

Civic Engagement Manual



Texas State University

LBJ Student Center, 4-14.1

San Marcos, TX 78666

(512) 245-5646

www.fsl.dos.txstate.edu

Table of Contents

An Introduction to Civic Engagement.....	3
Philanthropy vs. Community Service	4
Common Misconceptions.....	4
Things to Consider.....	5
Event Ideas:.....	6
Non-Monetary Philanthropy Conversion Chart	6
Leadership Education/Professional Development.....	7
Common Misconceptions.....	7
Things to Consider.....	7
Event Ideas.....	8
Texas State Resources	9
Student Volunteer Connection (SVC)	9
Service: Student Involvement.....	9
Reporting and Submitting Civic Engagement.....	10
FSL Civic Verification Form Submission	10
Chapter Advancement and Awards Program (CAAP).....	15

An Introduction to Civic Engagement

Dear Chapter Leader,

Congratulations on being selected as an officer of your chapter! If you are referencing this manual it is likely that you are the President, VP Community Service/Philanthropy, VP Education/Member Development, or something similar. Every chapter has different titles for the officers that will utilize this manual, but you are all dedicated to the development of our members through Civic Engagement.

You may be asking “What is Civic Engagement?” According to the New York Times civic engagement is defined as “working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community”.

The fraternity and sorority community practices civic engagement by participating in community service, philanthropic donations, and leadership education/professional development. Chapters are required to submit participation information on these three areas for the Chapter Awards and Assessment Program (CAAP) each month. The results are published each year on the Chapter Report Cards on the FSL website.

The Civic Engagement Manual was developed by the Dean of Students Office – Fraternity and Sorority Life staff, adapted from *Ball State University's* workbook, as an additional resource for Texas State University's FSL community. It is our hope that this manual will compliment your inter/national headquarters' requirements and standards as well as introduce your chapter to the resources and support services available at Texas State University. The ultimate goals of this handbook are to:

- Understand what civic engagement is
- Clarify common misconceptions
- Identify resources that are available
- Explain paperwork and other requirements

You are expected to be familiar with the information contained in this manual. It is beneficial for the incoming officers to read, as they will have the opportunity to reflect on the foundation of their programs as well as create or modify a program that is reflective of the chapter's values for the upcoming year.

This document is meant to help you and future students in your officer role. If there is a process or resource not listed that would be beneficial please email DOS-FSL@txstate.edu and let us know so we can include it in the yearly update.

Again, we congratulate you on being selected in such an important role and look forward to working with you to develop your members and the community!

Sincerely,
The Dean of Students Office – Fraternity and Sorority Life

Philanthropy vs. Community Service

Since fraternities and sororities engage in multiple forms of philanthropy and community service, they can often get the two confused. In this section we will define and differentiate the two, clarify some common misconceptions about the two, give you some things to consider in your role, and present some general ideas of appropriate events.

Philanthropy: Fraternities and sororities use the term “philanthropy” to describe events or programs where they are raising awareness, money, and/or goods to be donated to an organization that benefits others with no financial or material award to the chapter.

Community Service: Community service is the act of volunteering to benefit a community or its institutions with the knowledge that you will not be paid for your assistance. It is always a hands-on activity where you have some sort of interaction with the people you are helping.

Common Misconceptions

All philanthropy events must be large events that include elaborate competitions and points system.

Large scale philanthropy events based in competition can be a great way to engage a large audience, but if your chapter does not have the membership to support it or the event is planned poorly, you set yourself up for many challenges and possibly lose out on engagement from the community. It is also easy for environments to become unsafe in the heat of competition. Be sure that you have the support, planning, and personnel if you plan to host a large event.

The money raised from participation fees or donated during the actual event can first cover the cost of the event, then the remainder will be a philanthropy donation.

Any funds used to put on an event should come from your chapters yearly operating budget. Individuals participating in the event expect the money to be donated to the cause advertised. Using that money to pay for things such as t-shirts or supplies for the chapter holding the event is unethical and does not adhere to the values of the Greek community. Also, many national organizations have explicit rules against the use of donated money to cover event costs. Please be sure that you are aware of and follow the rules of your organization, and that you are adhering to your values when holding an event that people believe is helping a cause.

