DELTA SIGMA PI

Chapter Management Program (CMP) Guide

Updated as of
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Chapter Health Philosophy – What It Means

Think of your chapter's health like a weekly one on one. The Fraternity evaluates at how your chapter success in different areas—like recruitment, finances, service, professional events, and reporting—and gives an overall "health evaluation."

- The scale runs from Unhealthy → Exceptional Health.
- The expectation is that all chapters are at least Marginal Health.
- By consistently submitting your forms, hosting events, and keeping records updated, you make sure your chapter stays strong.

The Philosophy of CMP

If you remember nothing else, remember this:

- **CMP is your roadmap.**
- **Your health evaluation is your compass.**
- **Your members are your legacy.**

Healthy chapters do not just check boxes — they build culture, grow leaders, and leave a legacy that lasts beyond graduation.

Pro tip: Even if something is not perfect, always submit it! Submitting something is better than nothing, and it keeps your chapter moving forward.

Why This Matters

Delta Sigma Pi is more than just a club. It is a professionally-run, values-based organization with accountability, tradition, and vision.

When a chapter is in **Strong or Exceptional Health**, it means:

- Students are learning leadership in real time.
- Money is being managed responsibly.
- Events are educational, inclusive, and meaningful.
- Alumni stay involved.
- Risk is managed proactively.
- Members are being developed as ethical business leaders.

And *that is* what sets Delta Sigma Pi apart.

Score Range	Health Level	What It Means
Greater than 3.25	Exceptional Health	Chapter is thriving—going above and beyond, exceeding expectations, and set up for long-term success.
2.76 – 3.25	Strong Health	Chapter is running smoothly, meeting expectations, and aligned with DSP's direction.
2.26 – 2.75	Marginal Health	Chapter is doing okay in some areas but struggling in others. Needs targeted support and better use of resources.
1.75 – 2.25	Poor Health	Chapter is barely functioning, missing important expectations, and may need strong intervention to get back on track.
Less than 1.75	Unhealthy	Chapter is not running well, not aligned with DSP's goals, and needs heavy support from leaders, volunteers, and/or staff.

Officer Responsibilities

While the Chapter President and Vice President-Chapter Operations have the ability and authority to submit items in the Hub for all officers, a healthy chapter has each officer take responsibility for completing the functions and duties of their role individually. Below is a snapshot of what each officer is responsible for within CMP.

President

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval

Senior Vice President (SVP)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
C1	Social Media/Website Verification	Platforms updated within last 6 months (approximately once per term)	Always available	Rolling	Update with current information so not to deter potential members.
C2 C4	Add recruits to the Hub Ensure Recruits have completed verification form/pledge profile Report Pledging Ceremony	All recruits reported before pledging ceremony and report within 2 days	Always available	Within 2 days of Pledging Ceremony	Enter recruits early; report ceremony same day
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval

Vice President-Pledge Education (VPPE)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
C3 C4	Ensure appropriate number of badges in inventory & report initiation	Badges ordered at least 7 days prior + initiation reported within 14 days	Always available; badges 21 days before	Initiation report within 7 days	Order badges 21 days in advance; report immediately
D3	Pledge Education Plan	Plan submitted by due date and approved by Staff	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Submit when schedule is set to reserve ritual trunk early

Vice President-Finance (VPF)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval
E1	Financial Responsibility (dues, invoices)	No invoices 30+ days past due	Always open	Payment deadlines on invoices	Communicate deadlines; share updates every meeting
E2	Chapter Accounting	Annual review completed & uploaded	Always open	At least once per year	Schedule reviews at end of each term
F1 F2 F3	National Event Attendance (Budgeting/CLF Grant Requests)	At least one member attends national events.	CLF Requests Always open	Within 30 days of event	Events, registration costs, and registration deadlines are available at dsp.org/events for planning.

Vice President-Chapter Operations (VPCO)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A1	Officer Roster Verification	Roster updated/verified each term	Fall: August 1 Spring: December 1 Summer: April 1	14 days after term start	Update immediately after elections
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
B1	Roster Verification	Roster updated each term	Always available	Before term start / within 30 days	Email hub@dsp.org if no changes
B2 B3	Hub Roster Maintenance	See individual indicators	Always available	Rolling	Make individual member updates as soon as known. Any expulsions are automatically updated upon Chancellor reporting
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval
B1	Roster Verification	Roster updated each term	Always available	Before term start / within 30 days	Email hub@dsp.org if no changes
F1	LEAD Events & Grand Chapter Congress	At least 1 member per event	Varies by registration	Prior to event	Budget annually; fundraise via CLF
F2	National Event Participation	15%+ members attend per term	Registration varies	Prior to event	Encourage attendance; provide feedback sessions
F3	Chapter Education	20%+ of members have attended 1 national event	Registration varies	Rolling	Encourage all members (not just officers) to attend

Chancellor

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
C5	Ritual Team practiced and prepared for ceremonies	Initiations Ceremonies verified and well performed	Early in term	Fall: January 31 Spring: June 30	Practice regularly. Consider a Ritual Team consisting of non-officers.
D1 D2	Submit local chapter Bylaws and Policy/Procedures	Submitted, reviewed (by a National Bylaw Reviewer), and approved with last twelve (12) months	Always available	October 1 (suggested) June 1 (final)	Reviewed by national volunteers. Submit sooner to have approved sooner. Review templates for standardized items.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval
D4	Ensure all members of Standards Committee completed online training	Chancellor + 3 trained members completed training	Always available	Rolling	Encourage all members to complete Standards training
F4	Reporting of Risk Management Events	Event within 12 months w/ 80%+ members in attendance	Always available	Fall: January 31 Spring: June 30	Schedule early; partner with campus speakers and departments

Vice President-Professional Activities (VPPA)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval
F5	Campus/Org Culture Event	Event within 12 months w/ 80%+ attendance	Always open	Fall: Jan 31; Spring: Jun 30	Schedule during DEI months; not combined with Risk Management
F6	Professional Events	One event per month; 50%+ attendance	Always open	Rolling	Replace chapter meeting with professional event monthly

Vice President-Community Service (VPCS)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval
F7	Service Events	One event per month; 50%+ attendance	Always available	Rolling	Survey member interests; rotate campus + community service

