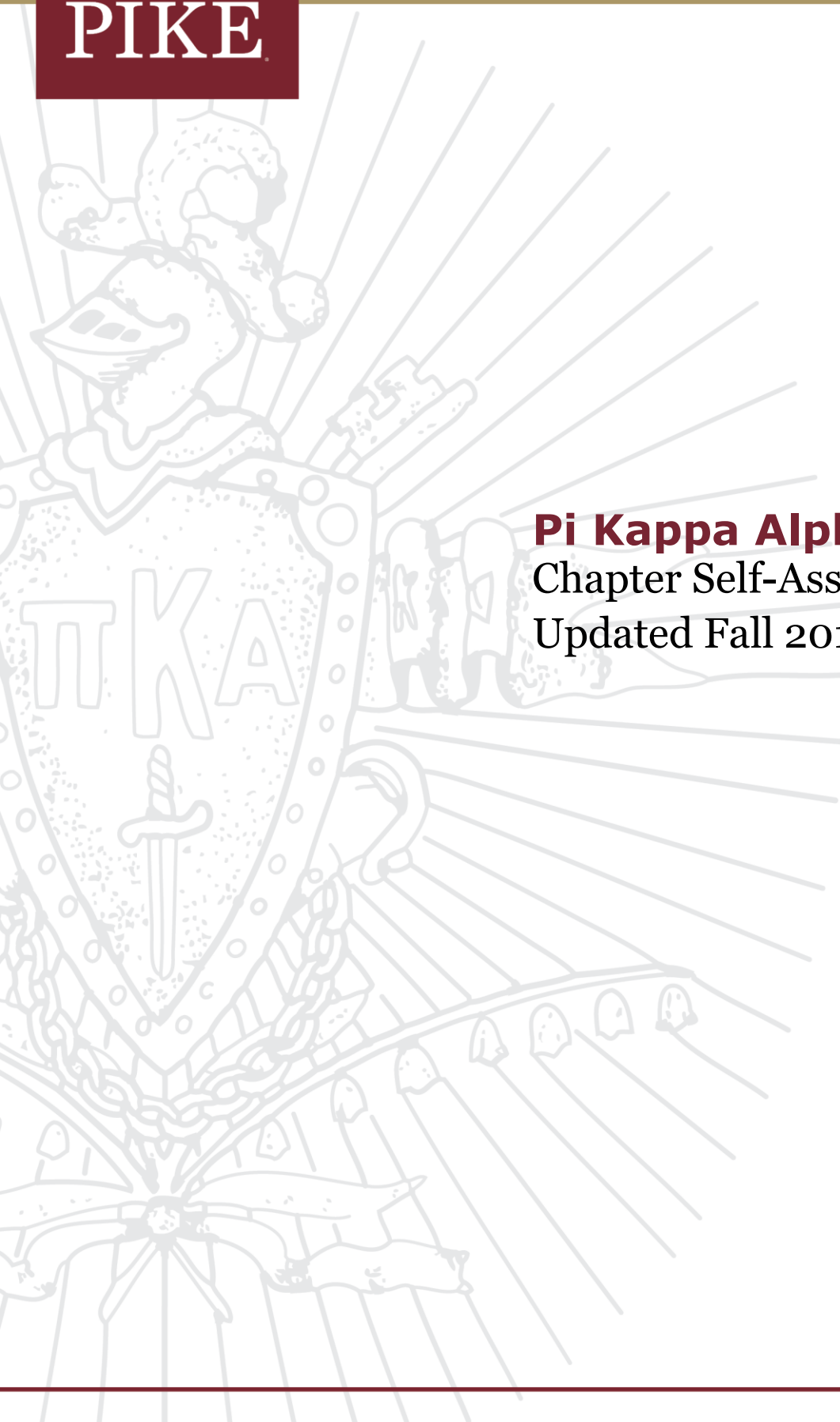


PIKE



**Pi Kappa Alpha**  
Chapter Self-Assessment  
Updated Fall 2016

# CHAPTER SELF-ASSESSMENT

The chapter self-assessment can serve several purposes. The primary purpose of the assessment is to better understand your chapter's performance and to address your strategic issues, and thus, ultimately, improve your chapter's performance. This self-assessment can be the starting point for change within the chapter or it can be used as a way to engage in dialogue with members of your chapter on how to become an excellence chapter. At the start of every academic year, it is recommended that a chapter perform a self-assessment using the questions provided. It is also recommended that at the end of the academic year, the chapter perform the self-assessment again to observe any progress throughout the year.