**Receiving donations or sponsorships from business to pay for event costs is acceptable as long as the business has been notified from the beginning of what their donation will be covering.*

We should plan community services events that also count as brotherhood/sisterhood events to avoid over-programming our members.

Community service projects can indeed be a meaningful bonding experience, but you should not expect to have most or all of your chapter members at each community service activity. Agencies can often handle the assistance of a smaller group of volunteers more effectively than a large group. Community service should be done for the sake of impacting a community, not as an excuse to spend time with brothers and sisters.

My chapter needs to have a “signature” philanthropy event that we do each year.

While there can be value in repetition, it can also result in the failure of an event. If an event is no longer relevant, appropriate, or one that is in line with your organizations values and standards it is time to re-think that event. If your chapter runs into issues every year with getting a specific location, think about a new location or new theme so that you can focus energy on other plans.

Each officer will have a different view on the event and new ideas to incorporate. It is your job to make the event successful and if that means changing things, go ahead and change them! Use your officer board, chapter members, and advisory board to bounce ideas off of and collaborate with.

Donations of less than \$1,000 are not “true” philanthropy dollars.

Any donation to a non-profit or an organization that benefits the lives of and supports those in need is a philanthropic act. Donating clothes, food, home goods, and other items also count as philanthropy. See the “Non-Monetary Philanthropy Conversion Chart” for details on how to determine amounts.

Having members pay \$5 per study/academic hour is a good way to make extra money for our philanthropy.

Academics and scholarship are still a value of your organization and this community. Study hours must be completed and should not be able to be “bought”. Members who have extra study hours need extra support and should be focusing on school. This also creates an unfair advantage for members who have more financial support. An alternative to this idea would be allowing chapters to pay \$5 and they can wear jeans to a formal chapter meeting.

Things to Consider

There is a lot more than logistics to think about when planning a philanthropy or community service event. Take some time with your officer team to review and reflect on these questions.

Philanthropy:

- Look at your chapter report card – is it an accurate representation of your chapter/members?
 - Would an outside party be able to identify your chapters values by the data provided?
- What requirements have been put into place by your national organization?
 - Do you understand the purpose for those requirements?
 - Do your general members know those requirements?
- What are the benefits of small vs. large philanthropy events?
 - What makes most sense for your chapter?
- What message are you sending to others when we hold philanthropy events but do not allow non-affiliated members to participate?
- Do your members know about the cause you are raising money for?
 - If so, are they able to educate others about it?
 - If not, how are you working to ensure they know and are able to educate others?
- Thinking about your last philanthropy event...
 - Did you get to see the impact of philanthropy dollars raised?
 - Did you get to find out how the money you raised is being put to use?

Community Service:

- Look at your chapter report card – is it an accurate representation of your chapter/members?
 - Does it show service completed through only chapter events or are individual service hours in there also?
- How much service do fraternity and sorority members actually complete?
- Do you know the difference between community service and philanthropy?
 - Do your members?
- With community service, what requirements have been put into place by your national organization?
 - Are you meeting those requirements?
 - What connections to your values do you see through those requirements?
- Thinking about your last community service event...
 - Did you get to see the impact of the service your participated in?
 - What did you/your members learn from the service experience?

Event Ideas:

Philanthropy:

- Host an event, tournament, walk, food sale, etc. and charge admission or a fee and donate the money
- Have a penny war/penny drive and donate the money
- Pay \$5 and wear jeans to chapter then donate the money
- Adopt a classroom and purchase their school supplies
- Hold a clothing drive for gently used or new clothing and donate to Goodwill or similar charity
- Hold a food drive and donate to the Hays County Food Bank or similar charity
- Adopt a needy family during the holiday season (cost of items)
- Purchase and send care package items to Armed Forces (cost of items)
- Use the “Non-Monetary Philanthropy Conversion Chart” below to help you figure and report donation amounts

Community Service:

