HOFSTRA UNIVERSITY

Fraternity and Sorority Life

Guidelines

2025-2026

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Table of Contents

Introduction **3**
Governance Model **4**
Governing Councils 5
Recognized Chapters 6
Rules & Policy Hierarchy **8**
Requirements for Good Standing **9**
Unrecognized Groups **11**
Philanthropy, Service, & Awareness **11**
Recruitment and Education of Members **11**
MFSC Presentations **13**
Auxiliary Groups & Sweethearts **14**
Campus Financial Policies and Procedures **15**
Deposits 15
Donating to a Charity/External Organization 15
Important Documents & Paperwork 15
Purchase Request 16
Reimbursements 16
Using a University Check for Payment 16
Using a Purchase Order to Pay Someone 17
Bookstore Purchases 17
Tax Exempt Form 18
Student Organization Income 18
Fundraising Guidelines 18
General Guidelines 18
Types of Fundraising Activities 19
Fundraising Review and Approval Process 20
Advertising 20
Atrium Banners 20
Fliers/Posters 21
HOFCAST 21
This Week At Hofstra 21
University Calendar 21
Atrium Tables 22
Letters With PRIDE **23**
Mission Statement/Purpose **23**
Instructions **24**
Timeline 24
Submission Instructions 25
Helpful Tips 25
Service 27
Philanthropy 27
On Campus Resources **32**
Types of Organizations **33**
Glossary of Terms **34**

Introduction

Fraternity and Sorority Life has been a significant part of the undergraduate experience at Hofstra University since its founding in 1935. The University's continuing commitment to the fraternity and sorority community stems from the significant opportunities they provide for intellectual, cultural and interpersonal growth. Each organization was founded on similar principles of scholarship, leadership, service, philanthropy, and belonging. These values are at the core of everything the Hofstra fraternity and sorority community members strive for and integrate into their everyday lives. A community with these shared values can foster growth in character and enrich a student's intellectual, cultural and interpersonal growth through leadership roles, academic achievements, and alumni networking and support.

While the operations and day-to-day activities of our undergraduate chapters are the responsibility of the individual fraternities and sororities, these chapters exist on the campus with the university's consent. The relationship between Hofstra University and the fraternity and sorority community is dependent on the mutual cooperation of the rights and responsibilities created to enhance the well-being of both parties.

This document outlines specific requirements, guidelines, expectations, and support structures for recognized fraternities and sororities at Hofstra University. It is intended to provide transparency and clear communication of expectations to help our member organizations achieve success. The requirements outlined in this document do not replace or supersede other policies for students and organizations at Hofstra University. Fraternities and sororities and their members are still subject to the Guide to Pride and other Hofstra policies. In the event that the policies for an inter/national organization or council differ from the University, the University policy will take priority.

Governance Model

The relationship between the fraternity and sorority community and Hofstra University is the responsibility of the Fraternity and Sorority Life (FSL) staff in the Office of Student Leadership and Engagement (OSLE). The professional staff in OSLE provide guidance, leadership, management and supervision for Fraternity and Sorority Life's governing councils and chapters through one on one meetings, chapter assessments, leadership development retreats and national conferences. The staff also lead and communicate a strategic vision and future direction of fraternity and sorority life consistent with the mission, vision, and Pride Values of Hofstra University. In addition to advising council executive board members and chapter leadership the FSL Staff serves as a liaison between the community and the university. There is currently one full-time professional and one graduate assistant dedicated to fraternity and sorority life.

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Governing Councils

Hofstra has four governing councils that operate under the guidance of the Fraternity and Sorority Life staff to provide direction for the fraternity and sorority community. All chapters are required to maintain membership in a governing council to remain in good standing with the University.

College Panhellenic Council (CPH/Panhel)

The College Panhellenic Council is the programming and governing body of five National Panhellenic Conference (NPC) sororities and one local sorority. Every woman who joins one of these organizations becomes a member of the College Panhellenic Council. The council consists of a delegate from each chapter and seven executive board officers. The council meets every other week to foster the spirit of friendliness, cooperation, and goodwill and promote scholarship among the member organizations.

Interfraternity Council (IFC)

The Interfraternity Council is the programming and governing body of the eight North-American Interfraternity Conference (NIC) and one non-NIC affiliated fraternity at Hofstra. Every member who joins one of these organizations is a member of the IFC. The IFC consists of a delegate from each organization and six executive board officers. The IFC meets to promote mutual cooperation between the member organizations and Hofstra University as well as to promote the interests of its member organizations.

Multicultural Fraternity and Sorority Council (MFSC)

The Multicultural Fraternity & Sorority Council (MFSC) is a cohort of one culturally based fraternity and three sororities. Every member who joins these organizations is a member of the MFSC. The cohort holds roundtables consisting of a delegate from each organization and the staff advisor. The council meets to maintain unity amongst member organizations and promote excellence in academics, career, and personal growth.

Professional Fraternity Council (PFC)

The Professional Fraternity Council (PFC) is the programming and governing body of eight co-ed fraternities each focused on a professional field such as business, pre-law, pre-med, and more. Every member who joins one of these organizations is a member of PFC. The council consists of a delegate from each organization and four executive board officers. The council meets to promote and enhance professional fraternities on campus by serving as a cooperative forum for sharing ideas and information.

Recognized Chapters

Interfraternity Council (IFC)

Greek Letters	Organization Name	Chapter Designation
ΑΕΠ	Alpha Epsilon Pi	Hofstra Colony
ΦΔΘ	Phi Delta Theta	NY Kappa
ΦΚΘ	Phi Kappa Theta	NY Alpha Omega
ΠΚΑ	Pi Kappa Alpha	Lambda Pi
ΠΛΦ	Pi Lambda Phi	NY Alpha Tau
ΣΑΕ	Sigma Alpha Epsilon	NY Chi
ΤΕΦ	Tau Epsilon Phi	Sigma Alpha Sigma

College Panhellenic Association (CPH)

Greek Letters	Organization Name	Chapter Designation
ΑΕΦ	Alpha Epsilon Phi	Phi Upsilon
ΑΦ	Alpha Phi	Theta Mu
ΑΘΒ	Alpha Theta Beta	Alpha
ΔΓ	Delta Gamma	Eta Nu
ΔΦΕ	Delta Phi Epsilon	Epsilon Rho
ΦΣΣ	Phi Sigma Sigma	Epsilon Kappa

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Multicultural Fraternity & Sorority Council (MFSC)

Greek Letters	Organization Name	Chapter Designation
ΑΚΑ	Alpha Kappa Alpha Sorority, Inc.	Kappa Phi
ΑΦΑ	Alpha Phi Alpha Fraternity, Inc.	Xi Psi
ΔΦΩ	Delta Phi Omega Sorority, Inc.	Colony
ΔΣΘ	Delta Sigma Theta Sorority, Inc.	Xi Gamma

Professional Fraternity Council (PFC)

Greek Letters	Organization Name	Chapter Designation
ΑΚΨ	Alpha Kappa Psi	Mu Psi
ΑΦΩ	Alpha Phi Omega	Alpha Eta Tau
ΑΨΩ	Alpha Psi Omega	Hofstra University
ΚΔΠ	Kappa Delta Pi	Hofstra University
ΦΑΔ	Phi Alpha Delta	Hofstra University
ΦΔΕ	Phi Delta Epsilon	NY Iota
ΘΤ	Theta Tau	Omega Beta

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Rules & Policy Hierarchy

The Office of Student Leadership and Engagement (OSLE) is responsible for supporting and managing all recognized student clubs and organizations at Hofstra University. All student clubs and organizations, including national, regional, and local organizations that have chapters at Hofstra, are allowed to operate at the will of the University.

Expectations and guidelines for all recognized student groups at Hofstra are publicized at **hofstra.edu/oslepolicies**. Student leaders should consult the *Undergraduate Student Organization Handbook* for all updated student organization policies and procedures; the handbook can be found at **hofstra.edu/oslepolicies**. These documents provide information about creating new student clubs and organizations, registering student clubs and organizations, accessing University resources, and other relevant policies and procedures. Student organizations may also be subject to specific policies and constitutions governing particular student organizations and fraternity and sorority life. Where student clubs and organizations fail to meet expectations; fail to comply with guidelines, policies, procedures, or constitutions; or violate the Code of Conduct, the assistant vice president of Student Enrollment, Engagement, and Success and/or the dean of students, or designee may suspend or withdraw the group's recognition and permission to operate at the University.

Within seven (7) calendar days of receiving the notice of suspension or withdrawal of recognition, the club or organization may submit a written appeal of the decision of the assistant vice president of Student Enrollment, Engagement, and Success and/or dean of students, or designee to the senior vice president for Student Enrollment, Engagement, and Success, setting forth in detail the reasons the club or organization believes its recognition should be restored. The decision of the senior vice president for Student Enrollment, Engagement, and Success is final.

