

Standards of Excellence 3.0

Standards of Excellence goes digital!

For this year, we will be using drop box instead of binders. It is completely free and it comes with the added bonuses of being able to include links/videos and not having to pay to print materials out.

Note: If your chapter already has a drop box account, skip to step 9.

Step 1

- * Create a dropbox account. Go to Dropbox.com and click on “Sign up”.




Your stuff, anywhere

Sign up

or Sign in

Step 2

Input Information



It is strongly recommended that you use a chapter email so that more of your members can have access to this account.



Your stuff, anywhere

I agree to [Dropbox Terms](#)

Sign up

or [Sign in](#)

Step 4

Choose the “Basic” Option



Welcome to Dropbox!

Choose your Dropbox plan or [continue to download](#) →

Basic

Free



Store your stuff in Dropbox and securely access your files from anywhere.

[Continue](#)

Pro

From \$9.99 a month



Great for personal projects, with enough space for all your docs, files, and over 20,000 photos.

[Upgrade to Pro](#)

Business

\$15 a month per user



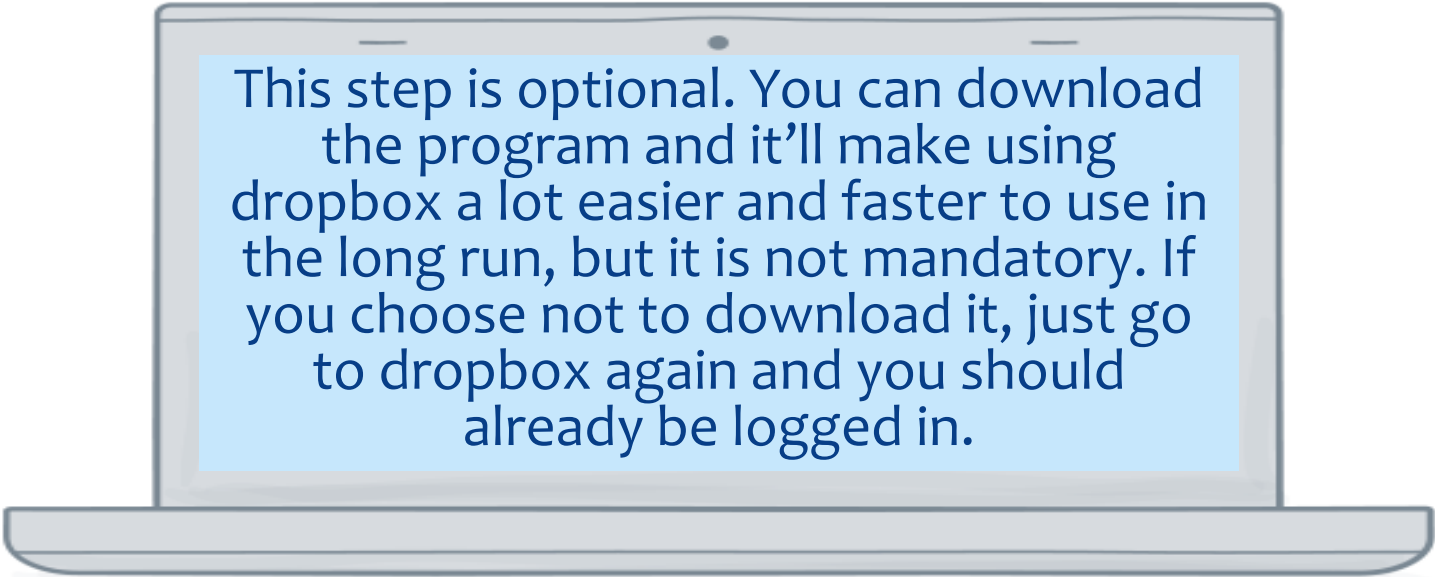
Get as much space as you need, with powerful admin features and unlimited version history.

[Learn more](#)

Step 5

We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



This step is optional. You can download the program and it'll make using dropbox a lot easier and faster to use in the long run, but it is not mandatory. If you choose not to download it, just go to dropbox again and you should already be logged in.

When your download is complete, run the Dropbox installer

Step 6

Your account is set up now!

