

Performance Based Expansion - Checklist
FarmHouse Fraternity

FarmHouse Interest Group Objectives	Timeline*	Response	Person in charge
Sufficient number of male students who are not members of other social/general fraternities (to be determined by FarmHouse International Staff)	Immediate		
Number of men interested (25% fraternity avg. or 15, whichever is higher)	Immediate		
Number of men below senior year standing (75% or more)	Ongoing		
Number and names of advisors (1-3); at least one should be a FH alumnus	1st Semester		
Facilities for meetings, meals, group activities, etc. are available to the group	1 month		
Each member understands the goals and objectives of FarmHouse associated with becoming a chartered chapter (to be determined by FarmHouse International Staff)	Immediate		
Each member carries a grade point average of ____ (2.75 recommended) or higher	After 1 st Semester		
Each member provides at least three (3) names for recruitment purposes	1 Semester		
International Dues (50% of chapter dues)	Semester		

FarmHouse Colony Recognition Objectives	Timeline*	Response	Person in charge
<i>It is understood by all members that Colony has 24 months to charter after formal colonization</i>	Immediate		
1.) Number of members (20)	Immediate		
2.) Roster provided with address, phone, email, grade point average updated each term	Immediate		
3.) Number of months in existence	6 maximum		
4.) Spirit of brotherhood exists among members	Ongoing		
5.) Each member shall score an 80% on the FarmHouse International New Member Exam, based on information provided in the Pledge and Membership Handbook of FarmHouse Fraternity.	Within 3 months of joining		
6.) Elect officers and delegate responsibilities for Recruitment, Membership Education, Alumni Relations, Social Activities, Constitution/ByLaws, etc.	1 month		
7.) Regular weekly meetings conducted with minutes emailed to members and advisors	Ongoing		
8.) Three social activities per academic term (brotherhood, date party and mixer)	6 months		
9.) No less than one service project (10 service hours/man)	6 months		
10.) Personal contact with local FH alumni (via phone, e-mail or newsletter) each semester	2 months		

<i>FarmHouse Colony Recognition Objectives</i>	Timeline*	Response	Person in charge
11.) Written plan for recruitment, goal of annually recruiting at least 35% of membership	2 months		
12.) Written local by-laws.	3 months		
13.) One membership education program per semester on topics such as etiquette, resume building, career networking, etc.	6 months		
14.) Maintain weekly contact with campus fraternity advisor	Ongoing		
15.) Maintain weekly contact with International FH Office (email and/or phone)	Ongoing		
16.) One spiritual enrichment activity per term as a group and/or activity in conjunction with each meeting (devotional, scripture reading, prayer, etc.)	6 months		
17.) Recreational activities as a group such as intramural sports and/or camping trips	6 months		
18.) Regular dues structure, budget, and checking account in place requiring two signatures on each check; recommended to authorize more than two members to sign in case of absence; an EIN must be obtained from IRS - bank can help with this	2 months		
19.) Publicize formation of FarmHouse in local college and community papers on monthly basis, as well as quarterly with Pearls & Rubies	2 months		
20.) Post office box for fraternity business	Immediate		
21.) Answering machine/voicemail for fraternity business	Immediate		
22.) University-recognized student organization (varies from campus to campus)	Immediate		
23.) Grade release authorization forms signed and submitted to compare to the All-Men's and All-Fraternity Averages; can be done through the Student Activities office	Immediate		
24.) Each member has an email account and checks regularly	Ongoing		
25.) Colony affiliation fees of (75% of chapter dues) paid each semester on time	Immediate		
26.) Initiation fees of \$90 per member to be paid before colonization ceremony	Immediate		

Performance Based Expansion – Petition for Charter FarmHouse Fraternity

FarmHouse Chartering Objectives	Timeline*	Response	Person in charge
<i>It is understood that the colony will submit this petition to charter 3 months prior to projected chartering ceremony so members have time to plan event accordingly. (Please attach documentation supporting those expectations indicated with an asterisk.)</i>	24 months		
Leadership			
<u>Administration</u>			
1.) *Elect and appoint officers and committees (List officers, committees and job descriptions)	Immediate		
2.) 2.25 minimum GPA for Exec Officers	Immediate		
3.) Send 10 representatives to area RLC	Ongoing		
4.) Send 3 representatives to Leadership Academy	Ongoing		
5.) Send 5 representatives to FarmHouse Conclave	Ongoing		
6.) *Review local By-laws, and make available to all members (Include a copy)	3 months		
7.) *Conduct an overnight retreat for development of stronger bonds, evaluation, and strategic planning; use an outside consultant/alumnus for facilitation (Provide a schedule of activities and goals from retreat)	1 month		
8.) *Maintain a Written History and Scrapbook for group (Include a minimum of 2 page history)	Ongoing		
9.) *Group composite pictures taken (Include names)	6 months		
<u>Financial</u>			
10.) *Implement realistic budget and accounting system (Include budgets from past year) <i>Include line items in the budget such as funds for: international dues, term dance/party, recruitment, international liability insurance, brother functions, socials/mixers, summer mailing, IFC dues, scholarship banquets, favorite faculty dinner, pledge education, campus relations (flowers, cards, etc.) printing & postage, newsletter, PO Box, phone calls, office supplies, building fund savings, composite group pictures</i>	2 months		
11.) *Submit Income/Expense statement & Balance sheet from past year			
12.) *System for collecting delinquent accounts (Include Membership Obligation contract- example in Chapter Planning Guide)	2 months		