The questions below are the exact set of questions that can be found in your chapters *Consultant Visitation Analysis (CVA)* and are reflected in your *Chapter Performance Score*. **The first four questions in each section are worth 1 point each, the following three questions are worth 1.5 points each, and the last three questions are worth 0.5 points each.** Each program is rated on a 10-point scale. Each area is worth 25% of the *Chapter Performance Score*. Use the key at the end to measure your chapter's performance.

## Area 1: Membership

### Recruitment

\_\_\_/10

1. Does the chairman possess a handbook and has he completed the online tutorial? .....Yes/No 1
2. Does the chapter have written recruitment goals? .....Yes/No 1
3. Does a recruitment prospect database exist? .....Yes/No 1
4. Is there a structured recruitment committee with specific roles and responsibilities? .....Yes/No 1
5. Does the chapter host a recruitment retreat? .....Yes/No 1.5
6. Does the chapter utilize an interview process? .....Yes/No 1.5
7. Does the chapter rank in the top 3 in recruitment? .....Yes/No 1.5
8. Does the chapter have a recruitment scholarship? .....Yes/No 0.5
9. Does the chapter provide marketing resources/handouts to prospective recruits? .....Yes/No 0.5
10. Does the chapter give sorority presentations? .....Yes/No 0.5

### New Member Education

\_\_\_/10

1. Does the chairman possess a handbook and has he completed the online tutorials? .....Yes/No 1
2. Does each new member review and sign the *Position Statement on Hazing*? .....Yes/No 1
3. Does each new member receive a new member pin, Garnet & Gold, and TPE guidebook? .....Yes/No 1
4. Is the new member education program eight weeks or less? .....Yes/No 1
5. Is there a written new member education program, complete with a calendar of events? .....Yes/No 1.5
6. Does each new member receive their own new member handbook? .....Yes/No 1.5
7. Does the chapter have at least 80% retention? .....Yes/No 1.5
8. Are new members assigned tutors and/or provided tutoring services? .....Yes/No 0.5
9. Are new members educated on various topics including personal and professional development? ...Yes/No 0.5
10. Do new members hold positions and shadow active chapter officers and chairmen? .....Yes/No 0.5

## Continuing Education

\_\_\_/10

1. Does the chairman possess a handbook and written continuing education program?.....Yes/No 1
2. Are events focused on personal/professional development topics relevant to all members? .....Yes/No 1
3. Does the chapter utilize campus professionals/speakers?.....Yes/No 1
4. Do alumni from varying professional backgrounds educate the chapter on various topics? .....Yes/No 1
5. Is a continuing education schedule of events given at the beginning of the semester? .....Yes/No 1.5
6. Does the chairman complete an event summary after each event? .....Yes/No 1.5
7. Is supplemental material used during various continuing education events? .....Yes/No 1.5
8. Are speakers/events coordinated and planned at least 3-4 weeks in advance? .....Yes/No 0.5
9. Is there documentation of what you did weeks/months before the event in order to be successful? ..Yes/No 0.5
10. Is education focused on various developmental/involvement levels of membership as outlined in the *True PIKE Experience*? .....Yes/No 0.5

## Alumni Relations

\_\_\_/10

1. Is the current chapter advisor elected and reported, and has he gone through the accreditation process?.....Yes/No 1
2. Are chapter meetings attended by members of the alumni advisory board? .....Yes/No 1
3. Does the chairman possess a handbook and program, and has he completed the online tutorials? ...Yes/No 1
4. Is there an active alumni advisory board? .....Yes/No 1
5. Does the chapter and alumni association have a frequently updated alumni database?.....Yes/No 1.5
6. Does the alumni relations chairman work with the alumni to host at least one event a year?.....Yes/No 1.5
7. Does the chairman send out at least one newsletter per semester? (hard copy preferred) .....Yes/No 1.5
8. Does the alumni advisory board assist with goal-setting and transition retreats?.....Yes/No 0.5
9. Does each executive council officer communicate at least biweekly with his advisor? .....Yes/No 0.5
10. Does the chapter ask for alumni recruitment recommendations? .....Yes/No 0.5