Now click on the “Share a folder” icon



Dropbox




Search



Golden Eagle

- Files
- Photos
- Sharing
- Links
- Events
- Get Started 5

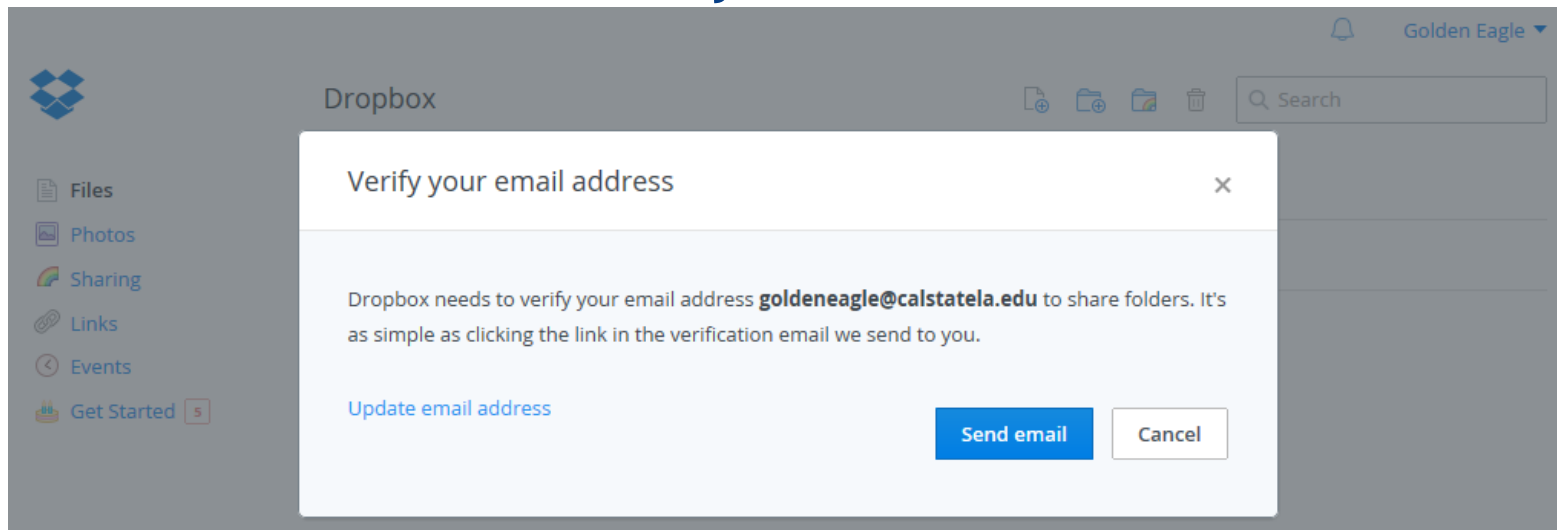
Name ▲	Kind	Modified
 Getting Started.pdf	document	1 hr ago



Step 7

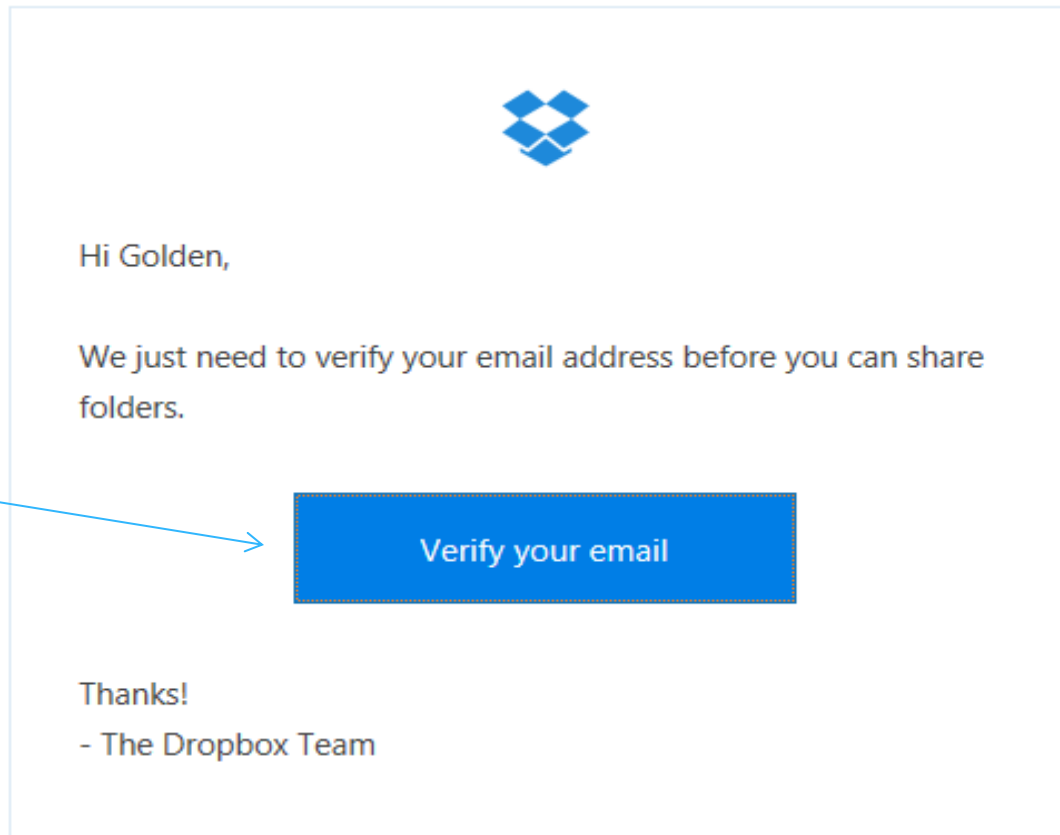
This pop up window will show up. Click on