FarmHouse Chartering Objectives	Timeline*	Response	Person in charge
13.) Accounts receivable and payable balances of zero at time of application to FarmHouse International	18 months		
14.) *Savings fund of at least \$15/man/semester specifically for future housing (Include last 2 bank statements)	Ongoing		
15.) *General Savings/Emergency Fund of \$60/man, or \$2000, whichever is greater (Include last 2 bank statements)	24 months		
16.) Local dues equal to, or more than, International dues	Ongoing		
17.) *Audit performed on books by an outside source every year (Include letter from source or committee of officers & advisors who conducted the audit)	Ongoing		
18.) Understanding that \$100/semester/member will be paid after chartering	Target date		
Reports (for International Office)			
19.) *Weekly meeting minutes (Include minutes from last 3 meeting)	Ongoing		
20.) Semester membership (term) reports (Submitted to the FarmHouse International within the 1 st month of each semester)	Ongoing		
21.) *Score at least 80% on Chapter Award of Excellence (Include a copy)	March 1 st		
22.) *Submit all 12 FarmHouse Chapter Programming Awards Annually (Include a copy)	March 1st		
Policies			
23.) Members will abide by all federal, state, and local laws	Ongoing		
24.) Members will respect and uphold all FarmHouse International Policy as stated in the Constitution and Bylaws	Ongoing		
25.) Members will abide by the Student Code of Conduct at their respective campus	Ongoing		
Scholarship			
26.) *Group scholastic average \geq All-Men's or All-Fraternity Average (Include copy of university's scholastic report)	Ongoing		
27.) 2.20 minimum GPA to pledge and initiate	Ongoing		
28.) *Written plan to promote high scholastic achievement and intellectual development (Include GPA competitions, study hours/hall, test files, study groups, progress reports, GPA awards, etc.)	2 months		

Chartering Objectives	Timeline*	Response	Person in charge
Fellowship			
<u>Alumni</u>			
29.) *Chapter Advisory Committee in place (3-4 adult supervisors, made up of faculty and area alumni); assign each an area of responsibility on a one-year rotational basis (Scholarship, Finances, Recruitment, and so on) (Include list of advisors and contact information)	1 month		
30.) *FarmHouse Association organized (Copy of Association By-Laws and Officers.)	3 months		
31.) *FarmHouse Association incorporated within the state of colony location (Include letter of incorporation from the state)			
32.) Foundation Council formed for purposes of tax-exempt fundraising for educational programming	3 months		
<u>Membership</u>			
33.) Number of members (30)	Target date		
34.) Common housing for active members; can use university owned property (apartments, residence halls, etc.)	Target date		
35.) Annually recruit 35% of total membership for first 2 years	Target date		
36.) *Organized program of membership recruitment (Include year-round recruitment schedule and plan for recruitment with dates on events, names of prospects, individual plans of action, list of sources, workshop on closing, etc.)	2 months		
<u>Programming</u>			
37.) *A Strategic Plan-indicating goals consistent with the objectives of FarmHouse Fraternity and the activities and procedures accomplish them. (Include a copy)	1 month		
38.) *No less than two organized activities with parents and FH Alumni per academic year (Include schedule of activities)	2 months		
39.) *Written pledge education program that lasts no longer than 12 weeks (Include detailed copy of each weeks activities)	2 months		
40.) *No less than 2 service projects per semester with 75% of members participating (Include summary of projects)	Ongoing		
41.) *Balanced written calendar of colony's activities with alumni, sororities, other fraternities, etc. (List chapter meetings, pledging ceremony, retreat, brotherhood events, elections, formals, Association meetings, service projects, etc.) (Include a copy)	2 months		
42.) *Participation in no less than 2 intramural team sports/semester (Include Summary)	Ongoing		

FarmHouse Chartering Objectives	Timeline*	Response	Person in charge
43.) *Each member is involved in no less than one other co-curricular campus activity/organization (Include list of members activities)	Ongoing		
44.) Participate in no less than one campus-wide event/semester, ie. Homecoming, Greek Week, University Service projects (Include summary of events)	Ongoing		
45.) System of constructive criticism offered and received by all members (ie. Monthly gavel pass at meetings)	2 months		
46.) *Newsletter to alumni, parents, International Office, and other chapters and colonies sent each semester (Include copies)	Ongoing		

Also Include:

47.) List of current members and pledges with signatures for each.

Letters of recommendation:

48.) (1) letter from University administration (University president, Dean of Students, Dean of Agriculture, Fraternity Affairs, IFC Advisors, etc.)

49.) (3) letters from chapter advisors/alumni

50.) At least (2) letters from two other student organizations (IFC, fraternities, sororities, student clubs or organizations)