In addition to Hofstra and FSL requirements and policies, each chapter must adhere to the rules and policies of their respective governing council and inter/national governing organization. The hierarchy of policies, guidelines, and expectations shall be the following:

1. Hofstra
2. OSLE/Fraternity & Sorority Life
3. Inter/national Governing Organization
4. National Headquarters
5. Campus Governing Council
6. Chapter

Failure to abide by any of these entities' rules and policies may result in charges being brought up against the chapter from the proper entity.

Requirements for Good Standing

Academics

OSLE expects fraternities and sororities to promote the academic achievement of its members. Each chapter must develop, implement, and maintain a written, comprehensive academic policy. The program should include the following items:

- A minimum GPA requirement for potential and initiated members
- A process or program that holds accountable and supports members who fall below the required GPA.

Chapters are expected to maintain a minimum semester GPA of 2.5. If a chapter's semester GPA falls below 2.5 for two consecutive semesters the president must meet with the Assistant Director for Fraternity & Sorority Life to discuss potential improvement plans and/or a change in the chapter's status. If after four consecutive semesters the chapter fails to meet the required chapter GPA, University recognition may be withdrawn.

Advisors

All recognized chapters are required to have a minimum of two advisors:

- Campus advisor - A Hofstra faculty or staff member
- Alumni advisor - An initiated member of the national organization

Both advisors must formally agree to work with the chapter through the appropriate Advisor Agreement Form. The advisor agreement form outlines the responsibilities of an advisor and must be on file with OSLE. Additional advisors are welcome and should also sign the appropriate advisor agreement.

Fraternity & sorority chapter advisors may advise no more than two chapters and can only hold one advisor position per organization. Advisors may not be a current Hofstra undergraduate or graduate student and must be two or more years removed from their undergraduate degree.

Finances

All chapters and councils have a student organization account with the university. Any money raised or collected by students on-campus or at Hofstra-sanction events for a recognized student organization are required to be deposited into Hofstra accounts.

Hofstra discourages the use of off-campus accounts and no off-campus accounts can use the name Hofstra University or any derivative of the name. No University funds can be provided to a student organization with the intent of it being deposited into an off-campus account.

Governing Councils

As a requirement for recognition, all chapters must maintain membership in one of Hofstra's governing councils. Failure to maintain membership could result in University recognition being suspended or revoked.

Insurance

All fraternities and sororities are required by Hofstra University to provide a Certificate of Insurance evidencing the following:

- General Liability Insurance for bodily injury and property damage with a minimum of $1,000,000 in Combined Single Limit.
- The General Liability insurance must include Host Liquor Liability.
- The General Liability insurance policy must name "Hofstra University" as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.

All certificates of insurance must have a thirty (30) days' notice of any change or cancellation of the policy terms. Any such notice should be sent to OSLE at the address indicated below. In addition, policies should be updated within fourteen (14) days prior to the expiration date of the existing policy.

Certificates of Insurance and any questions are best directed to:
Attention: Fraternity and Sorority Life
Student Leadership and Engagement
244 Mack Student Center
200 Hofstra Blvd
Hempstead, NY 11549

The above specified limits are required minimums only. The insurance requirements are strictly enforced. Failure to comply may result in immediate revocation of the chapter's recognition by the University.

Inter/National Headquarters

The Office of Student Leadership and Engagement at Hofstra University will not expand, recognize, or reinstate any organization not affiliated with an inter/national headquarters. Should a local organization currently recognized by Hofstra University lose recognition they will be ineligible for reinstatement.

Minimum Membership

Hofstra values a strong Fraternity & Sorority community as a constructive element of campus life. The University recognizes that the community must have sufficient membership numbers so as to provide membership opportunities for every student who has a desire and the means to join.

Recognized chapters must be able to show substantial evidence of the organization's ability to contribute to the fraternity and sorority community. Chapters are expected to meet expectations with respect to academic success, community service, campus involvement, and support of community wide and council programs.

Hofstra has established a minimum membership number as a way to ensure healthy groups and community dynamics. These standards exist for all recognized chapters regardless of governing council. To ensure that recognized fraternities and sororities possess the ability to meet performance expectations and for the continued health of the fraternity and sorority community and its individual members, this membership standard and procedure have been established.

All recognized fraternities and sororities are required to have a minimum of fifteen (15) active, full-time undergraduate student members (initiates or new members) on the roster at all times to maintain recognition and good standing. The chapters governed by the Multicultural Fraternity & Sorority Council (MFSC) are exempt from this rule. Chapters governed by MFSC are required to have a minimum of five (5) active, full-time undergraduate student members (initiates or new members) on the roster at all times to maintain recognition and good standing.

Process

- All chapters will be required to review and update their rosters at the start and end of each semester by the posted deadline.
- If a chapter graduates or loses all of its undergraduate membership, the chapter will lose their university recognition.
    - Chapters that lose recognition may have a one year probationary period to gain membership, if failed, chapters may then ask to reapply three years from the date its recognition was revoked.

Appeal

Chapters notified that University recognition has been withdrawn due to not meeting the minimum membership requirement may submit a written appeal to the Director of Student Leadership & Engagement within seven days of

notification. The Director in consultation with the Assistant Director for Fraternity & Sorority Life and Dean of Students Office will review the request to determine if granting the appeal is appropriate. A decision will be made within two weeks of receipt of the letter. Chapters are granted one opportunity to appeal.

Unrecognized Groups

Recognized fraternities and sororities are expected to abide by the Unrecognized Groups Policy found in the Hofstra University Guide to Pride. A fraternity or sorority found to be supporting a group not currently recognized by Hofstra University may have charges brought up against the chapter from the proper entity.

When a chapter loses recognition, any initiated members, or students who have been participating in the education process and have not yet been initiated, will be ineligible for membership in recognized organizations for the remainder of their time at Hofstra University.

Recruitment and Education of Members

All organizational growth has three stages:

1. **Recruitment**: The first stage, where an organization is identifying undergraduate students who could potentially be future members. These students are commonly referred to as "Potential New Members," "PNMs," or "Interests."
2. **Education:** The second stage, where an organization has identified undergraduate students to be future members of the organization, checked their eligibility with OSLE, and started a formal education process. At this stage students are commonly referred to as "New Members" or "Candidates."
3. **Initiation:** The final stage comes at the conclusion of the formal education process where the potential future members are initiated through a ceremony and are now active members of the organization.

Recruitment

Events

In addition to Hofstra University policies, the following rules and regulations apply to all Hofstra recognized fraternities and sororities regardless of governing council affiliation. **This list is not all-inclusive.** Chapters should familiarize themselves with the Guide To Pride, New York State Law, and their own inter/national policies related to recruitment and education.

- Recruitment activities cannot involve alcohol and/or drugs.
- All activities and events must take place on campus or at an approved off-campus business.
    - No activities may take place at a personal residence.
- All activities start no earlier than 8:00 AM and end no later than 12:00 AM (midnight).
    - In addition, the schedule should leave adequate time for studying and not interfere with students' academic requirements.
- All chapters must follow the recruitment or intake requirements put in place by their inter/national headquarters.
- All potential future members being considered by the chapter must have their eligibility checked and approved by OSLE.
- A list of students who have been selected to participate in the education stage must be submitted to OSLE by the posted deadline.

Eligibility

Students may only begin the education stage if the following requirements are met:

- Full time (12 credit hours or more) Hofstra undergraduate students

- Have completed one full semester (12 credit hours or more) at Hofstra University*
- Minimum of a 2.500 cumulative GPA
- Be in good standing with Hofstra University and the Office of Community Standards

*A transfer student is eligible if they are entering Hofstra with a 2.500 cumulative GPA and a minimum of 12 credits.

Eligibility will only be checked for those submitted via the Hofstra FSL Eligibility Check Form found in GetInvovledHU. Students may not begin education before their eligibility is checked or if they do not meet the above requirements.

Students may be a member of a PFC organization *and* either a CPH, IFC, or MFSC organization. However, students may only join one organization per semester.

Calendar

Each chapter's recruitment schedule must be submitted and approved by OSLE via the Hofstra FSL Recruitment Calendar Approval Form found in GetInvolvedHU.

- Calendar should be reviewed by the campus advisor prior to submission.
- Any changes to the calendars must be discussed and approved by OSLE at least 48 business hours in advance.

OSLE will review the information provided and inform the listed contact prior to the start of recruitment with questions, concerns, or approval. Recruitment may not begin if the recruitment calendar has not been approved by OSLE.

