



California State University, East Bay - Student Life & Leadership Programs
Fraternity & Sorority Life - Expansion Checklist



Fraternity/Sorority Name: _____

- Initial Request for Expansion** Date Submitted: _____
- Letter of application and philosophy of the organization in relation to the mission of Cal State East Bay and the mission of Student Life and Leadership Programs which includes the commitment to recruiting a diverse membership** Date Submitted: _____
- Chapter Information**
- Name of organization, date, and place of founding
 - Purpose (national and/or local purpose)
 - Philanthropies
 - Membership policies and requirements including statement of all costs associated with membership in the organization (new and active member fees)
 - Local and/or Inter/national organization's statement of non-discrimination and policy against hazing (If not inter/national, organization's local statement)
 - Chapter and colony's financial obligations to the inter/national organization (If not inter/national, organization's local financial obligations)
- Plan for establishing a new chapter at Cal State East Bay**
- Membership selection
 - Supervision and continuing assistance of new chapters including number of advisors (alumni or otherwise), national visitors, etc.
 - Educational programming for new members
 - Service projects
 - Academic/scholarship requirements for initiation and installation
 - Timelines and time restrictions, if any, for initiation and installations
 - Membership/size requirements for initiation and installation
- Number of alumni and active alumni organizations within 50 miles of the 94542 zip code**
- A list, by campus, of all undergraduate chapters in the inter/national or regional organization**
- Include the location, chapter size, percentage of new members initiated, and founding date of each undergraduate chapter in California Indicate chapters on campuses similar to CSUEB
 - Include any new chapters established in the last five years but that are currently inactive
- An overview of national programs supporting chapter success: (If not national, local organizations must submit a list of action plans for each program)**



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- Educational Programs
- Member/Chapter Development Programs
- Programs for Collegiate/Alumni Interaction
- Membership Recruitment Programs
- Alcohol and Risk-Management Policies
- Internal Structure for Holding Members Accountable
- Insurance Policies
- Grade Point Average Policies and Academic Programs
- Current Membership Fee Schedule
- Support provided by the inter/national organization, if applicable
- National accreditation programs, if applicable
- Officer training opportunities (scope, location, cost)
- Financial assistance programs or scholarship opportunities
- Other programs of note
- One copy of each of the last two issues of the national organization's publication (if applicable)**
- Proof of appropriate liability insurance coverage**
- Additional information and/or clarification about information submitted by the inter/national organization may be requested by the Fraternity / Sorority Life Expansion Committee as part of the expansion application review process.**

Date Submitted: _____