## Area 2: Operations

### Finances

\_\_\_/10

1. Does the chairman possess a handbook, program, and has he completed the online tutorials? .....Yes/No 1
2. Does the chapter pay all fees and assessments on time? .....Yes/No 1
3. Does the chairman utilize and demonstrate knowledge of Vault Bill Pay?.....Yes/No 1
4. Is the chapter's tax-exempt status current with the IRS? .....Yes/No 1
5. Does the chapter demonstrate, update, and enforce financial policies in chapter bylaws? .....Yes/No 1.5
6. Is there an active and functioning finance committee? .....Yes/No 1.5
7. Does the chapter utilize a standard budget? .....Yes/No 1.5
8. Does the treasurer review financial reports with chapter and conduct an annual audit? .....Yes/No 0.5
9. Does the chapter collect at least 90% of accounts receivable? .....Yes/No 0.5
10. Does the treasurer review financial information, budgets, A/R, and expenses with the membership?.....Yes/No 0.5

### Housing (if applicable)

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1. Does the chairman possess a handbook and have a written house manager program? .....Yes/No 1
2. Did the chapter participate in the most recent International Work Day? .....Yes/No 1
3. Are written lease agreements and damage deposits required? .....Yes/No 1
4. Does the chapter assess parlor fees? .....Yes/No 1
5. Is there a housing committee with clear roles and responsibilities? .....Yes/No 1.5
6. Do the chapter bylaws contain a live-in requirement and occupancy rate of at least 90%? .....Yes/No 1.5
7. Does the facility comply with all *Condition Standards*? .....Yes/No 1.5
8. Does the chapter pay a flat annual rate to house corporation that doesn't fluctuate? .....Yes/No 0.5
9. Market Rental Rates (rent only; no dues or meal plans included)? .....Yes/No 0.5
10. Are documented inspections performed by the chapter or house manager at least once a semester? .....Yes/No 0.5

### Health & Safety

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1. Does the chairman possess a handbook and has he completed the online tutorials? .....Yes/No 1
2. Does the chapter have a written health & safety program? .....Yes/No 1
3. Does the chapter complete the *Standards & Position on Hazing* forms? .....Yes/No 1
4. Do social events include a closed guest list and sober event monitors? .....Yes/No 1
5. Is there a functioning health & safety committee, with specific roles and responsibilities? .....Yes/No 1.5
6. Does the chapter have a written crisis management plan (and posted in common area)? .....Yes/No 1.5
7. Does the chapter frequently host educational speakers on health & safety issues each semester? .....Yes/No 1.5
8. Is the chapter educated on the health & safety program and crisis management plan? .....Yes/No 0.5
9. Does the chapter conduct mock crisis exercises to educate the chapter? .....Yes/No 0.5
10. Are pre-event and post-event checklists utilized? .....Yes/No 0.5

## Management (President and Vice Presidents)

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1. Do the president and VPs each possess a handbook and have they completed the online tutorials? ..Yes/No 1
2. Is there a functioning committee (cabinet) system? .....Yes/No 1
3. Does the president meet with its FSL contact as least once per month? .....Yes/No 1
4. Does the chapter document and distribute goals to members?.....Yes/No 1
5. Are weekly executive council meetings scheduled?.....Yes/No 1.5
6. Do the vice presidents facilitate weekly cabinet meetings? .....Yes/No 1.5
7. Does the chapter host an annual goal-setting retreat?.....Yes/No 1.5
8. Is there a calendar of events distributed to all members? .....Yes/No 0.5
9. Does the chapter host a transition retreat (at the conclusion of each term)?.....Yes/No 0.5
10. Does the chapter have a formalized documentation method? (e.g. via *myPIKE*, Google Drive, flash drives, binders, Dropbox) .....Yes/No 0.5

## Area 3: Brotherhood

### International Fraternity (Secretary)

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1. Does the chairman possess a handbook and has he completed the online tutorials? .....Yes/No 1
2. Are new members, initiations, resignations, expulsions, and graduations reported on time? .....Yes/No 1
3. Are officer and advisor elections reported in a timely fashion? .....Yes/No 1
4. Does the chapter submit a Chapter Year End Summary?.....Yes/No 1
5. Does the chapter have Academy/International Convention attendees? .....Yes/No 1.5
6. Does the chapter have Chapter Executives Conference attendees? .....Yes/No 1.5
7. Does the chapter have Regional Leadership Summit(s) attendees? .....Yes/No 1.5
8. Is *The Oak* ordered by new initiates? .....Yes/No 0.5
9. Has the chapter regularly submitted chapter notes to the *Shield & Diamond*? .....Yes/No 0.5
10. Is the chapter a 100% Phi Phi Kappa Alpha Club chapter? .....Yes/No 0.5