“Send email” to verify that your email works. Click on “Done” after you have done so.



Step 8

You will receive an email with the following message:



Click here
to Verify
your email



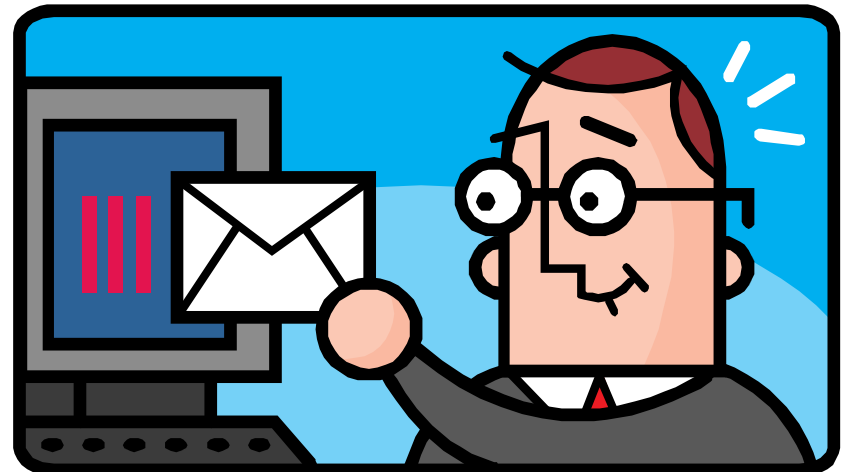
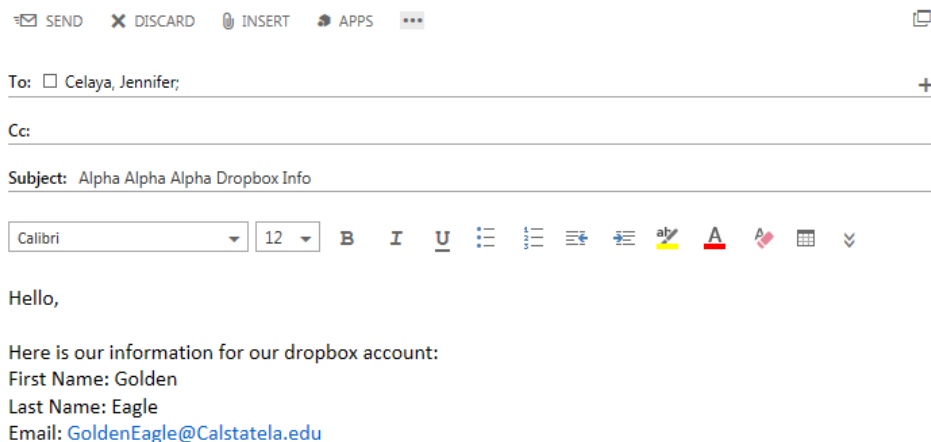
This will lead
you back to
dropbox with a
notification
stating that your
email has been
confirmed.

Step 9

Now email jcelaya@cslanet.calstatela.edu with the subject heading “(Insert Org Name) Dropbox Info”.

In the email, include the first and last name used along with the email that was used for this account.

