Welcome

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Goals for Today

FSL Leaders should be able to...

- Facilitate cross-council knowledge and relationships
- Develop officers' leadership skills and confidence
- Equip officers with an understanding of FSL policies and procedures
- Explore opportunities to improve chapters, councils, and the FSL community

FSL Monthly Liaison Meeting

- Once a month your organization will have a representative come meet with either Sydney or me.
  - Typically, it is your president who meets with us
- These meetings are here for us to stay in the loop with what's going on in your organization and provide any guidance with upcoming event registration.
- In our email signatures there is a link that will take you to our booking pages.
- You can either select:
  - Monthly Liaison Meeting
  - Event Registration
  - Other

Marketing our Community

- As we go into the Spring semester, we need to keep the momentum of having a strong social media presence.

- **Try and post at least 1 time a week!**

- Your chapter can post **ANYTHING!** Such as:
  - Previous philanthropy/community service events
  - Brotherhood/Sisterhood events
  - Mixers
  - Chapter campus involvement

- **Anything individuals in your chapter may gain from their Fraternity and Sorority Life experience!**

- Whenever you chapter posts on Instagram….tag tntech_fsl and we will repost it on our story.

Marketing our Community

- For our Fraternity and Sorority Life to thrive.. we as a community need to work together to communicate what our Greek Life has to offer for students.

- We can **ensure** communication through social media!

- This is why we **need** you to send pictures routinely and communicate anything you want to be posted or highlighted through our FSL Instagram page

Roster Management

- Each chapter's roster will be maintained in Eagle Engage.
  - Chapter officers will not directly update the roster.
  - To add new members, remove members, and update officer positions, a chapter officer must complete the **FSL Membership & Officer Update Form**.
- This form must be submitted within 24 hours of new members joining the organization, and each time an officer position is transitioned.
  - Officers should review their roster at the end of each semester to ensure that it is up to date. The semester grade report will utilize the roster as of the last day of classes.
- Inactive members may be removed from the roster, but only if the member will not be attending any meetings or events or representing the chapter in any way during the applicable semester.

# Roster Management

Membership Intake and Recruitment

- All chapters must complete the FSL Membership Intake and Recruitment Form each semester. The form is **due no later than 10 days** after the first day of class.

- Even chapters that do not plan to conduct intake or add new members during the coming semester must complete the form.

- This form will require the following information:
  - The student officer responsible for intake/recruitment
  - The earliest possible take that the chapter will engage prospective members in interest/recruitment/education activities
  - The anticipated initiation/induction date

Membership Intake and Recruitment

0%

FSL Membership Intake and Recruitment Form

✏ Edit   🔗 Copy Link   ⚙ Manage

This form must be submitted at the beginning of each semester. The form is due 10 days after the first day of classes. Failure to submit this form on time may result in chapter events and activities not being approved.

Chapter *   - Select Group - ⌄

Does your chapter plan to conduct membership intake or recruitment activities this semester? *   ○ Yes
○ No

Membership Intake and Recruitment

- All students must be confirmed as eligible
- Must complete the Hazing Compliance and Academic Release prior to joining a chapter.
- Those students who register for CPH Formal Recruitment, CPH Spring Recruitment, and IFC Rush will complete this requirement when they register for those programs.
- All other students may complete the release via Eagle Engage. See more about the Hazing Compliance and Academic Release procedures below.

Hazing Compliance and Academic Release

- All members must complete the Hazing Compliance and Academic Release form each year.

- The form will be renewed this month

- **All Members** must complete the form by August 31st .

- Failure of members to complete the form may result in chapter events and activities being denied.

Hazing Compliance and Academic Release

Developmental Programs

- All chapters must engage their members in at least two developmental programs each semester.
- Programs may be presentations or workshops hosted during chapter meetings or chapter member attendance during on-campus workshops that are already scheduled.
- Each program should address one of the following topics:
  - Risk management
  - Alcohol and substance use
  - Academic success
  - Sexual assault
  - Diversity and inclusion
- Programs should be led by someone trained in the topic, ideally Tennessee Tech employees. Programs led by headquarters staff may be eligible.