Vice President-Scholarship & Awards (VPSA)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval

Vice President-Alumni Relations (VPAR)

Item	Responsibility	Strong Health Goal	Availability Date	Due Date	Suggested Submission & Recommendations
A3	Officer Training	At least 8 officers completed online officer module at dsp.org/LMS	Always available	Rolling	View and complete the module within 2 days of election.
B4	Alumni Engagement	50% of members that have graduated within last 3 years are engaged.	Always available	Rolling	Maintain communication and invite local alumni to events and gatherings.
D3	Officer Operation Plan (strategic plans)	All officer plans submitted (by individual in office) & approved	Fall: October 15 Spring: April 1	Fall: December 15 Spring: June 1	Complete at Exec meeting; submit early for approval

A. Officer Management and Training

1. Officer Roles – What You Need to Know

Running a chapter is a big job, and no single person can (or should) do it all. That is why we have officer roles. A different person should fill each role, so everyone shares responsibility, and the chapter runs smoothly.

Officer(s) Responsible:
- Chapter President
- VP of Chapter Operations (VPCO)

What is expected?

Every nationally recognized officer position is filled, and members are not taking on too much responsibility.

How to Submit

When elections happen and new officers are installed, the President or VPCO updates the officer roster online in the Hub. Maintaining officer information is ongoing work and the option to update is always available. This is a "snapshot in time" check how things look **right now**.

How Chapter Health Is Determined

Think of this like a health check for your chapter based on how many officer roles are filled:
- **Exceptional Health**: All roles filled, all by different people.
- **Strong Health**: All roles filled, and at most two people are doubling up.
- **Marginal Health**: Up to 3 roles are empty OR being doubled.
- **Poor Health**: Up to 5 roles are empty OR being doubled.
- **Unhealthy**: More than 5 roles are empty OR doubled.

If one person is holding 3 roles, only their first counts as unique. The other two count as duplicates and will impact your health score.

What Low Health Could Mean
- Current leaders are not mentoring more members into leadership.
- Committees are not being used effectively to develop leaders.
- Candidates were not properly educated about what each office requires.
- Recruitment needs a boost to keep officer roles filled by different people.

How to Improve Chapter Health
- Make sure you have at least as many members as you have officer positions.
- Give potential candidates clear info about each role before elections.
- Recruit consistently so you always have enough people to spread out leadership.

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2. Officer Verification – What It Means

Keeping your officer list up to date is important. It is the primary way Central Office staff and volunteers know who your chapter leaders are. Anytime something changes—like a new officer is elected, or an officer updates their phone or email, it needs to be reported right away in the Hub Officer section.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)

What is expected?
The chapter should confirm that officer info is correct every time there is a change, and at least once per term (plus going into summer).

How to Submit
- The VPCO updates officers directly in the Hub.
  -OR-
- Complete the **Officer Report Form** in the Hub.
  - Fall form: Available **Aug 1** – Due within 14 days of fall term start
  - Spring form: Available **Dec 1** – Due within 14 days of spring term start
  - Summer form: Available **Apr 1** – Due within 14 days of spring commencement

Indicator evaluation is determined by the last time submitted. Once 3 months have passed, you slide down a level until you update again.

How Chapter Health Is Determined
Think of this like a freshness check for your officer roster:
- **Exceptional Health**: Updated/verified in the last 3 months
- **Strong Health**: Updated/verified in the last 6 months
- **Marginal Health**: Updated/verified in the last 9 months
- **Poor Health**: Updated/verified in the last 12 months
- **Unhealthy**: Not updated/verified in over 12 months

How to Improve Chapter Health
- Update officer info in the Hub **immediately** after elections.
- Complete the Officer Report Form before the deadline each term.

What Low Health Could Mean
- Members do not know how to update officers in the Hub.
- Members do not know where to find the Officer Report Form.

3. Officer Training – What It Means

When you are elected to a chapter office, you do not have to figure it all out on your own. Delta Sigma Pi has **online training modules** that introduce each officer role. These give you the basics, so you know what to do and how to succeed in your position.

Officer(s) responsible:
- Every officer in the chapter

What is expected?
At least **eight officers** should complete the training module for their specific role.

How to Submit
- Log into [dsp.org/lms](dsp.org/lms)
- Enroll in the training module for your officer role
- Once completed, the chapter gets credit for your training

Training is tracked by officer position. If you did the module before and later get elected to that role, it still counts!

How Chapter Health Is Determined
Here's how training completion affects your chapter's health score:
- **Exceptional Health**: All officers have completed their training module
- **Strong Health**: At least 8 officers have completed their training
- **Marginal Health**: At least 4 officers have completed their training
- **Poor Health**: Only 1 officer has completed their training
- **Unhealthy**: No officers have completed their training

How to Improve Chapter Health
- Encourage people running for office to complete the module **before elections.**
- Invite newer initiates to explore modules so they learn about future officer roles.
- Holding current officers accountable by reminding them training is part of their responsibility.

What Low Health Could Mean
- Officers do not know what is expected of them in their role.
- Members do not know training modules exist—or do not know how to access them.

B. Officer Management and Training

1. Roster Verification – What It Means

Your chapter's roster in the Hub is like the official "attendance sheet" for who is in the chapter. It is super important to keep it updated—whenever someone graduates, studies abroad, or even just changes their phone number or email. An up-to-date roster also makes sure your chapter's invoices (based on how many members you have) are correct.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)

What is expected?
The chapter updates the roster whenever there is a change, but at least once per term.

How Chapter Health Is Determined
- **Exceptional Health**: Updated/verified within the last 3 months
- **Strong Health**: Updated/verified within the last 6 months
- **Marginal Health**: Updated/verified within the last 9 months
- **Poor Health**: Updated/verified within the last 12 months
- **Unhealthy**: Not updated/verified in over 12 months

How to Submit
- Report member changes (graduated, studying abroad, not enrolled, etc.) through the **"Members" section** in the Hub.
- If you do not have updates, email **hub@dsp.org** to report.

Indicator evaluation is determined by the last time you submitted. The longer you wait beyond 3 months, you slide down a level until you update again.