Here is an example:

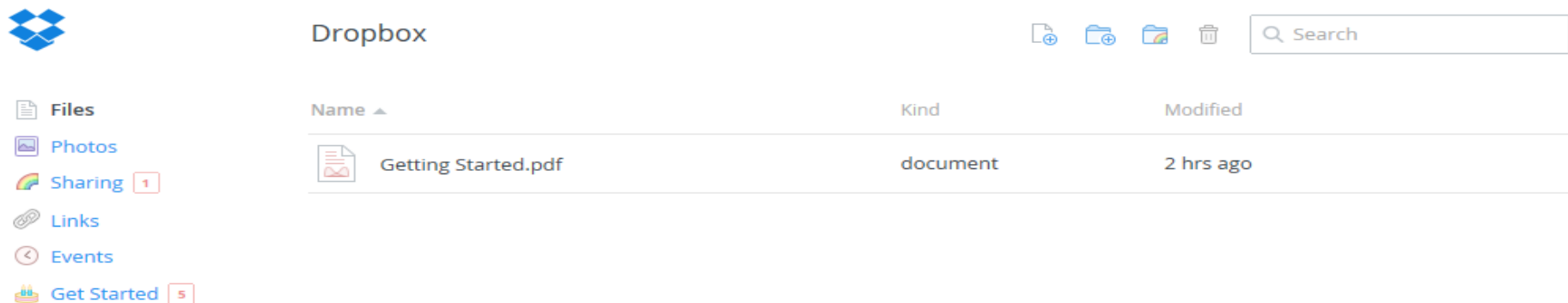


Sincerely,

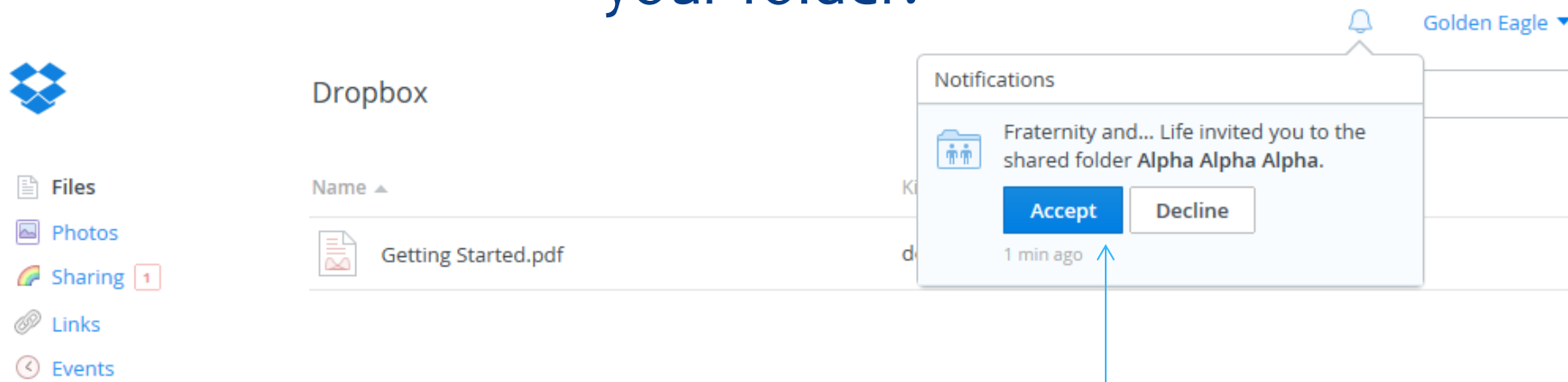
Golden Eagle

Step 10

After you send the email, you will notice you got a notification. Click on it... →

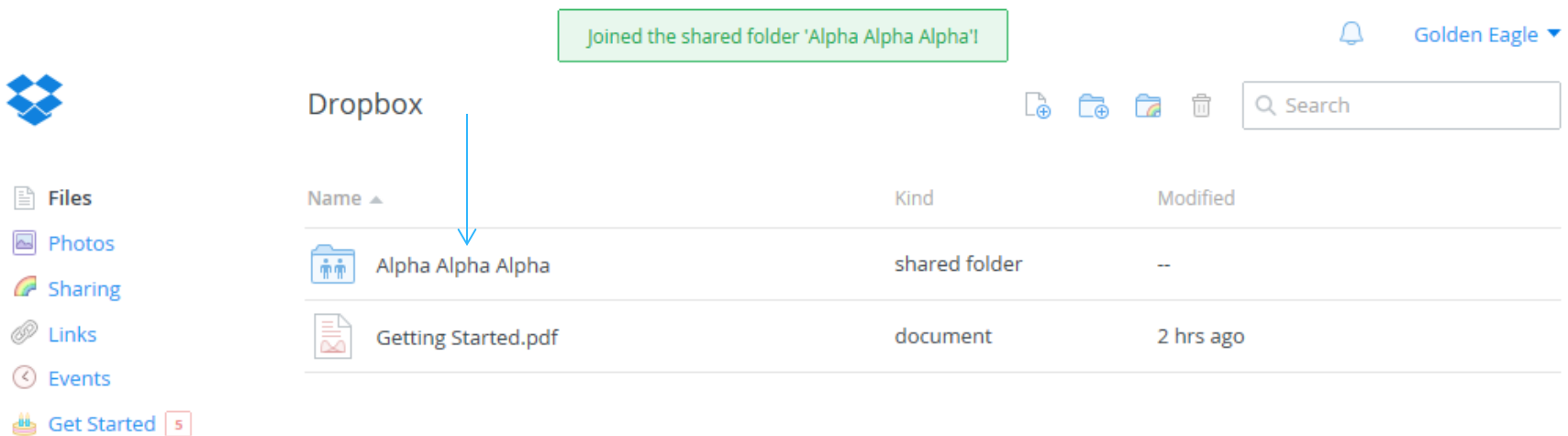


Then click on “Accept” in order to have access to your folder.