### Athletics

\_\_\_/10

1. Does the chairman possess a handbook and has he completed the online tutorials? .....Yes/No 1
2. Does the membership support the host institution's athletic programs? .....Yes/No 1
3. Are intramural teams fielded for every major sport and outcomes/statistics documented? .....Yes/No 1
4. Are jerseys/uniforms made for the various intramural teams? .....Yes/No 1
5. Does the chapter place first in at least one sport? .....Yes/No 1.5
6. Is athletic achievement recognized through awards? .....Yes/No 1.5
7. Does the membership include varsity and/or club athletes?.....Yes/No 1.5
8. Are multiple teams fielded in all major sports?.....Yes/No 0.5
9. Does the chapter place in the top 3 in the overall intramural competition? .....Yes/No 0.5
10. Does the chapter place first in three or more sports? .....Yes/No 0.5

### Ritual

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1. Does the chapter possess all current regalia, ritual book, and all materials in good condition?.....Yes/No 1
2. Does the chapter perform Opening and Closing Ceremonies for each chapter meeting? .....Yes/No 1
3. Does the chapter properly perform Sections 1 & 2 of the Initiation Ceremony? .....Yes/No 1
4. Does the chapter properly perform the New Member Ceremony? .....Yes/No 1
5. Does the chapter provide a new member pin to each new member? .....Yes/No 1.5
6. Does the chapter provide a fraternity badge to each initiated member? .....Yes/No 1.5
7. Is Section 1 of the Initiation Ceremony memorized and performed one candidate at a time?.....Yes/No 1.5
8. Does the chapter perform the Chapter Advisor Installation and Special Guest ceremonies? .....Yes/No 0.5
9. Does the chapter perform Officer Installation and Graduation ceremonies? .....Yes/No 0.5
10. Does the chapter have a continuing education program with Ritual topics? .....Yes/No 0.5

## Accountability (Sergeant at Arms)

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1. Does the chairman possess a handbook and has he completed the online tutorials? ..... Yes/No 1
2. Are members held accountable to the Fraternity *Constitution, Chapter Codes*, and bylaws? ..... Yes/No 1
3. Are chapter bylaws regularly revisited and updated as needed? ..... Yes/No 1
4. Does the chapter enforce written judicial policy and have a functioning judicial board? ..... Yes/No 1
5. Does the chapter enforce financial policies/standards in chapter bylaws & *Chapter Codes*? ..... Yes/No 1.5
6. Does the chapter enforce academic policies/standards in chapter bylaws & *Chapter Codes*? ..... Yes/No 1.5
7. Does the chapter enforce conduct policies/standards in chapter bylaws & *Chapter Codes*? ..... Yes/No 1.5
8. Does the judicial board meet biweekly? ..... Yes/No 0.5
9. Does the judicial board represent a cross section of the chapter's membership? ..... Yes/No 0.5
10. Does the chapter use a comprehensive membership contract? ..... Yes/No 0.5

## Area 4: Leadership

### Scholarship

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1. Does the chairman possess a handbook and has he completed the online tutorials? ..... Yes/No 1
2. Does the chapter have a written scholarship program? ..... Yes/No 1
3. Does the chapter enforce academic policies/standards in chapter bylaws & *Chapter Codes*? ..... Yes/No 1
4. Is the minimum GPA required for officers at or above the minimum 2.7 GPA requirement? ..... Yes/No 1
5. Is the most recent new member class GPA above the 2.7 Fraternity standard? ..... Yes/No 1.5
6. Is the chapter's most recent GPA above the campus all-fraternity GPA? ..... Yes/No 1.5
7. Are academic achievement awards given to chapter membership? ..... Yes/No 1.5
8. Are tutoring services/major-specific study groups utilized? ..... Yes/No 0.5
9. Does the chapter use incentives for academic achievement? ..... Yes/No 0.5
10. Is the chapter's GPA above 3.0? ..... Yes/No 0.5