How to Improve Chapter Health
- Update member statuses **before or at the end of a term** (like graduates, internships, or students going abroad).
- Check in with members near the end of the term so you know who might not be active next semester.

What Low Health Could Mean
- Some members may have been reported as graduated by mistake (email hub@dsp.org if that happens to correct).
- The chapter may not know how to submit roster changes in the Hub.

2. Ideal Chapter Size – What It Means

For a chapter to stay strong and last long-term, it needs enough members to represent the business school well. Delta Sigma Pi expects chapters to **recruit new members and run a pledge education program every term**. A healthy chapter usually has **at least 20 members** or *about* **2% of the business school's enrolment,** whichever is bigger.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)

What is expected?
The chapter should be **within 75% of its ideal size**.

How Chapter Health Is Determined
- **Exceptional Health**: Chapter has met or exceeded ideal size
- **Strong Health**: Chapter is at least 75% of ideal size
- **Marginal Health**: Chapter is at least 50% of ideal size
- **Poor Health**: Chapter is at least 25% of ideal size
- **Unhealthy**: Chapter is less than 25% of ideal size

How It's Submitted
- Keep the roster current in the Hub and adjust when members graduate or have a different change in status.
- The system automatically compares your current roster to your ideal chapter size, so you do not have to submit anything extra.

How to Improve Chapter Health
- Review recruitment strategies so you are reaching all possible candidates.
- Meet or exceed annual new member goals.
- Make sure your programs and events give members real value, so they stay engaged.
- Look at new or combined majors that could expand your pool of potential pledges.

What Low Health Could Mean
- The chapter is not connecting with the full potential pool within the business school.
- Recruitment is limited and does not reach all possible audiences.
- Too many members are clustered in only one or two majors.
- The chapter is not visible in business school events and programs.
- The chapter does not host engaging or valuable events for its members.

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3. Member Retention – What It Means

A strong chapter is not just about recruiting new members—it is about **keeping the ones you already have**. When members stay involved, they bring knowledge, experience, and energy to help the chapter grow. While members should be accountable for their actions, sometimes challenges can be solved so they can continue benefiting from everything DSP offers.

Officer(s) Responsible:
- Everyone. All officers and members share responsibility.
  - Officers like VPPA (Professional Activities), VPCS (Community Service), VPSA (Scholarship & Awards), and VPAR (Alumni Relations) have an extra role in making events meaningful, so members stay engaged.

What is expected?
Chapters should retain at least **90% of their dues paying members** each term.

How Chapter Health Is Determined
- **Exceptional Health**: Retain at least 95% of dues paying members
- **Strong Health**: Retain at least 90% of dues paying members
- **Marginal Health**: Retain at least 85% of dues paying members
- **Poor Health**: Retain less than 85% of dues paying members
- **Unhealthy**: Chapter roster has not been updated/verified in over 12 months

This indicator tracks how many dues-paying members are lost through expulsion or voluntary withdrawal across four terms. Graduates, students abroad, or interns do not "count against" retention since they are still considered retained members.

How to Submit
- Keep your chapter roster accurate in the Hub by **day 30 of each term**
- Report Individual Discipline Resolutions on time

How to Improve Chapter Health
- Before a member withdraws or the individual discipline process is enacted, talk with them to see if their concerns can be solved.
- Plan professional, service, and social events that make members feel valued.
- Make sure members know how much DSP benefits them now and in the future.

What Low Health Could Mean
- Members are leaving because they do not feel connected.
- The chapter does not address concerns before members withdraw.
- The roster is not being updated correctly, which hurts retention reporting.

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4. Recent Alumni Engagement – What It Means

Staying connected to DSP after graduation is important. When alumni stay engaged within the first 3 years, it shows they had a good chapter experience, and it helps them (and you!) with networking, professional growth, and supporting the Fraternity in the future.

Officer(s) Responsible:
- Vice President–Alumni Relations (VPAR)

What is expected?
At least **half of your chapter's alumni from the past 3 years** should still be engaged with DSP (based on the Fraternity's definition of "engagement").

How Chapter Health Is Determined
- **Exceptional Health**: At least 60% of recent alumni are engaged
- **Strong Health**: At least 50% are engaged
- **Marginal Health**: At least 40% are engaged
- **Poor Health**: At least 30% are engaged
- **Unhealthy**: Less than 30% are engaged

How to Submit
- Update your roster to reflect when members graduate (mark them as Alumni in the Hub).
- Share info on "lost brothers" if you know their new contact details.

No extra reporting beyond keeping alumni info accurate.

How to Improve Chapter Health
- Encourage alumni to **donate** to the Leadership Fund.
- Invite alumni to **present at professional events**.
- Get alumni to **attend national DSP events**.
- Build the habit of **opening DSP emails/communications** as a student and maintain that as an alum.

Things to Keep in Mind
- Chapters that give members a **valuable collegiate experience** usually see more alumni engagement later.
- Chapters with alumni involved in **educational programming** tend to face fewer risk issues.

C. Recruitment and Pledge Education

1. Social Media/Website Verification – What It Means

Your chapter's social media and website are like its **public face**. They show the campus, alumni, and potential members that your chapter is active and engaged. If the info is old or incorrect, it can discourage people from joining or make the chapter look inactive.

Officer(s) Responsible:
- Senior Vice President (SVP)
- Chapter Webmaster

What is expected?
Your chapter should keep online info updated so anyone who looks up DSP sees accurate details about events and officer contacts.

How Chapter Health Is Determined
- **Exceptional Health**: Updated/verified within the last 3 months
- **Strong Health**: Updated/verified within the last 6 months
- **Marginal Health**: Updated/verified within the last 9 months
- **Poor Health**: Updated/verified within the last 12 months
- **Unhealthy**: Not updated/verified in over 12 months

Indicator evaluation is determined by the last time submitted. Once 3 months have passed, you slide down a level until you update again.

How to Submit
- Officers submit the **Website Update Form** in the Hub (available at all times).
- Once submitted, the form must be approved by your **District Director (DD)**.

How to Improve Chapter Health
- Create a **calendar** to plan regular social media posts and website updates.
- Save and pass along login info during officer transitions so nothing gets lost.

What Low Health Could Mean
- The chapter lost access to its accounts.
- Old officer info or outdated events are still posted, making the chapter look inactive.