Developmental Programs

- Programs must be approved by FSL in advance via the Developmental Program Request in Eagle Engage.

- Chapters will submit attendance logs each semester through the Fraternal Excellence program.

- At least two-thirds of the active members are expected to participate in order to satisfy this requirement.

- Failure to meet this requirement or falsifying reports regarding these programs may result in sanctions imposed by FSL.

Developmental Programs

Chapter Developmental Program Request

Edit | Copy Link | Manage

All chapters must engage their members in at least two developmental programs each semester. Programs may be presentations or workshops hosted during chapter meetings or chapter member attendance during on-campus workshops that are already scheduled.

Each program should address one of the following topics: risk management, alcohol and substance use, academic success, sexual assault, diversity and inclusion. Programs should be led by someone trained in the topic, ideally Tennessee Tech employees. Programs led by headquarters staff may be eligible.

Programs must be approved by FSL in advance via the Developmental Program Request in Eagle Engage. Chapters will submit attendance logs each semester through the Fraternal Excellence program. At least two-thirds of the active members are expected to participate in order to satisfy this requirement. Failure to meet this requirement or falsifying reports regarding these programs may result in sanctions imposed by FSL.
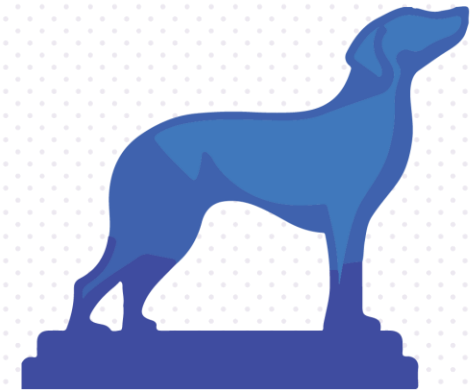
Chapter *   - Select Group -

Which of the following topics will the proposed program address? *
- Risk Management
- Alcohol and Substance Use
- Academic Success
- Sexual Assault
- Diversity and Inclusion
- Other

Comments:

Event Registration Changes

- To reserve a room on campus you no longer use the EMS system
  - This change has already gone into effect
- We now use "Coursedog"
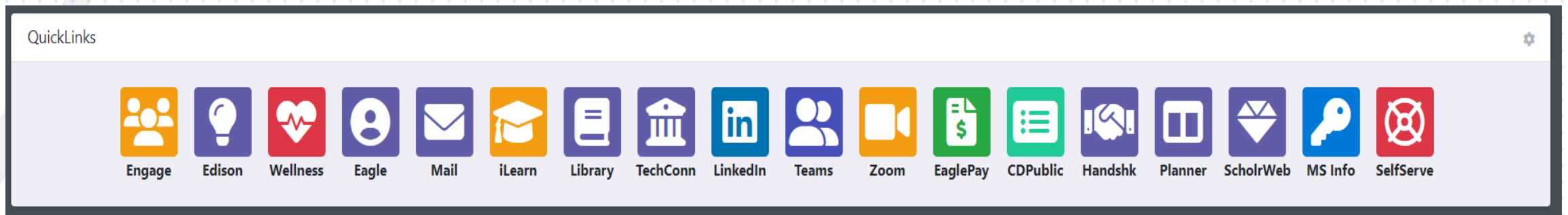- What is Coursedog?

