



**The TAMIU Student Orientation, Leadership, and Engagement Office
Expansion/Extension Application Checklist**

The TAMIU Student Orientation, Leadership, and Engagement Office is requesting the following information be provided.

1. Letter of application and philosophy of the organization in relation to the Mission and Values of the Student Orientation, Leadership, and Engagement Office which includes the commitment to recruiting a diverse membership.
 - a. Mission: <https://www.tamtu.edu/sole/aboutus.shtml>
2. A completed TAMIU SOLE Initial Request for Expansion/Extension (excel document), located online:

The TAMIU Student Orientation, Leadership, and Engagement Office is also requesting that the following information be provided using the format below; additional information and supporting documents may be submitted in addition to this report.

3. Organization Information, should minimally include:
 - a. Name of organization, date, and place of founding
 - b. National purpose
 - c. Philanthropies
 - d. Membership policies and requirements including: statement of all costs associated with membership in the organization (new and active member fees)
 - e. Regional or inter/national organization's statement of non-discrimination and policy against hazing.
 - f. Chapter and colony's financial obligations to the regional or inter/national organization
4. Plan for establishing a new colony/chapter at Texas A&M International University, should minimally include:
 - a. Membership selection
 - b. Supervision and continuing assistance of new chapters including number of advisors (alumni or otherwise), house corporation officers, national visitors, etc. This should include a plan detailing headquarter staff/ volunteer involvement throughout the colony process up to and including chartering.
 - c. Educational programming for members
 - d. Service Projects
 - e. Academic/scholarship requirements for initiation and installation
 - f. Timelines and time restrictions, if any, for initiation and installation
 - g. Membership/size requirements for initiation and installation
5. Number of alumni and active alumni organizations within 200 miles of the 78040 zip code.
6. A list, by campus, of all undergraduate chapters in the regional or inter/national organization.
 - a. Include the location, chapter size, percentage of new members initiated, and founding date of each undergraduate chapter in the Southwest
 - b. Indicate chapters on campuses similar to TAMIU.
 - c. Include any new chapters established in the last five years but that are currently inactive.



7. An overview of regional or inter/national programs supporting chapter success:
 - a. Educational programs (leadership development, bystander intervention, health and wellness, sexual assault/harassment/rape, hazing)
 - b. Member/chapter development programs (service, sister/brotherhood programs)
 - c. Programs for collegiate/alumni interaction
 - d. Membership recruitment programs
 - e. Internal structure for holding members accountable
 - f. Alcohol and risk-management policies
 - g. Insurance policies
 - h. Grade point average policies and academic programs
 - i. Current membership fee schedule
 - j. Support provided by the regional or inter/national organization
 - k. National accreditation programs
 - l. Officer training opportunities (scope, location, cost)
 - m. Financial assistance programs or scholarship opportunities
 - n. Other programs of note

8. Please provide information about your colony/new chapter support:
 - a. What type of support (financial, resources, personnel, etc.) will be provided by the (inter)national organization for the new chapter in the first five years of its existence? We are looking for organizations that continually seek to help their colonies and chapters.
 - b. Please list the Universities and contact information at which you have established in the past two years. We would like to contact those Universities to obtain feedback from their community and administration.

9. Proof of appropriate liability insurance coverage.
 - a. At this writing, the university requires a minimum liability insurance policy of \$1,000,000.00 liability for Greek-lettered organizations. These limits are subject to change pending TAMIU and University Risk Management requirements. These amounts should be verified at the time of application by contacting the Student Orientation, Leadership, and Engagement Office.

10. Additional information and/or clarification about information submitted by the regional or inter/national organization may be requested by the Student Orientation, Leadership, and Engagement Office as a part of the application review process