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2. Recruitment to Pledging – What It Means

Before someone officially becomes a pledge, your chapter needs to submit some **basic info** (name, preferred email, and phone number) for each recruit in the Hub. Once that is entered, the recruit gets an email with a membership application they must complete (including their major) **before the pledging ceremony**. After the ceremony, the chapter must report who pledged **within 2 days,** for pledges to gain access to pledge education curriculum materials.

Officer(s) Responsible:
- Senior Vice President (SVP)
- Vice President–Pledge Education (VPPE)

What is expected?
- Recruits complete and submit their **profiles** in the Hub before the Pledging Ceremony.
- The **Pledging Ceremony** is reported within 2 days.

How Chapter Health Is Determined
- **Exceptional Health**: All recruits completed their profiles at least 1 day before the ceremony **AND** ceremony is reported within 2 days
- **Strong Health**: All recruits completed profiles before the ceremony **AND** ceremony is reported within 2 days
- **Marginal Health**: Some recruits did not complete profiles before the ceremony **OR** ceremony is reported late
- **Poor Health**: Some recruits did not complete profiles before the ceremony **AND** ceremony is reported late
- **Unhealthy**: No pledging ceremony is reported

If your chapter has multiple ceremonies in one term, your score is based on the **lowest submission**. (Example: if one is on time and one is late, the chapter's indicator will reflect as late.)

How to Submit
- In the Hub → click "members" button → **Report New Recruits** at top of screen (this triggers verification/pledge profile email for Recruit to complete).
- After the Pledging Ceremony → click "members" button → **Report a Pledging Ceremony** at top of screen (mark who pledged).

How to Improve Chapter Health
- Double-check the ceremony date, time, and location are correct.
- Add recruits to the Hub **as soon as you collect their info** (name, phone, and preferred email is enough to start).
  - Do not assume their campus email is their preferred email.
- Remind recruits to finish their profile. Until it is completed, they cannot pledge/participate in the Pledging Ceremony.
- Report the Pledging Ceremony **right after it happens** (like after Big Brother Introductions or immediately following the first pledge meeting).

What Low Health Could Mean
- Pledging ceremony details in the Hub are wrong (email **hub@dsp.org** to fix it).
- A membership application (especially for faculty/honorary initiates) was not submitted before the ceremony.
- The chapter did not communicate clearly with recruits about what they needed to do.

3. Pledging to Initiation – What It Means

When pledges are initiated, they must receive an **official badge** from the National Fraternity. To make that happen, chapters must (1) **order enough badges ahead of time** and (2) **report the initiation ceremony in the Hub**. Until it is reported, those initiates are not officially recognized as DSP members.

Officer(s) Responsible:
- Vice President–Pledge Education (VPPE)
- Vice President–Finance (VPF)

What is expected?
- Badges are ordered so they are ready for the ceremony.
- The initiation ceremony is reported in the Hub within 14 days.

How Chapter Health Is Determined
- **Exceptional Health**: Enough badges are in chapter inventory **7+ days before** the ceremony **AND** ceremony reported within **7 days**
- **Strong Health**: Enough badges are in chapter inventory **1+ day before** the ceremony **AND** ceremony reported within **14 days**
- **Marginal Health**: Not enough badges in chapter inventory at the time of ceremony **OR** ceremony reported late (after 14 days)
- **Poor Health**: Not enough badges on chapter inventory at the ceremony **AND** report submitted late (after 14 days)
- **Unhealthy**: No initiation ceremony reported

How to Submit
- **Order Badges**:
  - Through the Hub by clicking on the "Badge Inventory" on the dashboard.
  - Through the online Deltasig Shop (www.dsp.org)
  - Or call the Central Office at 513-523-1907
- **Report Ceremony**:
  - In the Hub → click "members" button → click "Report an Initiation"
  - Confirm names and update each person's status (initiated, withdrew, removed, or delayed)
  - Submit to finalize

Badge inventory counts are noted on the chapter dashboard in the Hub.
Note: Badges returned to the chapter from expelled or withdrawn members are not part of the chapter inventory and may not be presented to a new initiate. If you have additional badges, contact the Chapter Services Team (hub@dsp.org) to resolve.

How to Improve Chapter Health
- Check badge inventory right after the pledging ceremony to determine how many you will need to order.
- Order badges at least **3 weeks before initiation**.
- Make sure pledge fees are collected early enough to cover the badge order.
- Report initiation ceremonies as soon as they happen.

What Low Health Could Mean
- Returned badges were mistakenly counted as chapter inventory.
- Officers do not know how to order badges or report ceremonies.
- Pledge fees were not collected early, delaying badge orders.

Things to Keep in Mind
- Badges belong to the Fraternity, not individual members.
- Returned badges should always be sent back to the Central Office.

4. Pledge Retention – What It Means

New members keep the chapter strong. DSP expects chapters to **initiate at least 70% of the individuals they pledge**. That means most of the students who start the pledge process should be initiated.

Officer(s) Responsible:
- Senior Vice President (SVP)
- Vice President–Pledge Education (VPPE)

What is expected?
Chapters should retain at least **80%** of their pledges through initiation.

How Chapter Health Is Determined
- **Exceptional Health**: Chapter initiates at least 90% of pledges
- **Strong Health**: Chapter initiates at least 80% of pledges
- **Marginal Health**: Chapter initiates at least 70% of pledges
- **Poor Health**: Chapter initiates less than 70% of pledges
- **Unhealthy**: Chapter initiates **zero pledges**

Pledge retention is calculated by comparing how many people pledged vs. how many were initiated over a **24-month period**.

How to Submit
- **SVP** submits the Pledging Ceremony Report(s).
- **VPPE** submits the Initiation Ceremony Report(s).

How to Improve Chapter Health
- Be **clear and transparent** about the pledge program and initiated member time commitment and expectations during recruitment.
- Stick to the approved pledge education program and common **pledge education curriculum**.
- Involve pledges in chapter meetings and activities so they feel included early.
- Recruit people who are ready and able to meet DSP's expectations.

What Low Health Could Mean
- Recruitment practices may not be setting the right expectations.
- Pledges are not seeing the value of joining DSP.
- The time or financial commitments feel out of sync with campus culture.
- The chapter may not be following the official pledge education program as written.