- Visit a nursing home and spend time with the residents or help with an activity
- Help with setup/organization of charitable walks/5Ks
 - Participating in the event does not count as community service,
 - Helping to setup/run the event does
 - (See below for further clarification)
- Volunteer at a soup kitchen/food pantry
- Volunteer at an animal shelter
- Tutor children/read to children at a library or school (unpaid)
- Participate in the Adopt-a-highway/Keep San Marcos Beautiful program

Non-Monetary Philanthropy Conversion Chart

<i>Description of Items</i>	<i>Donation Amount</i>
<i>Clothing/Shoes</i>	
• One Bag (approx. 15-21 articles)	\$20.00
• One Box (approx. 10-14 articles)	\$10.00
• One Item (based on description)	\$1.00 -5.00
<i>Food</i>	
• All Food Items (canned goods, pasta, soda, dog food, etc.)	\$.50
<i>Toiletries</i>	
• All Toiletry Items (toothbrush, toothpaste, razor, shampoo, etc.)	\$1.00
<i>School Supplies</i>	
• Package of Writing Utensils (pens, pencils, crayons, markers, etc.)	\$1.00
• Notebooks	\$.50
• Misc. School Items (based on description)	\$1.00 - \$5.00
<i>Baby Supplies</i>	
• Diaper bag or Backpack	\$10.00
• Baby wipes and diapers	\$5.00-7.00
• Baby clothes (based on description)	\$2.00-5.00
• Toys and Books (based on description)	\$2.00-10.00
<i>Misc. Items</i>	
• The value of seasonal or other misc. items (such as pumpkins) is up to the discretion of our office.	

Leadership Education/Professional Development

Many fraternities and sororities were founded because the university was not teaching the subjects and skills that students felt they needed to know to be successful after graduation. These days the university and other organizations provide programs that are teaching those skills, including the programs put on by our office and by the councils.

Leadership Education and Professional Development: These programs are meant to help you and your members become more well-rounded and engaged global citizens. These can be done through large scale regional or national professional conferences or local on-time events. These programs can cover topics like time management, conflict resolution, interview readiness, resume workshops, etc.

Common Misconceptions

Leadership education hours only count for things not associated with my position.

Attending a leadership conference put on by your headquarters or the FSL office still count as leadership education. For conferences attendees can site 8 hours for full days and 4 hours for half days when submitting Civic Engagement Verification Forms. Events put on by the FSL office or councils do not need to be submitted, just be sure to sign in when you get there!

Leadership education or professional development must be planned out and an “official event”.

While we love some solid event planning you don't need to organize an entire conference to help your members develop! Hosting a speaker at a chapter meeting to teach about how to use your time in a fraternity/sorority to get a job counts; the presentations that consultants give when they visit your campus definitely help your members develop.

We can only submit what is completed as a chapter.

Some chapters have over 50 people, which can be hard to plan development trainings for, especially because everybody has different interests and skill levels. If your members are attending events on campus or in the community on their own, have them submit them! It will encourage members to make time for their development, which will help them to be more successful citizens after graduation.

Events on topics like finances, career readiness, etc. do not count and leadership education/professional development.

These topics are great things to encourage your members to attend, they will definitely benefit from the subject matter. Any program that helps your members to learn something new that will help them be more engaged and successful global citizens after graduation is worth attending/reporting. If you have questions about if a topic counts email DOS-FSL@txstate.edu.

Things to Consider

Leadership education and professional development can be difficult concepts to understand and plan for. Use some of the questions below to get started:

- Look at your chapter report card – is it an accurate representation of your chapter/members actions and developmental experience?
- Does your national organization have requirements around educational/developmental programming?
- Do your members know that fraternities and sororities were originally founded to provide the education and development to their members that they felt universities at the time were not providing?
- Does your chapter talk about growth and development regularly?

- Do members attend events on campus and in the community that offer them a chance to think about new ideas and learn new skills?
- How often do you engage alumni to help members develop?