Using the Coursedog System

- Routine meetings that involve only members and advisors are not required to be registered via Eagle Engage.
  - Course Dog requests for routine meetings will be approved without Eagle Engage registration
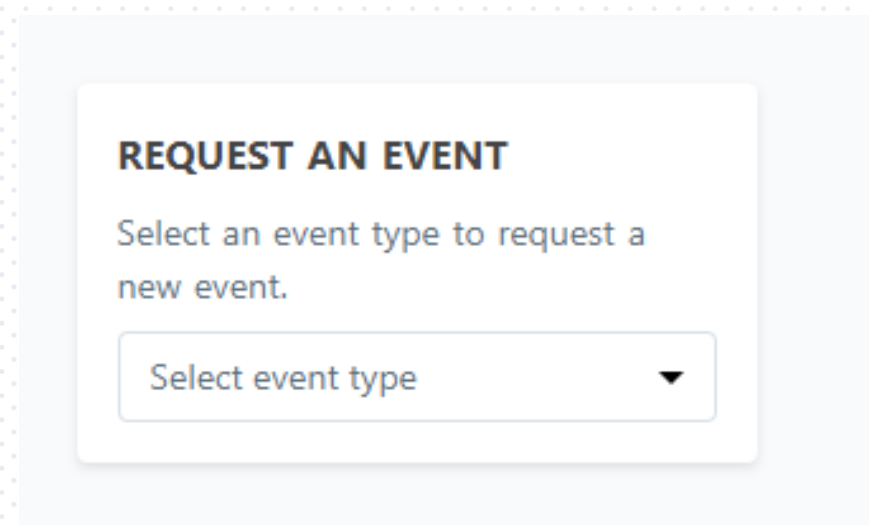- Most other events and activities must also be registered via Eagle Engage

Coursedog

How to access Coursedog

- Once you log into Tech Express you should see a bunch of icons
- You will add the icon button "CDPublic" to your "Quicklinks" bar
- From there you should be able to click on the CD Public icon

Using the Course Dog System

- Once you are in the system, you will see box on the right side of the screen that is labeled " Request an Event"
  - Click the drop-down menu and select " Student Event"
- This will take you to the form needed to complete a room reservation

REQUEST AN EVENT

Select an event type to request a new event.

Select event type ▼

Coursedog Tips:

- Use a specific Event Name.
  - Coursedog updates will only include the event name, so consider including the date in the name of the routine meetings or events with the same name.
- Submit separate requests for reoccurring reservations
  - If one of the requested times/locations in a request is denied, the entire request will be denied.
- Only Chapter officers should submit reservations on behalf of your chapter.
  - Requests by advisors will be denied
- Use your Tennessee Tech email to ensure accurate communication.

Coursedog Tips:

Coursedog <no-reply@coursedog.com>
To: Jeffers, Jacob
Tue 7/25/2023 12:04 PM

External Email Warning
This email originated from outside the university. Please use caution when opening attachments, clicking links, or responding to requests.

Hello,

Your request for event: Panhellenic Bid Day has been created. You will receive another notification once the request has been approved.

Best,

Tennessee Technological University

↩ Reply   → Forward

Event Registration via Eagle Engage

- Complete the "Request a New Event" form on Coursedog
- Your next step should be to head to Eagle Engage
  - Remember meetings that are considered "routine" do not have to be registered via Eagle Engage.
  - Nothing has changed regarding the event registration form on Eagle Engage
- By a show of hands....how many people can say they are comfortable using Eagle Engage and understand the events that must be registered through Eagle Engage?

Event Registration via Eagle Engage

- **On-Campus** events and activities outside of routine meetings must be registered via Eagle Engage. Examples of events that meet the criteria to be registered:
  - Events and activities advertised on campus
  - Recruitment activities, including interest meetings
  - Equipment, such as inflatable equipment, that participants will be on or in
  - High impact sport activities
  - Alcoholic events/activites
  - Non-University attendees/participants (excluding your advisors)
  - Fundraising/cash handling

Event Registration via Eagle Engage (Continued)

- **On- Campus** examples of events that meet the criteria to be registered:
  - Purchase of food for the organization of more than $300
  - The use of SOLO Funds
  - Non-University Speakers
  - Presence of minors who are not current Tennessee Tech students
  - Amplified sound
- **Off- Campus** activities must be registered as well:
  - Organization-sponsored activities where alcohol will be present
  - Activities funded by university funds