5. Ritualistic Ceremonies – What It Means

DSP has two main rituals: the **Pledging Ceremony** (to start the pledge education program) and the **Initiation Ceremony** (to officially welcome new members). These ceremonies are more than just tradition—they make a lasting impression and show the true meaning of our fraternity's values.

Officer(s) Responsible:
- Chancellor (and their Ritual Team)

What is expected?
At minimum, the chapter should perform the **Initiation Ceremony** with all required materials and do it well.

Chapter "Health" Levels
- **Exceptional Health**: All Pledging and Initiation Ceremonies (fall & spring) verified and well performed
- **Strong Health**: Both Initiation Ceremonies (fall & spring) verified and well performed
- **Marginal Health**: At least 2 ceremonies (Pledging or Initiation) verified and well performed
- **Poor Health**: At least 1 ceremony verified and well performed
- **Unhealthy**: No ceremonies verified or well performed

How to Submit
- Submit the **Pledging Ceremony Ritual** or **Initiation Ceremony Ritual** form in the Hub.
- Rate how well the ceremony was performed and give a short rationale for rating.
- A District Director (DD) will approve or deny your submission.
  - If denied, they will explain why, and the chapter will need to resubmit.
- **Deadlines:**
  - Fall ceremonies → Due **January 31**
  - Spring ceremonies → Due **June 30**
- You must list a **Verifier** (a National Officer like a Provincial/Regional Vice President, District Director, or Chapter Advisor). The DD will follow up with them if needed.

How to Improve Chapter Health

- Plan **dates, times, and locations** of ceremonies with your verifier in advance.
- Discuss expectations with your verifier for what a "well performed" ceremony means.
- Use the **Initiation Ceremony Rubric** as a guide.
- Consider creating a **Ritual Team**, who are not officers, to focus just on ceremonies.
    - Remember: officers are not locked into ritual roles—any member can serve.

What Low Health Could Mean

- The chapter and verifier did not talk through expectations before the ceremony.
- The chapter did not clearly share dates, times, or locations with the verifier.

D.   Chapter Planning and Governance

1. Chapter Bylaws – What It Means

Your **Chapter Bylaws** are like your chapter's playbook. They explain how your chapter runs—things like elections, officer responsibilities, and how decisions are made. Every chapter is expected to keep bylaws updated and submit them to the Central Office.

Officer(s) Responsible:
- Chancellor

What is expected?
Chapters are updating and submitting local bylaws at least annually. Chapters should resubmit until approved. Don't forget to utilize the template on dsp.org to get started.

Chapter "Health" Levels
- **Exceptional Health**: Submitted and approved within the last six (6) months
- **Strong Health**: Submitted and approved within the last twelve (12) months
- **Marginal Health**: Submitted and approved within the last eighteen (18) months
- **Poor Health**: Submitted and approved within the last twenty-four (24) months
- **Unhealthy**: NOT Submitted and approved within the last twenty-four (24) months

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How to Submit
- Through The Hub click on the "forms" button.
- Under the "Forms that have a due date" tab, click on "Chapter Bylaws."
- Upload the chapter's local bylaws document.
- A reviewer (volunteer or staff) checks the document to ensure there are no conflicts with national bylaws.
    - The reviewer will either approve or deny with feedback
- Resubmitting
    - If a submission is denied, the submitter will receive notification with recommended updates from the reviewer.
    - The document should be updated and resubmitted utilizing the same process.

How to Improve Chapter Health
- Review bylaws annually during an Executive Committee meeting.
- If you do not receive feedback from a reviewer within 4 weeks, email hub@dsp.org to check in.
- Do not worry if the first submission is denied-that is normal! Read the reviewer's comments, make edits, and resubmit.
- Start with the Bylaws Template provided on dsp.org.

What Low Health Could Mean
- The chapter has not yet submitted its local bylaws.
- Reviewer comments were not fully address before resubmission.
- A review has not completed the most recent review.

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2. Chapter Policies and Procedures – What It Means

Your **Chapter Policies and Procedures Manual** is like the "how-to guide" for your chapter. While bylaws are the rules, the policies and procedures explain the **day-to-day details** of how operations are executed (like officer transitions, meeting practices, or event planning steps). Every chapter must have a copy on file with the Central Office and keep it updated.

Officer(s) Responsible:
- Chancellor

What is expected?

Chapters are updating and submitting local policies and procedures at least annually. Chapters should resubmit until approved. Don't forget to utilize the template on dsp.org to get started.

Chapter "Health" Levels
- **Exceptional Health**: Submitted and approved within the last six (6) months
- **Strong Health**: Submitted and approved within the last twelve (12) months
- **Marginal Health**: Submitted and approved within the last eighteen (18) months
- **Poor Health**: Submitted and approved within the last twenty-four (24) months
- **Unhealthy**: NOT Submitted and approved within the last twenty-four (24) months

How to Submit
- Through The Hub click on the "forms" button.
- Under the "Forms that have a due date" tab, click on "Policies and Procedures Manual."
- Upload the chapter's local bylaws document.
- A reviewer (volunteer or staff) checks the document to ensure there are no conflicts with national bylaws.
  - The reviewer will either approve or deny with feedback.
- Resubmitting
  - If a submission is denied, the submitter will receive notification with recommended updates from the reviewer.
  - The document should be updated and resubmitted utilizing the same process.

How to Improve Chapter Health
- Review and update policies and procedures annually during an Executive Committee meeting and share updates with chapter.
- If you do not receive feedback from a reviewer within 4 weeks, email hub@dsp.org to check in.
- Do not worry if the first submission is denied-that is normal! Read the reviewer's comments, make edits, and resubmit.
- Start with the Policies and Procedures Manual Template provided on dsp.org.

What Low Health Could Mean
- The chapter has not yet submitted its local policies and procedures.
- Reviewer comments were not fully address before resubmission.
- A review has not completed the most recent review.

3. Officer Operation Plan & Pledge Education Plan – What It Means

Each officer is expected to submit a plan for their role every term (fall and spring). These plans outline goals and a calendar of events—like recruitment, pledge education, initiation, professional, service, fundraising, and chapter meetings.