Event Ideas

- Apply for the Leadership Institutes programs like Pathfinder (freshmen and sophomores) or Capstone (juniors and seniors)
- Request a workshop from the Leadership Institute, PALM office, Career Services, etc.
- Attend programs hosted by University departments like career fairs, speakers, conferences/symposiums, leadership workshops, etc.
- See if your organization offers additional leadership training programs that members can apply for
- Organize an alumnae panel/networking event for juniors and seniors
- If you have a consultant visiting, ask them to do an additional presentation about leadership and professional development
- Ask a professional in the field you are interested in going into if you can shadow them for a few days and do an informational interview

Texas State Resources

Texas State has a variety of resources that can help you and your members meet your community service requirements. If you know of additional resources please email them to DOS-FSL@txstate.edu so we can add them to this manual.

Student Volunteer Connection (SVC)

Student Volunteer Connection is a chartered student organization geared toward connecting students with volunteer opportunities throughout the San Marcos area. SVC is a great resource for Bobcats to get involved and make a positive impact without our community. SVC offers multiple volunteer opportunities each month that focus on a chosen social issue. They work with a variety of community partners including School Fuel, Hays-Caldwell Women's Center, and Southside Community Center.

Goals of SVC

- To act as a volunteer programming board that plans and staffs volunteer events that benefit Texas State and the San Marcos community
- To provide students and student organizations with volunteer opportunities
- To connect service opportunities on campus so that we may collaborate
- To make a positive difference in the Hays County area

Contact Information

Office: LBJ Student Center, 4-11.9 (Graduate Assistant Suite)

Email: SVCOffice@txstate.edu

Phone: 512-245-3219 (ask for SVC)

Service: Student Involvement

The Service area of Student Involvement allows students and organizations the opportunity to get involved with both Hays County and/or Texas State's campus. Through interest in serving the community and learning more about the needs within Hays County, you'll see different ways you can collaborate with community partners or throughout campus.

Contact Information

Amanda Martindale

Office: LBJ Student Center 4-7.5

Email: adm171@txstate.edu

Phone: 512-245-3219

Reporting and Submitting Civic Engagement

Turning in the FSL Civic Engagement Verification form is important for recognition through the DOS Excellence Awards, which are based on data collected from April 1 – March 31. It also allows the councils and our office to communicate the positive impact that fraternity and sorority students are having in the community. This information is sent to partners and stakeholders like the University President, Vice President of Student Affairs, national headquarters staff, potential new members, parents and families, and posted on our website.

Forms are due on the 8th of every month on the TRACS website. Details and specifications are included below.

FSL Civic Verification Form Submission

- Forms are **due the 8th of each month** and must include all of the hours completed by members for the previous month. Forms must be submitted in folder on TRACS.
 - If the event types fall under multiple positions, it is recommended that those individual officers be responsible for the completion of forms and one officer be responsible for the final submission of all the forms.
 - If you do not have access to the TRACS site your president needs to email DOS-FSL@txstate.edu and request it for you.

• <u>2019-2020 Due Dates</u>	• <u>Dates of Activities</u>
• Sunday, Sept. 8 th	• April 1 – Aug 31, 2019 (Summer)
• Tuesday, Oct. 8 th	• September 2019
• Friday, Nov. 8 th	• October 2019
• Sunday, Dec. 8 th	• November 2019
• Saturday, Feb 8 th	• December 1-, 2019 – January 31, 2020 (Winter)
• Sunday, March 8 th	• February 2020
• Wednesday, April 8 th	• March 2020
• Friday, May 8 th	• April 2020

- The FSL office has designed two civic engagement verification forms. One for members who complete civic engagement activities on their own and another for events that the chapter coordinates or multiple members participate in.
 - If your national headquarters has a form that you are required to use when submitting data, you may bring it into the FSL office for approval.
 - Once approved you may use that form when submitting data to our office.
- Forms are found on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “Resources → Civic Engagement Forms”.
 - **Forms must be opened and completed with Adobe Acrobat. Do not fill them out in preview or in the web browser – it will not save the information.**
 - **All TXST students have free access to Adobe Acrobat with their NetID. If you do not have this set up follow [these directions](#) from the ITAC website.**
- All forms must be completely filled out and submitted together following the directions below.

- Forms for chapter events must have verified and signed by both the chapter president and the chapter advisor – forms for individual members do not.

Filling Out Civic Engagement Verification Forms

Examples of the forms can be found on the next page.