Education

In addition to Hofstra University policies, the following rules and regulations apply to all Hofstra recognized fraternities and sororities regardless of governing council affiliation. **This list is not all-inclusive.** Chapters should familiarize themselves with the Hofstra Guide To Pride, New York State Law, and their own inter/national policies related to recruitment and education.

- Each chapter will abide by the Hofstra Hazing Policy and is responsible for upholding zero tolerance for hazing.
- Programs may not last longer than six (6) weeks and must be completed by the posted deadline.
- Education activities cannot involve alcohol and/or drugs.
- All activities and events must take place on campus or at an approved off-campus business.
    - No activities may take place at a personal residence.
- All activities start no earlier than 8:00 AM and end no later than 12:00 AM (midnight).
    - In addition, the schedule should leave adequate time for studying and not interfere with students' academic requirements.
- For organizations with organized study hours, flexibility must be given to those individuals who need to study alone. Only academic coursework may be completed during organized study hours (no fraternity/sorority business or activities).
- All chapters must follow their own inter/national education or intake programs.
- All students who cease participating in a chapter's education program must complete the New Member Education Withdrawal Form in GetInvovledHU with the possibility of an exit interview with a member of the FSL staff.
- All students must be initiated as full members of the organization by the posted deadline.

Calendar

Each chapter's education programs must be submitted and approved by OSLE via the Hofstra FSL Education Calendar Approval Form in GetInvolvedHU.

- Calendar should be reviewed by the campus advisor prior to submission.
- Any changes to the calendars must be discussed and approved by OSLE at least 72 business hours (Monday – Friday; 9:00 AM to 5:00 PM) in advance.

OSLE will review the information provided and inform the listed contact prior to the start of education with questions, concerns, or approval. Education may not begin if the education calendar has not been approved by OSLE.

Reporting An Education Class to OSLE

All chapters must submit a list of names of those individuals who will be participating in the education process via the Hofstra FSL Education Participants List Submission Form by the posted deadline.

MFSC Presentations

It is understood that new member presentations are an integral part of the multicultural fraternity and sorority experience. Hofstra recognizes that participation in this tradition can have a significant impact on the creation of community and sense of pride within the organizations who traditionally participate. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of new member presentations, OSLE has established the following guidelines to ensure the success of planning a new member presentation at Hofstra:

- All new member presentations must be coordinated with the Assistant Director for Fraternity & Sorority Life.
- All organizations hosting new member presentations must submit written approval from a national or regional representative allowing the activity to take place.
- New member presentations must take place on the Hofstra campus.
- Presentations may begin no later than 10:00 p.m. and last no longer than 2 hours.
- A staff member and/or Campus Advisor MUST be in attendance at all new member presentations. It is the responsibility of the presenting organization to coordinate with OSLE to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate schedules.
- No alcoholic beverages or drugs are permitted at the event.
- Participation in the show must be truly optional for new members. Any pressure or coercion to participate in the show will not be permitted.
- No hazing, as defined by the group's inter/national organization, the university and the State of New York, may occur prior to, during, or after the show. Physical or psychological abuse of any kind will not be tolerated.
- Rehearsals may start no earlier than 8:00 AM and end no later than 12:00 AM (midnight).
- All shows must respect new members, members, alumni, other organizations, and the university.
    - Under no circumstances will degrading or negative sentiment towards another chapter or another chapter's members be permitted. This type of behavior includes mocking signature steps or calls.
    - Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.
- Disruptions by others attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

All organizations who will host an MFSC Presentation must review the Campus Demonstrations Website and complete the required forms and return to the Office of Student Leadership and Engagement in Room 244 of the Mack Student Center a minimum of five business days prior to the proposed date. Once reviewed, organizations will complete the Campus Demonstration Proposal Form which will include the description of the event. Once completed the participating organization, Assistant Director of Fraternity and Sorority Life, and the Dean of Students will meet to review the demonstration plan.

DEADLINE: Minimum of 5 business days before the event

Auxiliary Groups & Sweethearts

Auxiliary Groups

Hofstra does not recognize nor condone the creation and sustaining of fraternal auxiliary organizations (commonly referred to as "Big Brothers" or "Little Sisters"). These organizations have been prohibited by all inter/national organizations for the following reasons:

- Title IX exemption for fraternities and sororities
- Legal issues associated with insurance coverage

Auxiliary groups are not the same as joining a fraternity or sorority and should not be considered or treated as such. These groups do not follow the processes outlined, approved, and required by the national organization or university. Social fraternities and sororities are exempt from Title IX which allows them to exist as single sex organizations. Little Brother/Little Sister groups have blurred those lines and caused national organizations to ban them outright. All NPC organizations adhere to the Unanimous Agreements that prohibit their chapters from partaking in this practice. NIC organizations also prohibit their chapters from having these types of organizations. Below are the associated links for each group:

- NPC - https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf
    - Section X (page 37 of Unanimous Agreements)
- NIC - http://www.nicstandards.com/fraternity-members/why-standards

The only method for joining a fraternity or sorority is through the recruitment, education, and initiation process approved by the national headquarters and Hofstra University.

Sweethearts

Hofstra recognizes the significance and important role a chapter sweetheart plays in our organizations and encourages all organizations that are permitted by their inter/national headquarters to have them. While Hofstra does support chapters having sweethearts, their inclusion in recruitment and/or education stages is strictly prohibited. Recruitment and education are intended to be a members only process and potentially can interfere with a fraternity or sorority Title IX exemption.

Campus Financial Policies and Procedures

Deposits

All organizations MUST deposit any collected cash/checks into their university account. No one may hold on to cash / checks overnight. All cash / checks need to be deposited in OSLE, SC 244. Checks should be made payable to: **Hofstra University - Name of Organization**

Donating to a Charity/External Organization

All organizations are allowed to make donations to organizations registered as 5013c organizations using their income accounts. Please note that money should be processed as a donation quickly after a philanthropy event is over. The following items must be submitted:

- ❏ Undergraduate Funding/Reimbursement Cover Sheet
- ❏ Check Request Form made out to the charitable organization.
- ❏ A letter indicating how the funds were collected and to what charitable organization(s) funds are being donated. All charitable organizations must be registered as a 501c3 organization
- ❏ A print out from the organizations website, with the address where the money should be sent including the organization's W-9 form

Important Documents & Paperwork

Below is a list of the important documentation needed to make purchases on campus using your SGA Allocations or Organization Income Accounts:

- Undergraduate Organization Cover Sheet
  - all paperwork submissions must include a cover sheet
- Budget Transfer Form
  - used to transfer funds from one organization to another organization or department
- Check Request Form
  - (Fillable form in Excel) must be submitted for any payment/reimbursement request
- Travel and Cash Advance Form
  - Only your faculty or staff advisor can receive a cash advance and use this form.
- W-9 Form
  - This form must be completed and signed by vendors and non-Hofstra personnel seeking payment.
- Purchase Requisition Form
  - This form must be filled out if you require a purchase order for goods or services for your club or organization over $500 (e.g., bus rental for trips, equipment, etc.).

For more information on the financial paperwork process and sample documents visit www.hofstra.edu/osle

Purchase Request

For purchases below $500, an Administrative Advisors can often make direct purchases on Amazon for student organizations and charge to the organization's budget directly, as long as the organization has the requested funds available in their SGA allocations or income account.

All Amazon purchases utilizing SGA Funds must be approved by the SGA Comptroller before your Administrative Advisor can move forward with your order.

Please submit this form at least two business weeks in advance to when you need your items to be delivered. Amazon Business does not include 'prime shipping'.

In order to request a direct Purchase Request on Amazon, you must submit the items below on GetInvolvedHU:

- ❏ A completed Amazon Purchase Request Form
- ❏ A document containing the direct links to the items you'd like to purchase
- ❏ A completed Undergraduate Funding/Reimbursement Cover Sheet

DEADLINE: Minimum two business weeks before the items are needed

Reimbursements

If you will be purchasing items with your personal funds you may get reimbursed from your organization's Hofstra account pending advisor, budget, and/or SGA approval. Before you make your purchase, you are required to get approval from your Administrative advisor. In order to request a reimbursement, submit the below to your organization's Administrative Advisor.

- ❏ A completed Undergraduate Funding/Reimbursement Cover Sheet
- ❏ A completed Check Request Form – here is a Check Request Form SAMPLE
- ❏ Original itemized paper receipt taped to an 8.5"x11" sheet of paper
  - ❏ If paid by credit/debit card the receipt must also list the last four digits of the card number
- ❏ Copy of the credit/debit card statement that needs to show the charge, the purchaser's name, and match the last four digits on the card that purchased it. NOTE THE CHARGE CANNOT BE LISTED AS PENDING.
- ❏ If you only received a digital receipt, you must print it out and attach. The receipt must show the amount, details of the item(s) purchased the last four digits of the card, and that the charge is NOT PENDING. The receipt also needs to show the item(s) have been delivered.
- ❏ Proof of the event/activity for which you are requesting reimbursement. This can be a flier or description of event if spending is related to event

Reimbursements will be issued to the payee as a check. Payee will be notified when the check is ready for pick up. If being reimbursed for food, tickets, or door prizes you must also include a list of the attendees' names and 700#s.