### Campus Involvement

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1. Does the chairman possess a handbook and has he completed the online tutorials? ..... Yes/No 1
2. Does the chairman market on campus organizations and prepare a campus events calendar? ..... Yes/No 1
3. Does the chapter enforce a bylaw requiring involvement in at least 1 other organization? ..... Yes/No 1
4. Do members hold executive positions in additional organizations on campus? ..... Yes/No 1
5. Do members hold executive office positions in IFC? ..... Yes/No 1.5
6. Do members hold executive office positions in student government? ..... Yes/No 1.5
7. Are members involved as orientation leaders, peer mentors, and/or in welcome week? ..... Yes/No 1.5
8. Does the chapter have at least 80% of members involved in other organizations? ..... Yes/No 0.5
9. Are 2 or more campus involvement events hosted or attended per semester? ..... Yes/No 0.5
10. Does the chapter have representation in any local or national honor societies? ..... Yes/No 0.5

## Community Service

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1. Does the chairman possess a handbook and has he completed the online tutorials? ..... Yes/No 1
2. Does the chapter host at least one community service project each semester? ..... Yes/No 1
3. Does the chapter host at least one philanthropy event each semester? ..... Yes/No 1
4. Does the chapter record cumulative service hours and philanthropy dollars donated? ..... Yes/No 1
5. Does the chapter record hours served outside of chapter-facilitated events? ..... Yes/No 1.5
6. Does the chapter record philanthropy dollars donated by members to philanthropies the chapter does not directly work with? ..... Yes/No 1.5
7. Does the chapter philanthropy events include participation by other campus Greek and non-Greek organizations? ..... Yes/No 1.5
8. Is there a minimum requirement for service in the chapter bylaws/membership contract? ..... Yes/No 0.5
9. Does the chapter highlight their total service/philanthropy contributions in a newsletter and on their social media sources? ..... Yes/No 0.5
10. Does the chapter participate in and/or make teams for campus-wide service and philanthropy events? ..... Yes/No 0.5

## Public Relations

\_\_\_/10

1. Does the chairman possess a handbook and written public relations program? ..... Yes/No 1
2. Are flowers/gifts presented to each sorority on their founder's day? ..... Yes/No 1
3. Are thank-you notes presented to individuals/groups on a regular basis? ..... Yes/No 1
4. Does the chapter have an appropriate presence on social media and are all social media accounts utilized regularly? ..... Yes/No 1
5. Is an up-to-date and professional website maintained? ..... Yes/No 1.5
6. Does the chapter host a parents' day (or equivalent)? ..... Yes/No 1.5
7. Does the chairman have a functioning PR committee with distinct roles & responsibilities? ..... Yes/No 1.5
8. Are quality press releases distributed regularly to campus and community news outlets? ..... Yes/No 0.5
9. Is there a written social media policy enforced through bylaws and/or membership contract? ..... Yes/No 0.5
10. Does the chapter engage in proactive, positive communication with campus administration? ..... Yes/No 0.5

# Chapter Performance Score Key

To calculate the *Chapter Performance Score*:

- Record each program score below
- Calculate the average score of each area
- Calculate the average score of all areas combined and record as “Combined Area Average”
- Multiply “Combined Area Average” by 10

**Area 1: Membership**

Recruitment..... \_\_\_\_\_  
 New Member Education ..... \_\_\_\_\_  
 Continuing Education ..... \_\_\_\_\_  
 Alumni Relations..... \_\_\_\_\_

**Area Average** ..... \_\_\_\_\_

**Area 2: Operations**

Finances..... \_\_\_\_\_  
 Housing..... \_\_\_\_\_  
 Health & Safety..... \_\_\_\_\_  
 Management..... \_\_\_\_\_

**Area Average** ..... \_\_\_\_\_

**Area 3: Brotherhood**

International Fraternity..... \_\_\_\_\_  
 Athletics ..... \_\_\_\_\_  
 Ritual..... \_\_\_\_\_  
 Accountability..... \_\_\_\_\_

**Area Average** ..... \_\_\_\_\_

**Area 4: Leadership**

Scholarship..... \_\_\_\_\_  
 Campus Involvement ..... \_\_\_\_\_  
 Community Service..... \_\_\_\_\_  
 Public Relations..... \_\_\_\_\_

**Area Average** ..... \_\_\_\_\_

**Combined Area Average** ..... \_\_\_\_\_

    **x 10**    

**Chapter Performance Score** ..... \_\_\_\_\_

90.00 & above	Excellent
65.00 – 89.99	Near Excellent
40.00 – 64.99	Performing
39.99 & below	Nonperforming

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.