

Statement on FarmHouse Chapter Consultations

Consultation visits, staff targeted programming visits and the Regional Advisory Council initiative are important ways in which chapters can be strengthened and young leaders can receive direction. It is hoped that this statement on consultations will serve as a guide to chapters, associations, the International Board, and the International office in the planning, management and conduct of the chapter visit and support program.

PURPOSES:

The purpose of the consultation with chapters and associations are:

1. To provide an annual opportunity for the chapter and association to evaluate their current situation, including administration and management, physical structure, goals and objectives and plans for the future.
2. To share ideas, observations and proposals with chapters and associations on administration, programs, activities and solutions to common problems through a consultant with an outside, but understanding and knowledgeable, point of view.
3. To provide a linkage between the chapter, International Fraternity and the university community by contacting alumni, college and university leaders who can evaluate and support the chapter program.
4. To foster a better understanding of the International Fraternity, through an exchange of ideas among chapters, identification of chapter and association concerns, and sharing of programs and activities of the International Fraternity through a consultant, who is a representative of the International Board.

AREAS OF FOCUS:

1. Membership Recruitment
2. New Member Education
3. Total Member Education
4. Alumni Relations
5. Financial Management
6. Campus Involvement
7. Community Service/Philanthropy
8. Risk Management/Discipline
9. Intellectual Development & Scholastic Achievement
10. Spiritual Growth & Development
11. Social & Moral Development
12. Physical Development
13. Brotherhood & Chapter Unity
14. Chapter Management/Executive Leadership
15. Relationship with International Fraternity
16. Relationship with College/University Administration
17. Public Relations
18. Property Management/Chapter House Utilization
19. Relationship with Advisors/Association/Parents/Housemothers

Consultants will address each of these areas during a visit and give the chapter and association recommendations and suggestions on how to improve in each of these areas. Consultants should refer to their FarmHouse Consultation Report Format handout for additional assistance and suggestions in these areas.

1. Membership Recruitment

- The chapter has a membership recruitment plan that has as its goal at least 25 active members and new members.
- Chapter incorporates a comprehensive approach to recruitment (utilizing NIC and FH International recommendations) and a 365/all chapter recruitment philosophy.
- All recruitment events always dry.

2. New Member Education

- Chapter has set guidelines and responsibilities written down and followed for Big Brother program.
- Use of speakers, videos and other resources in program?
- New member meetings held weekly?
- Entire new member program well-spelled out and written down for new members to realize commitment of time expected, complete with syllabus of program.
- NIC Standard limiting new member education to less than 12-weeks is adopted and implemented by the chapter.
- Chapter utilizes Builder of Men Affirmation Initiative ceremonies to mark the beginning, end and transition of membership from new to chapter member.

3. Total Membership Education/Development

- Chapter conducts two Total Membership Education programs each year (awareness videos, time management, career workshops, etc.)
- Alcohol Awareness program conducted each semester.

4. Alumni Relations

- Chapter conducts at least one organized activity involving FarmHouse alumni each term.
- Is there an Alumni Big Brother program?
- At least two newsletters to alumni per year?

5. Financial Management

- Are financial records detailed, current and accurate and follow accounting procedures?
- Is there a yearly budget and is it reviewed monthly?
- Is there an annual audit? Two signatures on checks?
- Are bills paid on time and is the chapter fiscally responsible?
- Does chapter seek assistance from other chapters on questions about financial management, accounting or bookkeeping programs? Stated procedures for payment of bills, International dues and collection of accounts receivable?

6. Campus Involvement

- Each member encouraged/required to participate in at least one outside club or organization?
- Compete in campus contests as a chapter?

7. Community Service/Philanthropy

- Chapter conducts at least three community service projects per academic year.
- Sends out press releases before events or projects to local papers, TV, radio stations.
- Chapter has developed own philanthropy event?
- Chapter supports the International Fraternity's philanthropy, the Leukemia-Lymphoma Society.

8. Risk Management/Discipline

- Three non-alcoholic socials per semesters.
- Review FarmHouse Alcohol Policy before all socials, parties.
- Annual Risk Management Workshop.
- Does chapter have a Risk Management Chairman?
- Does chapter have its own Standards Board/Disciplinary Committee?
- What role do advisors and association officers play on this committee?

9. Intellectual Development & Scholastic Achievement

- The chapter's scholastic average for each term is equal to or above the all men's average or all fraternity average, whichever is higher.
- The chapter presents awards or recognition for high achievements in scholarship.
- The chapter conducts a mentoring program for brothers with problems academically.