Using a University Check for Payment

Used when purchasing items using your organization's Hofstra account and it is *less* than $500.

- ❏ Undergraduate Funding/Reimbursement Cover Sheet
- ❏ Check Request Form – here is a Check Request Form SAMPLE
- ❏ Itemized invoice from vendor (must be clearly labeled INVOICE). Note that the invoice must NOT include any NY Sales Tax if the company does business in the state of New York

  The SHIP TO ADDRESS should be:
  Name of Organization
  Office of Student Leadership and Engagement
  244 student Center
  200 Hofstra University
  Hempstead, NY 11549
- ❏ A w-9 tax form from the vendor. This will contain their TAX ID number which you will put on the check request at the top
- ❏ Flier or description of event if spending is related to event

DEADLINE: Minimum four business weeks before the payment is due.

The individual who submitted the check request will be notified when the check is ready for pick up.

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If being reimbursed for food or tickets you must also include a list of anticipated attendees' names and 700#s.

Using a Purchase Order to Pay Someone

A purchase order guarantees that the vendor will be paid after rendering services or goods. Usually it is used when purchasing items using your organization's Hofstra account that costs *more* than $500. The following items are required:

- ❑ Undergraduate Funding/Reimbursement Cover Sheet
- ❑ Purchase Requisition Form (example)
- ❑ Check Request Form – here is a Check Request Form SAMPLE
- ❑ Itemized invoice from vendor (must be clearly labeled INVOICE). Note that the invoice must NOT include any NY Sales Tax if the company does business in the state of New York

  The SHIP TO ADDRESS should be:
  Name of Organization
  Office of Student Leadership and Engagement
  244 student Center
  200 Hofstra University
  Hempstead, NY 11549

- ❑ A w-9 tax form from the vendor. This will contain their TAX ID number which you will put on the check request at the top
- ❑ Flier or description of event if spending is related to event

  DEADLINE: Minimum two business weeks before the payment is due.

Vendors may be required to provide additional paperwork such as a W-9 or artwork proofs. If the total is over $5,000 you will need to attach three bids. Inquiry with your Administrative Advisor for more information.

How it works…Begin by submitting the above information to your administrative advisor and they will review and approve it and send it to the Procurement Office. The Procurement Office generates a Purchase Order number also known as a PO Number and gives a copy of it to the vendor and to the administrative advisor. The PO# is the document that tells the vendor that they can go ahead and start producing the items (t-shirts, pens, books etc.) Once created, the vendor ships the items to the university. Once received, the student organization should inspect the items (quantity, condition etc) and inform the administrative advisor that the vendor should be paid (using the check request you already filled out and submitted and the updated invoice the vendor gave you in the shipment.)

Bookstore Purchases

To purchase items from the bookstore using your organization's Hofstra account you will need to utilize a modified purchase order process. The following items are required:

- ❑ Undergraduate Funding/Reimbursement Cover Sheet
- ❑ An itemized list of the items you would like to purchase
- ❑ A Purchase Requisition Form (example)
- ❑ A list of attendees/participants/recipients (names and 700#s)

After your Purchase Requisition has been approved by your Administrative Advisor you will be given two copies to the Bookstore. Pick out all of the approved items and bring them to the cashier. Provide them with one of the copies of your Purchase Requisition. The cashier will give you a receipt. The receipt needs to be taped to a 8.5"x11" sheet of paper, attached to your copy of the Purchase Requisition and returned to your Administrative Advisor.

Tax Exempt Form

A benefit of being a Hofstra-recognized student organization is being able to have tax-exempt status when making purchases for your clubs. Administrative advisors must submit requests for the university's tax exempt form to provide to clubs, so please plan accordingly. Email Tiffany Martino-Parente (tiffany.martino-parente@hofstra.edu) with your club name, the name of the vendor being used, the vendor's address, and the reason for using the vendor.

Student Organization Income

All Hofstra recognized organizations can have access to an income account. Income can be generated from fundraising and departmental support.

Student Organizations income accounts carryover each semester, and all university finance restrictions apply to student organizations using their organization income account on expenses.

Fundraising Guidelines

These guidelines outline the types of fundraising activities that registered student organizations are allowed to pursue, along with information about proper routing and approval processes to use Hofstra University resources and name affiliation. As a reminder, all fundraisers MUST be approved by your Administrative Advisor prior to your event, sales, etc. Please be sure you adhere to these policies when fundraising on and off-campus. Student Organization Fundraiser Request Form.

General Guidelines

- Only registered student organizations are allowed to host or co-sponsor fundraising activities.
- All fundraising activities, including advertisement, need to be approved by the Office of Student Leadership and Engagement prior to any advertisement or collection of funds. Fundraising activities that use campus space must follow the same guidelines for space reservation and usage required by the Office of Event Management.
- Student Organizations are required to register all fundraising activity through GetInvolvedHU.
- Failure to abide by these fundraising guidelines and other applicable University policies can result in a student organization losing future fundraising privileges or losing registered student organization status.
- **Usage of online crowdsourcing platforms and money sharing apps such as GoFundMe, Venmo, Zelle, are strictly prohibited**
- Any monetary collection of funds (cash or check) should be deposited, Monday-Friday 9 a.m.-4:30 p.m the same day as the sale in OSLE, Student Center 244.
- If money is collected after business hours, a Money Drop should be arranged with OSLE staff by using the Money Drop form available through GetInvolvedHU. Money Drop Requests MUST be arranged 5 business days prior to an event.
- Questions about these fundraising guidelines can be directed to the student organization's Administrative Advisor or the Executive Director of Student Leadership and Engagement.

Types of Fundraising Activities

Donations

A student organization receives a monetary donation or a donation of goods and/or services from an individual or organization. These donations can also result from partnerships with local or national businesses.

Soliciting funds from external sources or individuals must be coordinated with the student organization's Administrative Advisor.

Raffles

A student organization offers goods and/or services through any form of lottery in which any number of entrants purchase one or more chances to win a prize. Raffles require additional approvals from the Office of Legal Affairs as outlined in the Hofstra University Raffle Policy

- Raffles require a minimum of thirty (30) days for routing and approvals.
- Once the raffle is approved by the Office of General Counsel and Office of Fiscal Affairs, a raffle account gift agency fund will be created. All associated charges for the raffle will be billed to this account. Any monies raised from the proceeds of raffle tickets need to be deposited into the designated raffle account for recordkeeping. At the end of the fiscal year, OSLE works directly with the Assistant Controller for Gifts and Endowments to reconcile the monies.
- Student organizations are required to submit names, addresses, student ID numbers, and prize amounts for all winners of the raffle prizes for reconciliation. The names should be sent to the organization's administrative advisor for forwarding to the Assistant Controller for Gifts and Endowments. This information must be received within one business day following the completion of the raffle.
- Once the monies have been deposited into the appropriate raffle accounts, the monies need to be transferred into an operating budget to ensure that the money is in an expenditure line.

Student organizations are allowed to host 50/50 raffles, which are raffles designed to split the proceeds between a randomly selected winner and the hosting student organization.

A "door prize" or a chance to win a prize just for attending an event is not considered a raffle and does not need to be approved by the Office of Legal Affairs

Before deciding on a raffle please review the Student's Guide to Raffles. Please review the Raffle Ticket Design Guide when creating your raffle tickets.

The following must be submitted to your administrative advisor at least 30 days before the event.

- ❏ Undergraduate Funding/Reimbursement Cover Sheet
- ❏ University Raffle Policy
- ❏ University Raffle Registration Form

DEADLINE: Minimum four business weeks before the event.

Sales

Sales of goods for a profit that returns to the student organization. All proceeds from sales at Atrium Tables or events must be deposited by 4:30 p.m. the same day as the sale in OSLE, Student Center 244 or a money drop must be scheduled ahead of time.

Fundraising Review and Approval Process

- Student organizations wishing to host fundraising activities work with their Administrative Advisor through the same review and approval process that is used for planning non-fundraising events.
- The student organization representative registers the fundraising activity through the online fundraising approval form on GetInvolvedHU
- The student organization representative meets with their administrative advisor to review the proposed fundraising activity and to address any questions or restrictions

- If the administrative advisor approves the fundraising activity through GetInvolvedHU, the student organization continues with other event planning requirements based on the scope of their proposed activity/event.