The **Pledge Education Plan** (completed by the Vice President–Pledge Education) works like an Officer Operation Plan but focuses only on pledge education. It includes dates, times, and locations of pledge activities and initiation. Submitting this plan also reserves the **regalia trunk** (the official ritual materials) for initiation. Central Office staff review it for policy compliance and to confirm trunk availability.

Officer(s) Responsible:
- All officers submit Officer Operation Plans (except VPPE)
- Vice President–Pledge Education (VPPE) submits the Pledge Education Plan

What is expected?
Each officer submits their own plan on time and gets it approved.

How Chapter Health Is Determined
- **Exceptional Health**: All officers <u>submit their own plan</u> on time, and all are approved
- **Strong Health**: All officers <u>submit their own plan</u>, and all are approved (not necessarily on time)
- **Marginal Health**: One or more plans are submitted, by any officer, and approved
- **Poor Health**: One or more plans submitted, by any officer, but **not yet approved**
- **Unhealthy**: No officer plans submitted

The most recent term's submissions are calculated. Chapters start at "Unhealthy" until at least one form is submitted, then move up as forms are approved.

How to Submit
- **Officer Operation Plan Form (Hub)**
    - Fall: Opens **October 15**, due **December 15,** closes **February 1**
    - Spring: Opens **April 1**, due **June 1**, closes **June 30**
- **Pledge Education Program Form (Hub)**
    - Fall: Opens **October 15**, due **December 15,** closes **February 1**
    - Spring: Opens **April 1**, due **June 1**, closes **June 30**

How to Improve Chapter Health
- Have each officer **submit their own form**—do not let the President or VPCO do them all.
- Schedule an **Exec Committee meeting** just to complete forms together.
- Submit early—sometimes forms need revisions before approval.
- Follow up with your **RVP** to make sure strategic plans are reviewed and approved.

What Low Health Could Mean
- Officers are not submitting their own forms.
- Some forms are submitted but not approved yet.
- RVPs have not reviewed submissions.
- Staff is waiting for more details (like pledge program dates) before approving.

Things to Keep in Mind
- The **Pledge Education Form** is always reviewed by Central Office staff to ensure compliance with the Pledging and Initiations Policy (found in the [National Policies and Procedures Manual](#)) and regalia trunks are available on requested date(s).
- If the regalia trunk is not available on your submitted date, you may be asked to adjust.

4. Member Accountability – What It Means

Being part of DSP means living up to the oath you took and supporting your chapter. To help make sure members hold each other accountable, every chapter must have a **Standards Committee**. The Standards Committee is chaired by the chancellor and must have at least three (3) additional members serving. It is advised, if possible, members that are not officers fille the additional roles.

Officer(s) Responsible:
- Chancellor

What is expected?
Your chapter should have at least **four trained people** (the Chancellor + 3 members) eligible to serve on the Standards Committee.

How Chapter Health Is Determined
- **Exceptional Health**: Chancellor + more than 3 additional members completed introductory training.
- **Strong Health**: Chancellor + at least 3 additional members completed introductory training.
- **Marginal Health**: Chancellor + at least 1 additional member completed introductory training.
- **Poor Health**: Only the Chancellor completed introductory training.
- **Unhealthy**: No one completed introductory training **AND** the Chancellor role is vacant or untrained

How to Submit
- Everyone on the committee must complete the **online Standards Committee Overview training** at [dsp.org/lms](#).
- No forms needed, completion is tracked automatically.
- Officers can check who has completed training in the Hub under **Reports → Standards Committee Training Completed by Chapter**.
- If your chapter is not compliant, automated reminders will be sent with instructions.

How to Improve Chapter Health
- Encourage **all members** to complete the Standards Committee training—it helps everyone understand the Individual Discipline Process (IDP), even if they do not serve.
- Remind members the training is online, quick, and useful for understanding accountability.

What Low Health Could Mean
- Members may not know where to find the training.
- The chapter may not have enough people ready to serve on the Standards Committee.

E. Fiscal Management

1. Financial Responsibility – What It Means

Every chapter must pay the **National Fraternity** on time for things like dues, initiation fees, and other invoices. Staying on top of payment shows responsibility and keeps the chapter in good standing.

Officer(s) Responsible:

- Vice President–Finance (VPF)

What is expected?

The chapter should carry **no debt** to the Fraternity.

How Chapter Health Is Determined

- **Exceptional Health**: No unpaid invoices aged 30+ days in the last 12 months
- **Strong Health**: No unpaid invoices aged 30+ days right now
- **Marginal Health**: Unpaid invoices aged 30+ days
- **Poor Health**: Unpaid invoices aged 60+ days
- **Unhealthy**: Unpaid invoices aged 90+ days

Note: Late fees or interest invoices are not considered in chapter health evaluation.

How to Submit

- Payments can be made through the **Hub and clicking on the Chapter Balance dashboard section** or by contacting the **Central Office Accounting Department (accounting@dsp.org or (513) 523-1907)**.
- No forms are required—your health rating is based on whether invoices are paid on time.

How to Improve Chapter Health

- Clearly communicate **payment deadlines** to members.
- Set local chapter dues at a level that covers both **national invoices** and **chapter activities**.
- Have the VPF give regular updates at chapter meetings about finances and upcoming payments.
- Build a **reserve fund** to cover costs if members are late on payments.

What Low Health Could Mean

- The chapter roster is not updated correctly (causing billing issues).
- Local dues are not set high enough to cover expenses.
- Members are not given clear deadlines or enough transparency on financial expectations.
- The chapter is not budgeting properly to manage payment delays.
- Members may need support, like **payment plans**, to meet obligations.

2. Chapter Accounting – What It Means

Every chapter's finances should be reviewed and evaluated by someone **outside the chapter** (like a faculty member or professional accountant) to make sure money is managed appropriately. This should happen at least **once a year**, but the best practice is **once each term** near the end.

Officer(s) Responsible:
- Vice President–Finance (VPF)

What is expected?

The chapter should have its finances reviewed **at least once per year** by an independent reviewer.