Where to start with Event Registration via Eagle Engage

- First step is to go to your chapter's page
  - From here click on the "Manage" button
- You can either use the "create" button in the upper right-hand corner of the dashboard or you can navigate to the events page and select "Create Event".
- From there fill out the form.
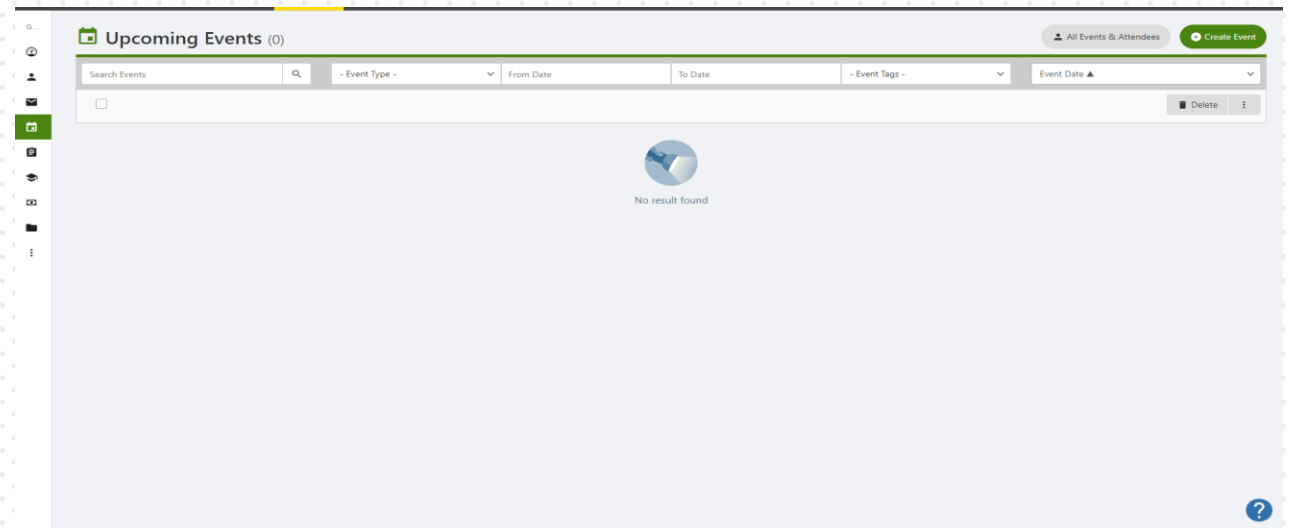
Event Registration Form

Event Registration Tips via Eagle Engage

- If your event is open to all students, consider using your organization's name in the Event Name so that potential attendees can quickly connect the event to your group.

- If you are planning on hosting an event that is open to all students, make the event stand out by uploading an event photo and/or flyer.

Event Registration Tips via Eagle Engage

- Here is some examples of the Event Photos that other student organizations have utilized on Eagle Engage.

Event Registration Tips via Eagle Engage

- You can track your registration request from the "My Activity" Menu on the Eagle Engage homepage by selecting " My Submitted Surveys & Forms".
  - Approvers may send you questions about your event, so check your email regularly while your request is pending.
- Please inform your faculty advisor of the recent submission and ask them to review and respond to the request as soon as possible.
  - If you have any questions about the status of your request, email me at jjeffers@tntech.edu

Event Registration Tips via Eagle Engage

Common Issue with Event Registration

- **What to do when your event stays in the "Draft Format" in Eagle Engage?**
  - First find the officer that created the event in Eagle Engage
  - Tell them to go to their Eagle Engage Home screen
    - On the left side of the screen, there should be a tab that says " My Activity Menu"
    - Click on this tab and scroll down to " My Events"
    - From there it should show the event as in draft format
    - You will click the 3 little dots that says view submission
    - Scroll down and click the purple button that says submit

Memorial Gym Updates

- Memorial gym will only take reservations for events that have some form of athletic activity. For example:
  - Dodgeball
  - Basketball tournament
  - Volleyball tournament
  - Etc.