Advertising

Student Clubs and Organizations may use several resources to advertise for their events. Please take a look at the University Policy regarding advertising before you publicize your event.

Atrium Banners

Recognized student clubs or organizations may reserve a banner space in the Mack Student Center. To reserve a banner space, students should visit the Office of Student Leadership and Engagement in the Mack Student Center, room 244.

A student club or organization may reserve a banner space for up to 14 consecutive calendar days. After a five day break, a club or organization may submit a new banner request.

All banners (posted for the allotted time) will be discarded on Monday mornings at 9:00 am if they were not removed prior to 9:00 am.

Banner Guidelines

- Banner paper is available in the Office of Student Leadership and Engagement free of charge.
- The banner paper is flame-retardant; it is the only paper that is approved for the atrium.
- Banners can be 4ft to 6ft long. Please check to make sure your spot is allocated for 4ft or 6ft before designing your banner.
- All banners must adhere to the OSLE flier policies in addition to all applicable University policies as outlined in the Guide to Pride, Living Factor, Faculty Policy Series, and elsewhere.

Fliers/Posters

Distribution of Print Materials

Print materials are considered, but not limited to, all fliers, posters, banners, brochures, table tents, zines, newsletters, and other printed materials that are used to advertise student organizations or events. The OSLE Flier Approval and Posting Policy applies equally to all print materials. All print materials must be approved by your Administrative Advisor before being utilized.

OSLE will make copies for your organization. Please read the Flier Approval and Posting Policy for details on how to post fliers in the residence halls. Please drop off fliers to the administrative advisor and they will approve it in about three business days.

HOFCAST

The HOFCast monitors display information about events that are occurring all over campus. Any registered organization can submit a request for a message to be displayed on HOFcast. HOFcasts are subject to all flier policy rules regarding content. Please review the HOFcast Guidelines before submitting any materials.

Submission of a HOFCast flier can be done after your event has been approved on GetInvolvedHU!

Once approved you can submit your HOFCast here: Hofcast Request
Form Information:

- Student Name & Email
- Requestor Title: Club X EBoard Position
- Department: OSLE
- Office Number: 463-6914

DEADLINE: Minimum 1 week before the date you would like it to be displayed

This Week At Hofstra

This Week at Hofstra goes out once a week to all undergraduate students and graduate students who opt-in.. Events advertised on GetInvolvedHU will be pulled for This Week at Hofstra. There is no need to submit a separate form.

University Calendar

Events advertised on GetInvolvedHU will be pulled for the University Calendar. There is no need to submit a separate request.

Atrium Tables

Registered student organizations may request to reserve a table in the student center atrium during weekdays to fundraise or promote organizational events. Please submit the Atrium Table Request form.

Atrium Table Policy

1. The student organization submitting this atrium table reservation form is considered the TABLE SPONSOR.
2. Table dates are reserved on a first come first serve basis. Students may submit this form starting on the 15th of the month prior to the requested table date month. Reservations will be confirmed via e-mail at least one week before the requested table date.
3. Student clubs and organizations are limited to seven table dates a month. Student organizations are limited to two Wednesdays within that month.
4. Table reservations must be canceled in writing 48 hours prior to table day.
5. Only ONE 6-foot table (provided) may be used per day. Student organizations and external vendors are not permitted to bring their own tables.
6. Tables must remain parallel to the Bookstore windows. No table or other items may impede the walkway of the atrium. No table or other items may block the Bookstore emergency exit doors or the Student Center exterior sliding doors.
7. All representatives involved in a tabling session must remain in the immediate vicinity of their assigned table and are not permitted to solicit in front of their table.
8. Permission from the Bookstore manager is required in order to place posters on the Bookstore windows. All items must be removed at the closing of the tabling session.
9. Distributed flyers must be approved by Student Leadership and Engagement.
10. Approved amplification can be played at a reasonable volume only.
11. Any food or beverage sold in the Atrium must have a separate contract with dining services. Review the Hofstra University Dining Service Food Policy and Procedures page for information about what is allowed to be sold for fundraisers.
12. Student Organizations must deposit all money with the Office of Student Leadership and Engagement (room 244 Student Center) by 4:30 pm the day of sale.
13. Student clubs and organizations must comply with all applicable federal, state, and local laws, including all laws applicable to any goods being offered for sale.
14. If a student organization sponsors an external vendor, a representative of the student organization must be present for the entirety of the tabling session.
15. Student organizations are limited to sponsoring external vendors twice a semester
16. All applicable University policies as outlined in the Guide to Pride, Faculty Policy Series, and elsewhere apply equally to student organizations utilizing atrium tables.

Letters With PRIDE

Mission Statement/Purpose

Letters with PRIDE (LWP) is an initiative at Hofstra University to create successful college and community-centered fraternity and sorority organizations. Hofstra utilizes the following program as a way to assess the current status of the chapter and community, create strategic plans, and recognize chapters for their hard work and contributions.

The purpose of Letters With PRIDE is to accomplish three fundamental objectives:

1. To compile and present everything your chapter has done over the past academic year,
2. Ensure your chapter is meeting expectations and strategically sustaining chapter excellence,
3. Identify excelling chapters through recognition and awards,
4. And to measure the impact of the fraternity/sorority community.

These objectives help to assess and reward the progress that your chapter has accomplished this year and identify areas where your chapter can improve in the future.

The Letters With PRIDE program is intended to enhance the fraternity and sorority experience of our members and to aid in the overall learning. LWP consists of nine individual areas of standards that will maintain healthy chapter operations and each organization is expected to meet the overall requirements as a minimum for chapter recognition.

Instructions

Timeline

Date	Event
August 1st, 2025	2025-2026 Letters with PRIDE packet released
August 6th, 2025	LWP 101: Canvas Instructions (Virtual)
August 27th, 2025	LWP 101: Canvas Instructions (Virtual)
October 20th - 24th, 2025	Optional: First Check-In (Q1) Meeting with FSL
September 15th, 2025	LWP Best Practices Meeting *Tip: Send exec members to this meeting!*
December 8th - 12th, 2025	Optional: Second Check-In (Q2) Meeting with FSL

Updated: 8/11/2025

January 31st - February 1st, 2026	Executive Leader Symposium
February 2nd - 6th, 2026	Optional: Transition Check-In Meeting (Q3) with FSL *Tip: Both Incoming and Outgoing Presidents*
April 27th - May 1st, 2026	Optional: Check-In Meeting (Q4) with FSL
May 3rd, 2026	LWP Material Due
May 5th, 2026	Hofstra Student Leadership Awards
May 13th, 2025	FSL Graduation

Submission Instructions

Each chapter will submit their documentation through Canvas and is able to have up to five (5) individuals in their organization who will have access to Letters With PRIDE. Canvas will be used as the hub for documentation and submission requirements relating to LWP. The submission process for both the Letters With PRIDE and Awards process will be shared with chapters throughout their 1:1 meetings with their respective Advisors.

Although some sections have deadlines at the end of Fall 2025, ALL Letters With PRIDE Material and Documentation is due on May 3rd, 2026 on Canvas.

Helpful Tips

1. Utilize chapter feedback from previous years to create intentional goals for the current year.
2. Delegate, delegate, delegate! The Letters With PRIDE program is not intended to be worked on solely by the Chapter President. Delegating each section that corresponds to an officer with their position or responsibilities in the chapter.
3. Waiting until the submission deadline to pull documentation will be difficult. It is helpful to utilize Canvas or any other storage method throughout the year to store relevant documentation until it is time to submit the annual report.

4. Involve your chapter advisors and volunteers! They can help with tracking, accountability, and planning for your Letters With PRIDE submission.
5. Awards are open to every member of our community (unless the eligibility says otherwise)! Think critically about members you can nominate for awards, or ask your chapter advisors/volunteers to help with the nomination process. If your chapter has a nominating committee, they may be helpful with this process as well!

Section One: Administrative Affairs

Administrative affairs are vital to the process of our community. Through effective chapter management and communication with the Assistant Director for Fraternity and Sorority Life, Office of Student Leadership and Engagement, and the greater Hofstra University Administration our fraternities and sororities can be viable and integral partners with university, national headquarters, and our surrounding community.