Step 11

From then on, when you log onto dropbox you will be able to download and upload documents to your folder.



The screenshot shows the Dropbox web interface. At the top, a green notification box says "Joined the shared folder 'Alpha Alpha Alpha'". The user's name "Golden Eagle" is visible in the top right. The main content area displays a table of files and folders:

Name	Kind	Modified
Alpha Alpha Alpha	shared folder	--
Getting Started.pdf	document	2 hrs ago

A blue arrow points from the "Alpha Alpha Alpha" folder name in the table to the notification box above it. The left sidebar shows navigation options: Files, Photos, Sharing, Links, Events, and Get Started (with a notification badge for 5 items).



Finished! You're all set up for the year.

Walkthrough

Much like last year's binder, you will have an allotted space for each standard.

Golden Eagle ▾



Dropbox > Alpha Alpha Alpha



Search

- Files
- Photos
- Sharing
- Links
- Events
- Get Started 5

Name ▲	Kind	Modified
Cover Page	folder	--
Standard 1	folder	--
Standard 2	folder	--
Standard 3	folder	--
Standard 4	folder	--
Standard 5	folder	--
Standard 6	folder	--
Standard 7	folder	--
Standard 8	folder	--
Standard 9	folder	--
Standard 10	folder	--

Walkthrough

In each folder you will find a file in word format.

(Additional formats are available upon request)



> Cover Page



Search



Golden Eagle



Files



Photos



Sharing



Links



Events



Get Started 5

Name ▲

Kind

Modified



CSULA Standards Cover Page.docx

document

4 hrs ago Frate...y

Walkthrough

This is how the first file will look like. You can't edit in on the website itself but you will be able to download, edit, and the upload the updated version.

CSULA Standards Cover Page.docx

Standards of Excellence
Binder Cover Page
Fall 2014 - Spring 2015

FRATERNITY & SORORITY Life
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Standards Cover Page

The Standards of Excellence Program is aimed to encourage the success of fraternities/sororities and will provide a framework for self-assessment, individual and group accountability, greater achievement of organizational goals, increase campus involvement and the development of programs and practices that will lead to substantial enrichment of the fraternity and sorority experience. This program recognizes and rewards those organizations that consistently exceed expectations as well as provides guidance and support to those organizations that are unable to meet the expectations of the university and the fraternity/sorority community. Numerous university resources are available to chapters, their leaders, and their members.

Organization's Name: _____

Name of Chapter's President: _____

Council of membership: _____

Chapter Contact Information

Name of Person submitting the report: _____

Title of Person submitting the report: _____

Email & cell number of current chapter contact: _____

Name of Advisor: _____

Chapter Information

Chapter G.P.A.: _____ Number of Active Members: _____

Binder Contents

- Standard 1: Service and Philanthropy
- Standard 2: Academic Excellence
- Standard 6: Organizational Development
- Standard 7: Council Affiliation

Do's and Don'ts

(We need tangible numbers)

- * Do's for each event:
 - * Philanthropies:
 - * How much money was raised? (include an actual amount)
 - * To what organization will it go to?
 - * Community Service:
 - * How long was the event? (How many hours)
 - * How many of your members participated?
 - * Community Relations:
 - * Include a list of the organizations your members are part of? (besides your sorority/fraternity)
Ex: Name, Club/org that they are part of, position held
 - * Cover Page:
 - * Fill out every part. Don't know what you should fill out? Ask!
- * Don't's:
 - * Do not include profanity in material posted.
 - * Do not fill out the form without reading it. (Ex: when we ask for a council of membership, do not put your VP's name).
 - * Do not leave any folder empty. Chances are you are already doing the work, might as well get credit for it.

Walkthrough

Although the format is now digital, the standards themselves have not changed. So this year is a chance to improve on the accomplishments of last year. Give us numbers to work with, such as a number of events (membership development), total funds raised (philanthropies), and amount of hours spent (Community Service). Remember, progress not perfection.