How Chapter Health Is Determined
- **Exceptional Health**: Finances reviewed within the last 6 months
- **Strong Health**: Finances reviewed within the last 12 months
- **Marginal Health**: Finances reviewed within the last 18 months
- **Poor Health**: Finances reviewed within the last 24 months
- **Unhealthy**: Finances not reviewed in over 24 months

This is a "point in time" item, your score slides over time if you go too long without a review. Submitting a new review moves you back up to healthier status.

How to Submit
- The reviewer signs the **Financial Review Form**.
- Upload the signed form using the **Financial Review Hub Form**.
- Your **District Director (DD)** approves the submission.

You must upload the signed document—no attachment you will not be able to submit.

How to Improve Chapter Health
- Keep **organized financial records** so reviews are easy to complete.
- Plan ahead, schedule a faculty member or professional each term to review finances.
- Use the review process as a chance to check your budget and make sure dues, travel, insurance, and other expenses are accounted for.

F. Events and Member Education

1. LEAD Events & Grand Chapter Congress – What It Means

DSP hosts **LEAD events** every fall and spring and **Grand Chapter Congress (GCC)** every two years. These events are chances to learn, network, and take part in the governance of the Fraternity. Your chapter should always have at least **one member** attend to represent the chapter.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)
  - Tracks and reviews registrations
- Vice President-Finance (VFP)
  - Develops a budget that incorporates funds for attendance

What is expected?
At least **one collegiate member in good standing** attends each national event.

How Chapter Health Is Determined
- **Exceptional Health**: At least one collegiate attended GCC (in a congress year) and a LEAD event each term **AND** more than one collegiate attended a national event in the last 24 months
- **Strong Health**: At least one collegiate attended GCC (in a congress year) and a LEAD event each term in the last 24 months
- **Marginal Health**: At least one collegiate attended 3 or more national events (GCC and/or LEAD) in the last 24 months (not necessarily the same collegiate to all 3 events)
- **Poor Health**: At least one collegiate attended at least 1 national event in the last 24 months
- **Unhealthy**: No members attended a national event in the last 24 months

Only collegiate members in good standing count for these reports (pledges attending may be counted later).

How to Submit
- Chapters **register members** for events (LEAD or GCC).
- Members must **attend** the events they are registered for (and seated as delegates during business meetings when required).
- **Central Office tracks attendance** automatically through registration and check-ins.

How to Improve Chapter Health
- Plan your **budget and dues** to cover event costs (registration, travel, lodging).
- Use **Chapter Leadership Funds (CLF)** or fundraise to help offset costs.
- Take advantage of **early bird registration** to save money.
- Coordinate calendars to make sure members can attend even during breaks or busy times.

What Low Health Could Mean
- Chapter dues do not account for national event attendance.
- The chapter did not take advantage of early bird rates or CLF funding.
- Membership numbers are low, making it harder to send members.
- The chapter did not plan their event calendar around DSP key events.

2. National Event Participation – What It Means

DSP wants members (and pledges) to be active beyond just the chapter. Attending **national events** like Grand Chapter Congress, LEAD Schools, LEAD Summits, and LEAD Provincial Conferences helps you learn, network, and grow. Your chapter's health in this area is based on how many members attend these events compared to the chapter's total size.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)
  - Tracks and reviews registrations
- Vice President-Finance (VFP)
  - Develops a budget that incorporates attendance

What is expected?
At least **15% of your chapter** should attend national events each fall and spring.

How Chapter Health Is Determined
- **Exceptional Health**: 25% or more of members attend
- **Strong Health**: 15% or more attend
- **Marginal Health**: 5% or more attend
- **Poor Health**: Less than 5% attend
- **Unhealthy**: No members attend

The percentage is calculated over **four terms**. If members attend multiple events in one term, it can count as more than 100% attendance. The chapter average attendance each term is averaged to determine the percentage.

How to Submit
- You do not have to submit anything.
- **Central Office staff tracks attendance automatically** through registration and check-in.
- Just register for events at www.dsp.org.

How to Improve Chapter Health
- Encourage members to go by explaining the **value of events** (professional development, networking, leadership).
- Cover costs fully for required attendees and partially for others.
- Look for both **local events** (less travel) and **bigger national ones** (more networking).
- Explore funding options:
    - Chapter Leadership Fund (CLF)
    - Student Government or Dean's office support
    - Corporate sponsorships
    - Fundraising

What Low Health Could Mean
- Chapter has not appropriately budgeted to send members.
- Members who went before did not share what they learned, so others do not see the value.
- Chapter needs help budgeting or fundraising to afford event participation.

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3. Chapter Education – What It Means

DSP offers a lot of **educational programs**—like LEAD events, President's Academy, and Grand Chapter Congress. The goal is that **every member** has the chance to attend at least one national program during their time in the chapter. These experiences help members grow, connect, and strengthen their commitment to DSP.

Officer(s) Responsible:
- Vice President–Chapter Operations (VPCO)
    - Tracks and reviews registrations
- Vice President-Finance (VFP)
    - Develops a budget that incorporates attendance

What is expected?
At least **20% of chapter members** should have attended a national educational event at some point as a Deltasig.

How Chapter Health Is Determined
- **Exceptional Health**: 30% or more of members have attended a national event
- **Strong Health**: 20% or more have attended a national event
- **Marginal Health**: 10% or more have attended a national event
- **Poor Health**: Less than 10% have attended a national event
- **Unhealthy**: No members have attended a national event

Each member only counts **once**, no matter how many events they attend. As long as the member remains on the roster they are considered as having attended an event.

How to Submit
- You do not have to submit anything.
- Attendance is automatically tracked when members register for and attend **LEAD events, President's Academy, or Grand Chapter Congress**.

How to Improve Chapter Health
- Encourage **different members** to attend—not just officers.
- Remind everyone that national events have sessions for all members, not just officers.
- Budget for members to attend and use your **Chapter Leadership Fund (CLF)** or fundraising to cover costs.

What Low Health Could Mean
- Members do not know about educational opportunities.
- The chapter has not budgeted enough for members to attend.
- The chapter has not promoted or used its **CLF funds** to make events affordable.

4. Risk Management Education – What It Means

Keeping yourself, your brothers, and guests safe is a top priority. Every chapter must host a **risk management event** at least once per year to educate members about topics like alcohol, hazing, discrimination, harassment, or DSP's official **Risk Management Policy**.