In order to maintain good standing and official recognition as a fraternity and sorority at Hofstra University, a fraternity or sorority must:

Requirements

1. Chapter must be recognized and is in good standing with Hofstra University. Any chapter who faces disciplinary action from the institution will not be in good standing.
2. Chapters must be recognized OR actively seeking recognition and maintain good standing in a governing council in the Fraternity and Sorority Life community at Hofstra University.
3. Re-register annually on GetInvolvedHU with the Office of Student Leadership and Engagement by May 11th, 2026 and comply with the requirements of state law and the rules, regulations, and policies of Hofstra University.
4. Maintain at least fifteen (15) members who are enrolled as undergraduate students at Hofstra University. At the discretion of the Assistant Director for Fraternity and Sorority Life may grant an exception to this requirement for the following circumstances:
    - The group is actively pursuing efforts to rebuild its membership, or
    - The founding purpose of the group is specific to an underrepresented population on campus.
    - Chapters must be compliant with Hofstra Community Standards.
5. Chapters must submit at least one press release or story idea related to chapter events and news to greeklife@hofstra.edu once a semester.
6. The assessment of council dues, grade reports, and compilation of statistics all depend upon accurate chapter rosters. Chapters must maintain an up-to-date membership roster with the Assistant Director of Fraternity and Sorority Life and/or Graduate Assistant during quarter Roster Checks. The following weeks is the anticipated Roster Checks Schedule:
    - Q1: September 8th - 12th, 2025
    - Q2: December 1st - 5th, 2025
    - Q3: March 23rd - 27th , 2026
    - Q4: May 4th - 8th, 2026
7. Chapters must also submit and maintain up-to-date contact information for chapter officers and advisors to the Assistant Director of Fraternity and Sorority Life. Updates should be submitted no later than 2 weeks after the first day of classes each semester.

Section Two: Academics

Our fraternities and sororities must be committed to the ideal of academic achievement and success. Chapters must affirm that scholarship is one of the most important aspects of their member's collegiate experience.

The following requirements are established to further scholastic achievement among individual members of our chapters:

Requirements:

1. Maintain at minimum a 2.7 semester cumulative G.P.A. for the Fall and Spring academic term.
    - Sororities should meet or exceed the all-women's GPA each semester. Fraternities should meet or exceed all men's GPA each semester. If a chapter's grades fall below the respective benchmark GPA the chapter should demonstrate a continued improvement by 0.05 each semester. The Assistant Director of Fraternity and Sorority Life will conduct mid-year assessments of chapters working to improve academic performance. Chapters may ask to be compared to the sex and race of their peer group for this assessment.
2. Maintain at a minimum a 3.0 semester cumulative G.P.A. for your new member class during their process.
3. Provide a copy of the chapter's scholarship program. The program should outline ways it challenges members and new members to display commitment to academic excellence, provides scholastic support, and recognizes both improvement and excellence in academic performance.
    - *Note: for this standard, scholarship should be defined as academic versus financial scholarships.*

Section Three: Service & Philanthropy

Our fraternities and sororities value the impact that they can make through service and philanthropy efforts. Individual members of chapters are encouraged to demonstrate selfless service and embrace the opportunity to give back to the community through their chapter. Through service and philanthropy initiatives, members gain a deeper understanding of their individual value system and develop a sense of civic responsibility. Chapters are encouraged to exceed the minimum requirements defined by the Assistant Director of Fraternity and Sorority Life. Active members, as well as new members, are encouraged to participate in service activities; chapters should not have new members be responsible for more than their share of service efforts.

Service projects identify issues within the community and address them through direct, hands-on interventions, activities, or programs. Examples of service projects include tutoring the youth, serving food at soup kitchens, and/or any highway or beach cleanups. More ideas can be found with the staff in Community Outreach, Community Outreach - Home | Hofstra University.

Philanthropic projects gather resources and raise awareness needed to address an issue within the community. Examples of philanthropic efforts include raising money for a specific community service need, conducting a clothing or canned food drive, coordinating the collection of school supplies for children, tabling, and distributing information on campus, letter writing, or a public/digital campaign for a specific cause.

Requirements:

Service

1. Chapters coordinate a minimum of one community service project per semester in which members are invited guests give their time to a worthwhile event.
    - *If this project is co-sponsored by another chapter, this event may satisfy part of the council involvement standards.*
2. Each chapter is required to participate in at least one service project of another chapter, preferably one from a different council, during the academic year.
3. Chapters must maintain 7 hours of community service per member per semester with a total of at least 80% of the membership actively volunteering throughout the year.
    - *Working or attending a philanthropy event does not count towards service hours.*
    - *Service hours may not be awarded for the donation of goods or money.*

Philanthropy

1. Initiate and implement a minimum of one philanthropic event in which more than 80% of members raise money or goods to donate towards a worthwhile cause each year.
    - *This project can benefit the chapter's national philanthropy, if applicable. Chapters are encouraged to develop goals for funds raised on a per-member basis. Evidence of donations is required in the annual report.*
2. Each chapter is required to participate in/support at least one philanthropy event of another chapter, preferably one from a different council, per semester.

Section Four: Alumni Relations & Involvement

Many fraternities and sororities attribute the rich history of their chapters generally to their alumni. Alumni serve critical roles such as advisors, organization volunteers, and financial contributors. It is important to maintain a positive relationship with alumni to further the principles of brotherhood/sisterhood within our chapters.

The following requirements are established to further brotherhood/sisterhood by maintaining existing relationships with alumni, implementing programs to establish or rebuild relationships with other alumni:

Requirements:

1. Actively involved or engaged alumni serving in advisory roles are key for successful chapters. As such, each chapter shall have a Chapter Advisor (non OSLE/FSL Staff) working with them routinely and providing support to the executive board of the chapter. The advisor should remain close to the daily operations of the chapter and the University. The roster of the alumni advisory board, or primary advisor contact, must be submitted annually to the Assistant Director of Fraternity and Sorority Life annually. *Along with submission on Canva, this should also be indicated on the appropriate tab in the Google Rosters.*
2. Chapters are to publish (electronic or hard copy) an alumni newsletter or communication once a semester.
3. Chapters must host or co-sponsor an event annually with a local alumni/graduate chapter or host a minimum of one program annually that is primarily geared toward the audience of alumni or graduate members.

Section Five: Council Involvement

Belonging to the Greek community here at Hofstra University means that we share similar values and goals in our chapters and for individual members. We are proud to be able to recognize all of our governing councils in the community to help create, promote, and foster a learning environment for all of our students.

Requirements:

1. Chapters will co-sponsor an event/program with at least one chapter from their respective council annually.
    - *This could be a community service project or an educational speaker/workshop.*
    - *Social events involving alcohol or any recruitment/intake events do not qualify.*
2. Chapters will co-sponsor an event/program with at least one chapter from a different council annually.
    - *This could be a community service project or an educational speaker/workshop.*
    - *Social events involving alcohol or any recruitment/intake events do not qualify.*
3. Chapters demonstrate support for individuals seeking leadership positions within their respective council. (i.e., council executive board positions, recruitment counselors positions, etc.)

Section Six: Health, Safety & Wellbeing

The fraternity and sorority community at Hofstra University supports a quality social life that enhances a positive living and learning environment prioritizing health, safety, and wellbeing of our members. With the support of the University, we want to help our chapters achieve a positive and healthy experience in all aspects of a member's life: physical, financial, career, social and community (Gallup).

Requirements:

1. All fraternities and sororities shall comply with the risk management policies set forth by their inter/national organization, Hofstra University Student Handbook, and all the policies within the Office of Student Leadership and Engagement.
2. Chapters must advertise all on campus events on GetInvolvedHU in a timely manner.
3. All fraternities and sororities should provide the following documentation on Canvas:
    - Organization provides an active copy of their Certificate of Insurance (COI)
    - Executive Board members completed required Title IX Training during Greek Leaders Retreat
    - Organization participates in the Good Neighbor Program
4. Chapters demonstrate efforts towards implementing wellness initiatives for members and the Hofstra community and/or supporting current University wellness initiatives such as Stressbusters.
5. To comply with the Stop Hazing Act our community is committed to any hazing prevention initiatives or education. All active members must participate in at least two programs/events during National Hazing Prevention Week in the Fall.
6. All active members are required to complete the Hazing and Hosting Module through 3rd Millennium which will be assigned to them in the Spring. Chapters are required to have a 100% completion rate.

Section Seven: Membership Development

Membership development is the purpose of our community. For our chapters to survive, they must continually recruit new members and provide ongoing development for their active members leading up to graduation. It is up to each chapter to enhance their experience for new/prospective members and current members by providing ongoing membership education and utilizing their values bestowed during their ritual.