1. Confirm you are using Adobe Acrobat
2. Select Chapter and Type of Civic Engagement from drop down menus
3. Provide a detailed description of the event and what members did
 - a. “Members made dog toys out of old t-shirts for dogs in animal shelters and delivered them to San Marcos Animal Shelter.” “Members read and acted out children’s books during the Story Hour at the San Marcos Library.”
 - b. “Chapter held a clothing drive and was able to donate 4 bags and 3 boxes of clothes to Hayes County Women’s Shelter.” “Through sponsorships, entry fees, and donations, we raised money for Cancer Research Institute.”
 - c. “Members attended regional leadership conference where they learned about what it means to be a professional leader in today’s world and how to manage being a chapter officer and successful student.” “Members attended the Leadership Institute’s Annual Conference and learned about how to be a better peer leader.” “Employees of Career Services came and taught members how to avoid some of the most common mistakes on resumes and cover letters.”
 - d. “We did service” “We made a donation” “We learned about leadership” are not acceptable descriptions and any hours/donation amounts on that form will not be counted.
4. Provide the location, date, and start/finish times of the event.
5. Give contact information of person or agency that event/donation was organized through
6. **CHAPTER EVENT FORM ONLY**
 - a. Provide total number of participants in service/leadership activity, total hours for event (2 hour event X 10 people = 20 hours), or total amount donated
 - b. Send to Chapter President and Advisor for verification signatures
7. Save the forms as “Chapter Name- (Member Name) – Month – Year”
 - a. Alpha Beta April 2019
 - b. Alpha Beta Jane Doe April 2019

Submitting All Forms

1. Ensure that all forms are completely filled out and signed if they need to be.
2. Confirm forms are saved as “Chapter Name- (Member Name) – Month – Year”
 - a. Alpha Beta April 2019
 - b. Alpha Beta Jane Doe April 2019
3. Create a zip file that includes all forms for that month
 - a. How to Create a zip file:
 - b. Select all the forms for that month
 - c. Right click and select “**Send to**”
 - d. Click “**Compressed** (zipped) folder”
 - e. Name file with chapter name, month, year (Alpha Beta April 2019)
4. Submit the zip file in the appropriate assignment on the FSL TRACS page
5. **If you are encountering problems, please email DOS-FSL@txstate.edu or call 512-245-5646 immediately so we can help. Forms submitted after the due date will not be accepted unless otherwise arranged.**

These forms are available on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “[Resources → Civic Engagement Forms](#)”.



**Fraternity and Sorority Life
Civic Engagement Verification - Individual Member**

This form is for members who have completed multiple events on their own in a month.
If they participated in chapter events please include their information on the "Civic Engagement Verification - Chapter Event".

Member Name: _____ NetID: _____

Fraternity or Sorority	Type of Civic Engagement
Select	Select

Date: _____ Total Hours: _____	Description of Event/Activity
<p style="text-align: center;"><u>Service/Agency Contact</u></p> <p>Name: _____</p> <p>Agency: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	

Date: _____ Total Hours: _____	Description of Event/Activity
<p style="text-align: center;"><u>Service/Agency Contact</u></p> <p>Name: _____</p> <p>Agency: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	

Date: _____ Total Hours: _____	Description of Event/Activity
<p style="text-align: center;"><u>Service/Agency Contact</u></p> <p>Name: _____</p> <p>Agency: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	

This form is due the 8th of every month.
If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



**Fraternity and Sorority Life
Civic Engagement Verification - Chapter Event**

This form is for Civic Engagement events hosted by a chapter or philanthropic donations made by a chapter. If members completed Civic Engagement Hours independently please have them fill out the "Civic Engagement Verification - Individual Member".