Post Event Form

- FSL will be implementing a post event form that is to be completed **no later than 5 days after the event is held.** The events that meet the criteria for this form is:
  - Community Service
  - Philanthropy
  - Member Developmental Programs
  - Events with alcohol

Why are we implementing a post event form?

- **Risk Management and Safety:**

- Creating a post-event form allows the university to gather data on the event's success, potential issues, and safety concerns.

- This information helps identify any risks associated with the event and enables the university to take appropriate measures to enhance safety protocols for future events.

- **Event Assessment and Improvement:**

- The post-event form provides an opportunity for organizers to reflect on the event's overall success and impact.

- Feedback collected from attendees and organizers helps assess the event's effectiveness, identify strengths, weaknesses, and areas of improvement.

- Based on this feedback, the university can make informed decisions to enhance future FSL events and ensure they align with the organization's goals and values.

Why are we implementing a post event form?

- **Accountability and Compliance:**
- The post-event form allows organizers to ensure they have followed all necessary procedures and requirements.
- It helps track whether the event complied with relevant rules and regulations, fostering accountability among event organizers and participants.
- **Data Collection for Reporting and Analysis:**
- The post-event form facilitates data collection, which can be valuable for various purposes within our community.
  - Community Service hour totals
  - Amount raised annually for non-profits
  - Feedback trends over time
- Enabling the university to analyze event patterns, make data-driven decisions, and report on the success and impact of Greek life events to relevant stakeholders.

Form Reminders

- Chapter Developmental Programs
  - Each FSL chapter must have two completed by December 1st
  - Your events will not be approved of going into the Spring semester if this criteria is not satisfied
- Post Event forms
  - FSL chapters will needs to complete this form if any of the four events occur:
    - Philanthropic event
    - Community Service
    - Member Developmental Program
    - Event with Alcohol
- FSL Membership Intake and Recruitment Form

Communication about Derryberry

- Construction starts February 10th
- If your chapter was planning on using this location this semester....let us know
- Email me at jjeffers@tntech.edu
- Sydney at sdbass42@tntech.edu
- AND Jeff Hall jahall@tntech.edi

Greek Night Basketball

- **Feb. 13th**
- Homecoming winner's recognition
- Chapter recognition
  - Plug info needs to be submitted by **Feb 6th**
- Greek Night Reception?
- Relay
  - Have each chapter find out their participant
- Hanging chapter flags in the student section
  - Have them brought into the office by **Feb. 6th**
- Athletics will create a digital media flyer

Future Workshop Dates

- Next Semester Dates:
  - January 8th (FSL Leader's Retreat)
  - February 21st
  - March 20th
  - April 17th
- The workshops will continue to be held in the Tech Pride Room at 5:30 pm.
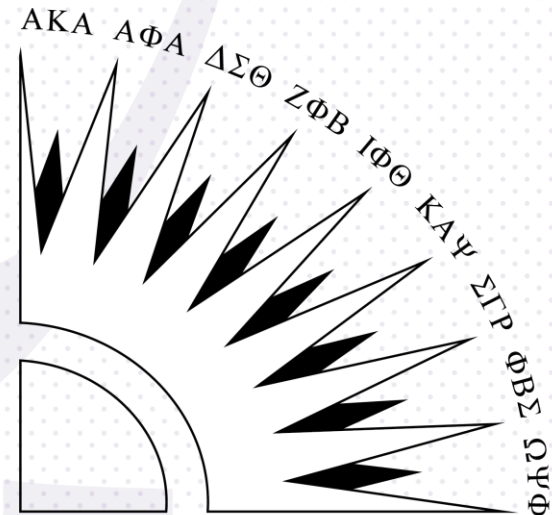- 2 officers from your chapter must be in attendance