Requirements:

1. Each chapter must be in good standing with their inter/national organization. *This can be indicated through a Letter of Recommendation from your respective headquarters.*
2. Each chapter must abide by the University's initiation/intake window; new members must be initiated within 6 weeks of beginning of the process.
3. Each chapter must submit all required membership intake/new member education paperwork, including the Education Eligibility Form, New Member Education Program, and New Member Education Participant List by the designated date selected by the Assistant Director of Fraternity and Sorority Life. All forms can be found on the main page of Fraternity and Sorority Life in GetInvolved HU.
4. Each chapter must demonstrate an overall chapter growth by 5% from the 2024-2025 Academic Year to the 2025-2026 Academic Year to ensure continual growth for the community.
5. Chapters should be able to demonstrate a 95% initiation rate for new members and organizations are required to complete the Initiation Report by the designated date selected by the Assistant Director of Fraternity and Sorority Life.
    - Any new members who intend to drop their new member education process will be required to complete the New Member Education Withdraw Form in GetInvolvedHU formally indicating their decision to not continue with their new member education process at that time.
    - Chapters who reach a 95% initiation rate, but do not have new member(s) fill out the New Member Education Withdraw Form if they choose to not complete their process will not receive full credit for this standard.
6. The development of brotherhood and sisterhood within a chapter is a critical element of healthy membership experiences. Chapters should develop events for the sole purpose of members connecting and spending time with other members. Chapters must intentionally create two events a semester that are either members only or members and their families with a majority of the membership participating.
    - *These events should occur outside of chapter meetings.*

7. Developing a membership experience that carries through a member's time as an undergraduate and into their life as an alumnus is an indicator of a successful chapter. To this end, chapters should develop retention efforts focused on the engagement of seniors. Chapters could also focus on how to prepare graduating members for active roles in Graduate or Alumni Chapters.

Section Eight: Educational Programming

To continue to enhance the members' experience of your chapter as well as those around you, chapters must explore opportunities to allow members to develop a better understanding of a specific topic. Educational programs could be delivered on the following topics: Accountability, Alcohol Education, Brotherhood, Sisterhood, Siblinghood, Bystander Intervention, Chapter/Executive Board Strategic Planning, Drug Education, DEI (Diversity, Equity, & Inclusion), Hazing Prevention, Leadership, Officer Transitions, Recruitment/Membership Intake, or other areas deemed necessary to your chapter or community.

Requirements:

1. Chapters should coordinate or participate in at least three programs/workshops a semester (six annually).
    - *Programs may occur during chapter meetings or be open to the campus population.*
    - *If a chapter co-sponsors an educational program with another chapter, that program may be eligible to cover both educational programming and council involvement standards, thus allowing chapters to collaborate and not create duplicate programming requirements.*
    - *Chapter sponsored/co-sponsored programs should have more than 50% of the chapter members to qualify. Educational programs should encompass at least two of the following topical areas: healthy relationships, DEI, alcohol and other drugs, mental health, values alignment, professional development, and academic achievement or performance.*
2. All new members are required to complete the Fraternal Foundations session of Pride, Purpose, and Letters program hosted by Fraternity and Sorority Life each semester.
3. All executive board members are required to complete the Executive Leader Symposium session of Pride, Purpose, and Letters program hosted by Fraternity and Sorority Life annually.

Section Nine: Campus Community, Leadership & Engagement

The fraternity and sorority community consists of approximately 700 students, which is approximately 10% of the Hofstra University's undergraduate population. It is vital for the success of the community that we continue to build a cohesive relationship and remain partners in all endeavors.

Requirements:

1. Connection to the broader Hofstra University community is important not only for the success of our Greek community but for the individual members within fraternity and sorority life to have a holistic Hofstra University experience. Chapters should participate in the following activities each year:
    - 80% of the chapter's membership must participate in at least **six** all-campus events. Some examples include Relay for Life, Pride Expo, Hofstra Celebrates the Holidays, Fall Fest, Hofstra Bonfire, Shake-A-Rake, Pride and Plant, Winter Homecoming, Dance Marathon, Taste of the Neighborhood and more.
2. 80% of the chapter's membership must participate in one student organization outside of their specific Greek-letter chapter. These affiliations should be properly tracked and accounted for by chapter leadership and documented within GetInvolved HU.
3. 10% of the chapter's membership must volunteer for New Student Move-in. Move in day each year is a great opportunity to showcase Greek unity and fraternity/sorority presence on Hofstra's campus. This exposure will increase interest in our organizations.

Hofstra University Fraternity and Sorority Life Awards

The Fraternity and Sorority Life Awards at Hofstra University takes accountability with the Letters With PRIDE program and ensures organizations efforts do not go unnoticed. These awards work in conjunction with the Hofstra Student Leadership Awards (HSLA) to recognize remarkable achievements of the community each year that showcase the talent and dedication of our organizations and its members. Here is the current selection of awards:

Individual Awards

- Outstanding Chapter President of the Year
- Emerging Greek Leader of the Year
- PRIDE Values Award
- Greek Leader of the Year Award (x2)
- Greek Advisor/Volunteer of the Year
- Anita Ellis Endowed Scholarship Award

Chapter Awards

- Most Improved Academic Performance Award
- Outstanding Scholarship Program Award
- Outstanding Service Award
- Outstanding Philanthropic Award
- Outstanding Health, Safety & Wellbeing Award
- Outstanding Chapter Programming Award
- Outstanding Educational Programming Award
- Enhancing Cultural Competence, Inclusivity and Belonging Award
- Outstanding Campus Community Leadership and Involvement Award
- Chapter of the Year Award

Scoring and Accreditation

The scoring below outlines how many points you can obtain under each of the nine sections to achieve 100% completion of the 2025-2025 Letters With Pride program. Each organization is scored out of 100 points divided amongst the nine sections. Documentation submitted for each section must be submitted timely with no missing components that indicate each standard was met to receive full credit. Examples of deduction of points could include improper documentation, inaccessible documentation, and not completing the entire standard in each of the nine sections.

Scoring Grid:

Scoring Sections	1.	2.	3.	4.	5.	6.	7.	Total
Administrative Affairs	1 pt.	1 pt.	1 pt.	1 pt.	2 pts.	2 pts.	2 pts.	10 pts.
Academics	3 pts.	3 pts.	1 pt.					7 pts.
Service & Philanthropy	6 pts.	3 pts.	6 pts.	6 pts.	3 pts.			24 pts.
Alumni Relations & Involvement	1 pt.	1 pt.	3 pts.					5 pts.
Council Involvement	4 pts.	5 pts.	3 pts.					12 pts.
Health, Safety & Wellbeing	2 pts.	1 pt.	1 pt.	2 pts.	2 pts.	2 pts.		10 pts.

Membership Development	1 pt.	1 pt.	1 pt.	2 pts.	1 pts.	4 pts.	4 pts.	14 pts.
Educational Programming	6 pts.	1 pt.	1 pt.					8 pts.
Campus Community, Leadership, & Engagement	4 pts.	4 pts.	2 pts.					10 pts.
Total Points								100 Pts.

Accreditation:

At the conclusion of the program and scores are tallied each organization will be categorized under each of the following distinctions:

Setting the Standard

If a chapter received "Setting the Standard" this means the organization has accumulated between 100% of available points for the 2025-2025 Letters With Pride cycle and has completed additional requirements of the program such as additional educational programs, higher membership growth standards, implemented new initiatives, etc. This is the highest level a chapter can receive with Letters With Pride. To qualify for the distinction Setting the Standard the organization will need to exceed standards for **three** out of the **nine** sections. Here are additional perks of this distinction:

- A letter will be sent to HQ highlighting your accomplishment.
- Chapter will be recognized at the Hofstra Student Leadership Awards and/or FSL Commencement as the highest performing chapter for Letters With PRIDE.

Raising the Standard

If a chapter receives "Raising the Standard" this means the organization has accumulated between 80 - 100% of available points for the 2025-2025 Letters With Pride cycle. A chapter that is accredited means the organization has met the expectations for Letters With Pride. Here is what this distinction entails:

- A letter will be sent to HQ highlighting your accomplishment.
- Chapter will be recognized at the Hofstra Student Leadership Awards and/or FSL Commencement.

Meeting the Standard

If a chapter received "Meeting the Standard" this means the organization has partially submitted their Letters With Pride material, but has accumulated between 60 - 79.9% of available points for the 2025-2025 Letters With Pride cycle. If a chapter receives Meeting the Standard then the organization is accredited, but will work with their Advisors to reach Raising the Standard. Here is what this distinction entails:

- A letter will be sent to HQ highlighting the need for support.
- An enhancement plan will be required and implemented for the following year to ensure Letters With Pride completion.
- Chapters are not eligible for Chapter of the Year, but are eligible for other Letters With Pride Awards.