Presentations **must** come from qualified presenters (like a police officer, lawyer, university staff, District Director, or national leader)—not another collegiate member.

Who is responsible?
- Chancellor

What is expected?
The chapter should hold **one risk management event each year** with **at least 80% of members present**.

Chapter "Health" Levels
- **Exceptional Health**: Risk management event within 6 months, 80%+ attendance
- **Healthy**: Event within 12 months, 80%+ attendance
- **Marginal Health**: Event within 12 months, 40%+ attendance
- **Poor Health**: Event within 12 months, less than 40% attendance
- **Unhealthy**: No event with at least 40% attendance in the last 12 months

Attendance is calculated by comparing the number of members at the event to dues-paying members in the chapter on the date of the event. Pledges are not included in attendance because they get risk management training automatically in pledge education.

One event can move your chapter from "Unhealthy" to "Exceptional Health." But as time passes without a new event, your score slides down.

How to Submit

- Fill out the **Risk Management Event Form** in the Hub.
  - Find it under **"Forms that may be submitted as needed."**

How to Improve Chapter Health

- Partner with **campus offices** (wellness center, counseling center, Title IX, campus police, student rights and responsibilities/community standards/conduct) to bring in presenters.
- Schedule early to maximize attendance.
- Consider using a **standing chapter meeting time** to guarantee members can attend.

What Low Health Could Mean

- The chapter did not plan the event far enough in advance.
- The chapter has not emphasized why risk management is important.
- The chapter may face increased risk for **violations or allegations** if members are not educated in various areas of risk.

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5. Campus/Organizational Culture Understanding – What It Means

DSP welcomes people of **all backgrounds and identities**. Every member has a responsibility to celebrate diversity and make the chapter a place where everyone feels valued. To support this, each chapter must hold an understanding event at least once per year.

A qualified speaker (like a school official, HR professional, lawyer, local non-profit, or campus resource) must lead presentations—not another collegiate member. This **cannot be combined** with the Risk Management event.

Who is responsible?

- VP–Professional Activities (VPPA)

What is expected?

The chapter should host **one cultural understanding event each year** with **at least 80% of members present**.

Chapter "Health" Levels

- **Exceptional Health**: event within 6 months, 80%+ attendance
- **Strong Health**: event within 12 months, 80%+ attendance
- **Marginal Health**: event within 12 months, 40%+ attendance
- **Poor Health**: event within 12 months, less than 40% attendance
- **Unhealthy**: No event in the last 12 months

How to Submit

- Fill out the **Cultural Understanding Event Form** in the Hub.
  - Find it under **"Forms that may be submitted as needed."**
- The **District Director (DD)** must approve the event and plan.
  Attendance is compared to the number of dues-paying members at the time of the event.

How to Improve Chapter Health
- Partner with **campus resources** (multicultural center, Title IX office, counseling center, campus police, etc.) or **local non-profits** (cultural museums, associations of cultural professionals, etc.).
- Use campus "heritage month" programming to tie into cultural understanding topics.
- Schedule well in advance so most members can attend.
- Consider using a **standing chapter meeting time** for higher turnout.

What Low Health Could Mean
- The chapter did not plan far enough ahead to secure speakers or attendance.
- The chapter has not emphasized the importance of cultural understanding to its members.

6. Professional Event Engagement – What It Means

Professional events are one of the best ways DSP helps you grow. Each chapter is expected to **plan and host professional activities regularly** like guest speakers, company tours, or skill-building workshops. These events must be organized or co-sponsored by the chapter (just attending a campus event does not count).

Presentations **must** be conducted by a qualified speaker (like a school official or professional in the field) - not another collegiate member.

Who is responsible?
- VP–Professional Activities (VPPA)

What is expected?
The chapter should hold **about one professional event each month** that is valuable to at least half the members.

Chapter "Health" Levels
- **Exceptional Health**: Event in the last month with 70%+ of members attending
- **Strong Health**: Event in the last month with 50%+ attending
- **Marginal Health**: Event within the last 3 months with 70%+ attending
- **Poor Health**: Event within the last 3 months with 50%+ attending
- **Unhealthy**: No event with at least 50% attendance in the last 3 months

The indicator evaluation is based on the most recent event reported. If there is a gap without events—or attendance is low—the indicator evaluation will slide down.

How to Submit
- Fill out the **Professional Event Form** in the Hub.
  - Find it under **"Forms that may be submitted as needed."**

How to Improve Chapter Health
- Plan **one event each month** in advance.
- Consider replacing a regular chapter meeting with a professional event to guarantee attendance.
- Survey members to find out what topics or speakers they are most interested in.

Things to Keep in Mind

These **do not count** as professional events:
- Presentations by current collegiate members
- Presentations only about DSP or its policies (like Risk Management)
- Tours of landmarks, museums, or recreation facilities (unless they include genuine business insights)
- Entertainment movies, films, or videos (unless accompanied with a facilitated discussion with a professional)

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7. Service Event Engagement – What It Means

Community and university service is a huge part of what makes DSP special. Chapters are expected to **regularly host service events** that give back to the school or local community. These events should be planned or co-sponsored by the chapter (not just attending something another group is running).

Who is responsible?
- VP–Community Service (VPCS)

What is expected?

The chapter should hold about **one service event per month** that at least half of the chapter attends.

Chapter "Health" Levels
- **Exceptional Health**: Event in the last month with 70%+ of members attending
- **Strong Health**: Event in the last month with 50%+ attending
- **Marginal Health**: Event within the last 3 months with 70%+ attending
- **Poor Health**: Event within the last 3 months with 50%+ attending
- **Unhealthy**: No service event in the last 3 months

Your health score is based on the most recent event reported. One strong event can increase your indicator evaluation, but if you go too long without a service event—or attendance is low—the indicator evaluation will decrease.

How to Submit
- Fill out the **Community Service Event Form** in the Hub
  - Found under **"Forms that may be submitted as needed"**

How to Improve Chapter Health
- Plan **one service event each month** in advance.
- Survey members to see what service projects they care about—people are more likely to attend if the event matters to them.
- Try variety: some events on campus, some in the local community, and some with other chapters.