FIVE STAR PROGRAM APPLICATION
Check List

Did you do the Following things?

We encourage all chapters to type as much information as possible. Please place all materials in a 3 ring binder.

SECTION I: SCHOLARSHIP REQUIREMENTS

☐ Attach copy of most recent chapter scholarship report
☐ Complete and attach Scholarship Officer Form
☐ Complete a typed description of your chapter's ongoing scholarship program. Be sure to explain all components of your program. Feel free to attach other supporting documentation that reinforces the purpose of your program.
☐ Complete a Program Documentation Form for your chapter's mandatory scholarship program/activity.
☐ Complete a Program Documentation for your chapter's scholarship program involving your faculty advisor. Remember to include a letter of support from your faculty advisor.

SECTION II: PHILANTHROPY REQUIREMENTS

☐ Complete the Community Service Spreadsheet and submit the information online.
☐ Complete a Program Documentation Form for your chapter's service program co-sponsored with a charitable organization.
☐ Complete a Program Documentation Form for your chapter's service program that benefits the Millikin Community.
☐ Complete Philanthropy/Community Service Officer Form.

SECTION III: CAMPUS INVOLVEMENT REQUIREMENTS

☐ Complete the Campus Involvement Log Form
☐ Complete the Para-Professional Role Log Form
☐ Complete the Council Delegate Form
☐ Complete the Conference Log Form

SECTION IV: EDUCATIONAL AND SOCIAL PROGRAMMING REQUIREMENTS

☐ A copy of your chapter's current New Member Education Program. Make sure to include all components of the program including policies, requirements, calendar, diversity and inclusion, and purpose statement.
☐ A copy of your chapter's current Risk Management Program. Make sure to include all components of your policy including policies, requirements, programs and any contracts.
☐ Complete and attach a Program Documentation Form for your chapter's mandatory Risk Management Program.
☐ Complete and attach a Program Documentation Form for your chapter's program in which faculty have been invited.
☐ Complete Program Documentation Forms for your chapter's four non-alcoholic social events.
☐ Complete a Program Documentation Form for your chapter's program that is co-sponsored by a non-Greek student organization.
☐ Document containing definition or chapter policy defining Diversity & Inclusion.
☐ Document containing chapter and national policy of diversity in recruitment practices.
Did you do the Following things?

SECTION V: PUBLIC RELATIONS REQUIREMENTS

- Complete the Program Documentation Form for your chapter’s informational session or open house.
- Provide letters from advisor for attendance at chapter and/or executive board meetings or letter from inter/national headquarters.
- A copy of alumni/ae newsletter.
- Program description for parent/family event.
- A link to your chapter’s homepage/website.
- Provide letters from inter/national headquarters for awards awarded to chapter.