Below Standard

If a chapter received "Below Standard" this means the organization has partially submitted their Letters With Pride material, but has accumulated between 0 - 59.9% of available points for the 2025-2025 Letters With Pride cycle. Receiving Below Standard means the organization is not accredited and will be required to be on an Enhancement Plan (EP) the following year. Here is what this distinction entails:

- A letter will be sent to HQ highlighting the need for support.
- An enhancement plan will be required and implemented for the following year to ensure Letters With Pride completion. (First Offense)
- Chapter will be proposed for suspension up to 3 years. (Second Offense)
- Proposed loss of chapter recognition from Hofstra University for a minimum of 5 years. (3rd Offense)

Appeals Process

If a chapter wishes to appeal their score, they may submit a written appeal to the Executive Director for Student Leadership & Engagement **within seven days of receiving their Letters With Pride Score.** In order to appeal, one or more of the following conditions must be met:

- Procedural rights of the chapter have been violated
- The chapter has been improperly scored due to bias or human error

The Executive Director, in consultation with the Council Presidents and one (1) MFSC Chapter President, will review the request for appeal. A decision will be made within two weeks of receipt of the letter. Chapters are granted one opportunity to appeal.

On Campus Resources

Campus Recreation

Career Center

Center for Academic Excellence

Center for University Advising (CUA)

Commuting Student Services and Community Outreach

Dean of Students Office

Intercultural Engagement & Inclusion (IEI)

Interfaith Center

Office of Community Standards

Office of Student Leadership & Engagement (OSLE)

Parent and Family Programs

Public Safety

Residence Life

Student Access Services

Student Advocacy & Prevention Awareness (SAPA)

Student Health and Counseling Center (SHACC)

Student Success Collaborative

Title IX Office for Student Issues

Types of Organizations

International
Organizations who have various chapters at different universities in two or more countries. International organizations are conceptually the same as national organizations in all other aspects

National
Organizations who have various chapters at different universities in a single country. Each chapter is given a chapter designation by their national councils. National organizations have a ritual ceremony used throughout the organization

Local
An organization that is exclusive to Hofstra University and is the only chapter of said organization. Local organizations do not have the oversight of a national or international organization and often use alumni boards as advisors. Any local fraternal organizations at Hofstra have been grandfathered into the community. No new local fraternities or sororities will be permitted.

Social
Organizations whose primary purposes are often stated as the development of character or leadership ability. These organizations do not have a specific professional or occupational focus.

Multicultural
An organization that has a special interest in a cultural or cultural identity, whose primary purposes are often stated as the development of character, leadership, and service. These organizations do not have a specific professional or occupational focus.

Pre-Professional
Organizations whose primary purpose is to promote the interests of a particular profession and whose membership is restricted to students in that particular field of professional education or study.

Unrecognized
An organization that is no longer recognized by Hofstra University for any reason.

Glossary of Terms

Active: a formal initiated member of a fraternity or sorority

Affiliation: The fraternity or sorority to which an individual belongs

Alumnae: a sorority member who has graduated from college (plural: alumnae)

Alumnus: a fraternity member who has graduated from college (plural: alumni)

Badge (pin): the insignia that designates your fraternity or sorority

Bid: a formal invitation to join a fraternity or sorority

Bid Matching: A system for matching the choice of potential new members with the choice of the chapter (CPH)

Big Brother/Big Sister: An active member assigned to be the personal mentor for a new member.

Brother: a term used when referring to other members of a fraternity

Call/Chant: A vocal sound used by members of cultural based fraternities and sororities to acknowledge one another

Chapter: name for the local organization of a national fraternity/sorority

Chapter Advisor: An alumnus/alumnae or faculty/staff member who serves in an advisory role to provide guidance to the organization.

Colony: A newly formed affiliate of a national organization that has not yet received its charter. The members of a colony are referred to as "founders."

Crossed: The actual date of initiation into a cultural fraternity or sorority.

DOS: Dean of Students

DSA: Division of Student Affairs

Dues: Membership and other fees paid to the local chapter of the fraternity or sorority

FIPG: Fraternity Information and Programming Group, a group of large inter/national fraternity that have grouped together to form a uniform risk management policy.

Formal Recruitment: the recruitment process for CPH sororities which takes place during the beginning of the spring semester.

Fraternity: The name that applies to men's Greek letter organizations and is characterized by a ritual, pin, and a strong bond of sisterhood and/or brotherhood.

FSL: Fraternity & Sorority Life

Informational: A meeting held by a chapter for prospective members who are seeking more information about the organization. An informational is typically the first step in the Membership Intake Process for MFSC Organizations.

Initiation: the traditional ritual, which brings the new member into full membership

Intake/Membership Intake : The membership recruitment and induction process culturally based fraternities and sororities

Inter/national Organization: A common way to refer to the larger fraternity or sorority with a chapter on a college campus. For the business center of these organizations Headquarters, Central Office, or Executive Office is appropriate.

Legacy: a prospective member who has a family member in the same fraternity or sorority

Line: individuals going through the Membership Intake Process of a MFSC organization.

Membership Intake: Intake is the process by which many MFSC organizations take in new members. This process begins with an information meeting or formal rush and concludes with initiation. Each organization does membership intake on their own schedule and not necessarily every semester.

National Panhellenic Conference (NPC): The national group of 26 women's sororities in North America and the Umbrella Organization for the Panhellenic Council. Representatives from each national sorority meet regularly to advocate for sororities, make common agreements about how Panhellenic sororities should function, and provide resources to collegiate and alumnae members.

National Pan-Hellenic Council (NPHC): Refers to the national coordinating body for 9 historically African-American fraternities and sororities commonly referred to as the Divine 9. Hofstra has 4 of these national organizations and they are members of the Hofstra Multicultural Fraternity & Sorority Council (MFSC)

Neophyte: A newly initiated member of a cultural fraternity or sorority

New Member: a member who has not been initiated (Some organizations use other terms such as ASSOCIATE, CANDIDATE, OR LINE BROTHER/SISTER) - One who has been accepted as a probationary member of a sorority or fraternity but has not yet been initiated. Collectively, the New Members who join the same semester are called the NEW MEMBER CLASS OR LINE.

New Member Education Process: The time period in which candidates for active membership (or new members) learn about the organization and participate in brotherhood/sisterhood activities.

New Member Pin: a pin that designates a new member of a fraternity or sorority

New Member Presentation: a show where newly initiated members of MFSC organizations introduce themselves to the community and highlight what they have learned about the organization during their intake process.

New Member Recruitment: the continual process of recruiting members for a fraternity or sorority (usually CPH, IFC, and PFC)

NGLA: Northeast Greek Leadership Association. NGLA holds an annual leadership conference for fraternity and sorority members in the Northeast region of the United States.

North-American Interfraternity Conference (NIC): The national trade organization of 75 men's fraternities in North America and the umbrella organization for the Interfraternity Council. Unlike the other umbrella groups this group does not have any governing authority over its members. National representatives meet regularly to advocate for the fraternal experience, and make common agreements about minimum standards for member organizations.

OSLE: Office of Student Leadership & Engagement

Philanthropy: the chapter's specific charitable organization(s) that they donate money to.

Potential New Member (PNM): a term for men or women being recruited by a fraternity or sorority; anyone not affiliated with a fraternity or sorority is a PNM

Prophyte: A member of an MFSC organization who has been in the organization long enough to initiate a new line of members.

Quota: The number of new members that CPH sororities may accept during formal recruitment. This is determined by CPH based on the number of PNMs participating in formal recruitment and is not determined until after the Preference Round.

Recruitment (sometimes called RUSH): the action of finding new people to join an organization

Recruitment Counselor: a disaffiliated member of an organization who assists potential members through the recruitment process (only in CPH sororities).

Ritual: the traditional ceremonies of a chapter, which are usually secret

Signs: a unique display expressed by hand symbols. *Please do:* Enjoy the viewing of various signs. *Please don't:* imitate an organization's sign. It is a sign of disrespect.

Sister: a term used when referring to other members of a sorority

Snap Bidding: An option available to CPH sororities that did not receive quota. This occurs during Formal Recruitment, after bid matching, but before bid day.

Soror: the term used to refer to a sister of the sorority.

Sorority: The name that applies to women's Greek letter organizations and is characterized by a ritual, pin, and a strong bond of sisterhood and/or brotherhood.

Stepping: A performance involving dance, marching and traditional culture of a cultural organization.

Stroll: Organizational members move together in a line expressing pride for their organization. In this line, members may express their pride through use of their organization's call, sign or historical information, ritual/custom dances, etc. All of this is done through movements that are unique to a particular organization. *Please Do*: Enjoy watching, as each organization has a unique way and style of strolling. *Please Don't*: imitate the stroll or cut in between members of the line. That is considered a sign of disrespect.

Stroll/Step Show: A line dance done by members of cultural fraternities or sororities (usually at a party or step show)

Total: The allowable chapter size determined by CPH. Chapters under this number are allowed to participate in informal recruitment.

Yard: A term used by NPHC groups to indicate that campus.