Fraternity or Sorority | **Type of Civic Engagement**
| Select | Select

Description of Event or Activity

Event Information
Location: _____
Date: _____
Start: _____ Finish: _____

Primary Contact for Service Agency
Agency: _____
Name: _____
E-mail: _____
Phone #: _____

Community Service/Education Leadership
Total Participants: _____
Total Hours: _____

Philanthropy
Total Donated: _____

Verification Signatures

To be completed by a Chapter Advisor and Chapter President
I hereby certify that this information is complete and accurate:

_____	_____	_____
Advisor Signature	Advisor Printed Name	Date
_____	_____	_____
President Signature	President Printed Name	Date

This form is due the 8th of every month.
If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



Chapter Participants information

	First	Last	Net ID	Hours
Examples	Jane	Doe	j_d411	2
	Entry Fees	Chapter Philanthropy		\$200
	Name of Business	Philanthropy Sponsorship		\$150
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

This form is due the 8th of every month.
 If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.

(This form has 2 additional pages so chapters can submit up to 100 names.)

Chapter Advancement and Awards Program (CAAP)

The Chapter Awards and Assessment Program is what is used to determine which chapter receives awards through the Dean of Students Excellence Awards program every Spring. Chapters are reviewed in 5 areas; Academic Excellence, Excellence in Membership Recruitment & Retention, Excellence in Serving the Community, Excellence in Philanthropic Endeavor, and Community Involvement Excellence.

Chapters with less than 100 members must receive a minimum score of 480 points.

Chapters with more than 100 members must receive a minimum score of 530 points.

In this section we have outline the scoring methods for Excellence and Serving the Community and Excellence in Philanthropic Endeavor. For full explanation of the CAAP standards please email DOS-FSL@txstate.edu.

Excellence in Serving the Community (200 Points) based upon the average of spring and fall semesters for the number of hours served by the percentage of chapter members. Comprehensive list of hours served must be supplied monthly through the Fraternity & Sorority Life TRACS site. 150 Total Points to gain recognition for excellence.

<ul style="list-style-type: none"> • Serving the Community (200) <ul style="list-style-type: none"> ○ 25 hours per member annually ○ 20 hours per member annually ○ 15 hours per member annually ○ 10 hours per member annually ○ 5 hours per member annually 	<p>Possible Points April 1, 2019 – April 1, 2020</p> <p>200 points</p> <p>175 points</p> <p>150 points</p> <p>125 points (benchmark level)</p> <p>100 points</p> <p>Percentage formula: <i>Spring/Fall (annual) Total Service Hours divided by Chapter Total Membership = Average Hours Per Member</i></p>
--	---

Excellence in Philanthropic Endeavor (200 Points) based upon the average of spring and fall semesters for the donation level provided by the chapter. Donation receipts/deposits to charitable organizations is required through the Fraternity & Sorority Life TRACS site monthly. 150 Total Points to gain recognition for excellence.

<ul style="list-style-type: none"> • Philanthropic Donations (200) <ul style="list-style-type: none"> ○ Annual Chapter Donation \$6,000 or greater for chapters 100 members or greater ○ Annual Chapter Donation \$3,000 or greater for chapters 99 members or less ○ Annual Chapter Donation \$5,000 - \$5,999 for chapters 100 members or greater ○ Annual Chapter Donation \$2,000 - \$2,999 for chapters 99 members or less ○ Annual Chapter Donation \$4,000 - \$4,999 for chapters 100 members or greater ○ Annual Chapter Donation \$1,000 - \$1,999 for chapters 99 members or less ○ Annual Chapter Donation \$3,000 - \$3,999 for chapters 100 members or greater ○ Annual Chapter Donation \$500 - \$999 for chapters 99 members or less ○ <i>Annual Chapter Donation \$2,000 - \$2,999 for chapters 100 members or greater</i> ○ <i>Annual Chapter Donation \$250-\$499 for chapters 99 members or less</i> ○ Annual Chapter Donation \$1,999 or less for chapters 100 members or greater ○ Annual Chapter Donation \$249 or less for chapters 99 members or less 	<p>Possible Points April 1, 2019 – April 1, 2020</p> <p>200 points</p> <div style="border: 1px solid black; width: 40px; height: 60px; margin: 10px auto;"></div> <p>175 points</p> <p>150 points</p> <p>125 points</p> <p><i>100 points chapters 100 members or greater</i> <i>50 points chapters 99 members or less</i></p> <p><i>(benchmark level)</i></p> <p>50 points chapters 100 members or greater 25 points chapters 99 members or less</p>
--	--