10. Spiritual Growth & Development

- Chapter conducts at least two activities to build men spiritually each academic year.
- List of brothers attended various services/churches posted regularly.
- Chapter members challenge their spiritual growth through programs offered beyond traditional Bible study approaches.

11. Social & Moral Development

- Regularly scheduled dress meals.
- Etiquette seminars and other educational programs.
- Social exchanges with a variety of campus groups – sororities, student organizations, clubs, etc.

12. Physical Development

- Chapter participates in at least 3 intramural sports per year?
- Each individual required to participate in at least one intramural sport?
- Chapter members expand physical development through creative programs and support beyond the participation of intramurals.

13. Brotherhood/Chapter Unity

- What is the fraternal climate between chapter members? Chapter members and pledges?
- What's the climate like between chapter officers and chapter members?
- The chapter and association? Advisors? Chapter and Greek system?
- Does chapter have VP of Brotherhood or Brotherhood Chairman?
- Regular brothers-only events?

14. Chapter Management/Executive Leadership

- The chapter conducts an Officer's Transition Program.
- Chapter devotes at least one chapter meeting per year to educating and training brothers on new member recruitment.
- Written goals for each officer?
- Executive board meetings held weekly?
- Minutes of meetings posted and sent to absent advisors?
- Chapter regularly sets goals, including long-term goals and planning for the future during retreats?

15. Relationship with International Fraternity

- Participates in Regional Leadership Conferences, Presidents' Leadership Conferences and Conclave?
- Regularly submit stories, briefs and photos for Pearls & Rubies.
- Submit annual award entries (Summa Cum Laude after Spring term and newsletter award by March 1).
- Interaction with other FarmHouse chapters and colonies in area?
- Support and, if possible, aid the FarmHouse expansion efforts?
- Pay dues, fees and bills and answer correspondence in a timely manner?
- Submit Term Report and pay dues by due date each term? Initiation reports sent in by no later than one month after initiation?
- Chapter initiates at least one associate member each year?

16. Relationship with College/University Administration

- Chapter conducts at least monthly meeting with Fraternity Affairs Advisor?
- Chapter actively involved in IFC?
- Relationship between chapter and administration? University faculty? College of Agriculture (if applicable)?

17. Public Relations

- Send press releases to local and campus media before events.
- Send releases, newsletters to administration, faculty as well.

18. Property Management/Chapter House Utilization

- Does the chapter and association cooperate to insure the chapter house maintenance?
- Is there a scheduled plan for minor remodeling, repainting and refurnishing?
- Are loans or rent payments on time?
- Is the chapter house full and projected for full utilization in the future?
- Are the chapter and association contributing to a savings plan - setting aside 15 cents per square foot reserve for capital expenditures? Is the chapter and/or association setting aside \$ for future housing (ex. \$50 per person per semester)?
- Does the association and chapter have an operational reserve that is at least 10 percent of its annual budget?
- Is association aware of the Omega Financial services that are available for a fee to help collect bills and assist treasurer in his responsibilities?

19. Relationship with Advisors/Associations/Parents/Housemothers

- Do chapter advisors provide a role model for chapter officers and members and attend meetings regularly?
- Do the advisors, chapter officers and association officers have a clear understanding and written statement of duties and responsibilities and receive orientation and training for their positions?
- Are parents and alumni utilized in recruitment of new members?
- Does chapter have three advisors?
- Are parents invited to events? Special Parents Weekends? Mom's Day? Dad's Day?
- Parents invited to initiation ceremonies?

The focus of work in these areas will differ from chapter to chapter. These program areas are offered as points of departure for each chapter to use in setting goals and priorities. A consultant should encourage individual chapter thinking and innovation in developing chapter programs. The consultant is not judging programming; rather, he is sharing ideas and providing an outside point of view.

FarmHouse Fraternity has a system to award and recognize chapters that excel in chapter programming. The Annual International Awards program has two main goals:

1. To promote the exchange of ideas and programs
2. To encourage and recognize chapter's efforts in attaining the objectives of the Fraternity.

The Awards Program is based around the 12 Chapter Programming Awards and the Chapter Award of Excellence - which now doubles as a minimum standards program - as well as the Summa Cum Laude award, the Outstanding Alumni Newsletter Award, Outstanding Website Award and several Conclave awards. However, only the results of the Chapter Programming Awards and Chapter Award of Excellence are considered in determining the Outstanding FarmHouse chapter.

CONSULTATION REPORT:

The consultant should prepare a 3-4 page written report as an integral part of the consultation process. The report should provide the chapter and association with suggestions and recommendations for improvement in the areas listed above. The report should also spell out the strengths and challenges of the chapter. Consultants are expected to follow a set format, so that chapters and associations can use the report throughout the year to check off those suggestions that have been followed through on.