

## VERIFICATION OF INFORMATION

*Please submit this form to the Office of Greek Life no earlier than Wednesday, April 6th at 8am  
and no later than Wednesday, April 13<sup>th</sup> at 4pm.*

The *Greek Gold Star Program* provides an opportunity for fraternities and sororities at Moravian University to promote and achieve common ideals upon which Greek organizations were founded, as well as celebrate chapter successes and improvements. Membership development, scholarship, service to others, fellowship, and organizational effectiveness are fundamental principles which characterize an excellent Greek organization. For more information regarding the Greek Gold Star process please refer to the Gold Star Program.

### PROGRAM GUIDELINES & TIMELINE

Each organization (Chapter President Faculty/Staff Advisor, Chapter Advisor) will receive a shared *Greek Gold Star Program* Google Drive folder (e-binder) at the beginning of the fall semester. The President may share this e-binder with the appropriate chapter members. It is the responsibility of the chapter to document all activities throughout the academic year that demonstrate progress made towards the ideals set forth in the *Greek Gold Star Program*, as well as consider and document improvements made from previous years. Chapters have their documents from prior years, which can serve as a guide when putting materials together. After materials are submitted via the Google e-binder, each chapter selects a group of representatives to participate in a review panel in which further discussion about the year's progress will occur.

<b>Ongoing</b>	Chapter Attendance Records must be submitted to the Office of Greek Life no later than 2 weeks following the event/program in order to receive points. The forms will be scanned once a month by the Office of Greek Life and uploaded in your Google e-binder.
<b>Monday, November 15</b>	Materials from the first half of the academic year must be uploaded to your organization's Google e-binder by 8am. The Associate Director of Residence Life & Greek Life and Associate Dean of Students will review all materials uploaded to the chapter's Google e-binder.
<b>November 18 &amp; 19</b>	Incoming and Outgoing chapter presidents, Gold Star chairs, and other relevant officers, will meet with the Greek Life staff to receive feedback for the upcoming spring semester.
<b>Wednesday, April 13</b>	Materials must be uploaded to your organizations' Google e-binder by 4pm. The e-binder will be downloaded and saved at that time and cannot be altered, unless an extension is requested by e-mailing <a href="mailto:santamariam@moravian.edu">santamariam@moravian.edu</a> . You must submit the Section I <i>Verification of Information</i> form (Verification of Information folder) to the Office of Greek Life by 4pm. Chapters who fail to submit their materials by the allotted time and date may be docked one level of standing per business date until submission.
<b>April 20 – April 27</b>	Panel reviews, lasting approximately 30-45 minutes, conducted by Gold Star Review Panel. Sign up times are announced in late March. At least three-chapter representatives, including the current President, should be present. Advisors may attend to offer support.
<b>Wednesday, May 4</b>	Chapter presidents and advisors receive a result letter outlining the chapter's status decision by Gold Star Review Panel.
<b>2021-2022</b>	Funds will be distributed on a case-by-case basis, as outlined in Program Incentives.

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*The information provided in the chapter Google e-binder represents an accurate depiction of the programs, procedures, and activities for the organization reviewed.*

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Chapter President Signature

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Date

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Faculty/Staff or Chapter Advisor Signature

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Date

*10 points per signature*