

2017 IGI Cheat Sheet

All questions regarding IGI can be sent to the Executive Vice President at evp@illinoisifc.com

Week 4 Submissions:

- The chapter submits its roster and officer updates to Fraternity & Sorority Affairs
- The chapter pays its IFC dues by the deadline (penalties for late payment)
- The chapter must elect/appoint an officer responsible for property management
- The chapter must elect/appoint an officer responsible for Scholarship
- The chapter elects/appoints an officer responsible for Risk Management
- The chapter submits a current written Code of Conduct (Chapter Bylaws) to Fraternity and Sorority Affairs.
- The chapter elects/appoints an officer responsible for Service/Philanthropy

Week 8 Submissions:

- The chapter has one executive retreat each semester (goal setting, strategic planning, etc.).
- Chapter programming includes at least one [1] seminar, guest speaker, or presentation concerning alcohol use and abuse per semester. For an additional two [2] points per semester the chapter may sponsor a guest speaker, seminar, or presentation concerning other risk management issues such as sexual health, legal services, etc. Chapters must have a minimum of 50% attendance at each seminar to receive points.
- The chapter submits to the Executive Vice President a description of the chapter's new member education process that is signed by the Chapter Advisor (limited to two pages in length; can be a calendar, brief lesson plans, etc.). This description is defined as an organized plan to educate new members. This definition is left vague purposely, since IFC will not endorse any chapter's plan. It is in IGI to show that a chapter is making an organized and legitimate effort to educate new members.
- Chapter's Initiation Week schedules are submitted to Executive Vice President. If Initiation Week does not occur or is not allowed per National standards, Chapter must notify Executive Vice President and provide verification. Chapters without I-weeks will not receive points for this category but will be excused from these points. Their total points possible will be 10 points less. This will be noted in their Total Excused Points column of the detailed standings.

Week 14 Submissions:

- The chapter submits its open house dates to the VP of Recruitment. Each chapter must have at least one open house date per semester. IFC will promote and support chapters' recruitment efforts.
- The chapter holds events that add value to members' experiences within the chapter and increase their advancement towards the chapter ideals. Examples include workshops on Time Management, Chapter Values, Resumes, Financial Management, Networking, Etiquette, Health and Wellness, Ethics, etc. VP of Membership will determine the merit of submitted events and will help orchestrate events.
- Any national, regional, or otherwise exceptional leadership program. These events will be evaluated by the IFC Executive Board for validity. A leadership event is any valid event that at least three [3] chapter members attended. Events may be local and/or University sponsored. Individual attendance to similar or separate programs *within the same series* (i.e. "I-Programs") will also be counted. It will take three [3] such individual events to equal one [1] event for the chapter.
- The chapter has at least one chapter advisor who is an alumnus of the (inter)national fraternity.

- The chapter publishes an alumni newsletter at least once a year. (May be electronic)
- The chapter participates in alumni events in the calendar year, excluding homecoming.
- The chapter communicates with an FSA chapter advisor at least once per semester.
- The chapter sponsors at least one service event during the calendar year where at least 25% of members attend with three hours per member.
- The chapter sponsors/co-sponsors one philanthropy project during the calendar year.

Miscellaneous tasks with varying date:

- The chapter submits 100% of new member grade release forms to Fraternity & Sorority Affairs each semester.
 - The chapter submits at least two [2] applications for the chapter into the Greek Oscars competition. Applications for individual awards are not applicable. (Spring semester only)
 - The chapter attends all IFC Presidents' Council meetings. Chapters cannot miss more than two [2] Presidents' Council meetings per year¹.
 - The chapter pays IFC dues in full by the deadline set by the Executive Vice President for each semester in the calendar year. When a chapter misses its payment, it will lose two [2] points for every day that it fails to pay its balance. This deduction will affect only the point totals for the semester, and not the aggregate point total for this section.
 - The chapter attends Certified Housing Workshops.
 - The chapter must be represented at Fire Factor by at least one [1] member during the calendar year (it is held once per semester).
 - The chapter's external appearance is appropriate year-round, including break periods. For every infraction a house accrues, two [2] points will be deducted from its semester totals.
 - The chapter must pass city inspection in three [3] or fewer inspections. This inspection is usually conducted during the fall semester of the calendar year for which IGI is based upon.
 - The chapter's GPA is above the all men's undergraduate average for each semester. Semesters will be evaluated individually, not in the aggregate. A chapter will receive four [4] points for being above the all-male GPA average, and will receive one [1] point for every tenth of a GPA point (.10) it lies above the all-male undergraduate average. A chapter below the all-male GPA average will lose one [1] point for every tenth of a GPA point it is below this average
 - The chapter adheres to all Kolusis policies and is not sanctioned for any violations thereof in the calendar year. If the offense[s] is severe enough to warrant J-Board hearing, the chapter will receive no [0] points. If the offense[s] is not severe enough to warrant a J-Board hearing, six [6] points will be reduced for every offense. An offense is defined as a Kolusis report that has any negative marks on it. A sanction is defined as any measure, task, or obligation imposed upon a chapter by the IFC Judicial Board. Since many sanctions are made to be educational rather than punitive, the VP of Standards and the IFC President can decide to look past a sanction for an individual house (i.e. everything is considered a sanction, but "minor violations," such as membership taking the Kolusis Guidelines Test, would be overridden)
 - All recruitment events are alcohol free
 - The chapter has a fall Quad Day booth
 - The chapter attends the annual IFC Recruitment Workshop put on by VP of Recruitment.
 - Greek Leaders' Retreat (Spring Semester)
 - President's Retreat (Spring Semester)
 - Emerging Leaders (Spring Semester)
 - Hazing is not tolerated in any form; neither as part of the new member program nor as acts of individual members of the chapter. Chapter President agrees to educate chapter members of the Board
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of Fraternity Affairs Hazing policy each semester by signing the “Anti-Hazing Documentation Form” through Fraternity & Sorority Affairs.

- The chapter’s service chair keeps a record of all man hours and money raised from all service projects and events and submits them to the IFC VP Service on a monthly basis. Late hours will not be accepted for IGI credit. Service hours must equal at least two [2] hours per member. Chapters will receive four [4] points for achieving two hours per member, and will receive additional one [1] point for every service hour per member in excess of two [2] hours per member. The point value for this section will remain at six [6], and there will be a cap at 10 points