

Hawkeye Excellence and Goal Achievement Program Resource Guide

What to Submit	Who Should Submit	Deadline to Submit	Information Needed Or Questions Preparation
Recognition Requirements			
Certificate of Insurance	Chapter President	Annually by Expiration Date	Upload Copy of Certificate
Organization Registration	Chapter President	Academic Term Officers: May 31 Semesterly Term Officers: May 31 Calendar Term Officers: December 31	
Roster Updates	Chapter President	Spring Roster 1: February 1 Spring Roster 2: April 15 Fall Roster 1: September 1 Fall Roster 1: November 15	Complete in Roster Management System
Academic Achievement			
Academic Achievement Plan	Academic Officer	March 1	Previous Year Evaluation: <ul style="list-style-type: none"> • Chapter's Academic Performance • Academic Challenges Faced by Members • Academic Achievement Encouragement and Recognition • Academic Progress Reporting New Year Planning: <ul style="list-style-type: none"> • Define Academic Success • Fostering Academic and Intellectual Skills • Academic Mentorship Engagement • Academic Tracking Strategies Academic Achievement SMART Goals
Campus and Community Involvement			
Iowa/Iowa City Engagement		May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Name of Event • Type of Event (University of Iowa or Iowa City) • Sponsor of Event • Event Date • Number of Participating Chapter Members • Attendance List • Proof of Participation
Membership Engagement List		May 2 and December 12	<ul style="list-style-type: none"> • Excel Sheet Upload (Template included in Engage Form)

Civic Engagement

Community Service Hours	Community Service Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Excel Sheet Upload (Template included in Engage Form)
Community Service Project	Community Service Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Name of Project • Benefiting Non-Profit Organization Information • Number of Participating Chapter Members • Attendance List • Total Number of Service Hours Completed • Proof of Participation • Education/Reflection Information (If Applicable)
Philanthropy Event or Initiative	Philanthropy Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Event/Initiative Information and Description • Benefiting Non-Profit Organization Information • Number of Participating Chapter Members • Attendance List • Proof of Event/Initiative • Education/Reflection Information (If Applicable) • Money Raised or Goods Collected Monetary Value

Council Involvement

Council Collaborative Events	Council Delegate or Programming Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Event Information and Description • Other Organizations Involved or Participating • Number of Participating Chapter Members • Attendance List • Proof of Event
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Education and Learning

Educational Programming	Membership Development Officer or Programming Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Educational Program Information • Number of Participating Chapter Members • Attendance List • Proof of Educational Program • Educational Program Takeaways
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Financial Stewardship

Budget Submission	Treasurer or Finance Officer	February 1	<ul style="list-style-type: none"> • Evidence of Prepared Chapter Budget
Mid-Year Budget Assessment	Treasurer or Finance Officer	May 2	<ul style="list-style-type: none"> • Evidence of Mid-Year Budget Assessment
Year-End Budget Assessment	Treasurer or Finance Officer	December 12	<ul style="list-style-type: none"> • Evidence of Year-End Budget Assessment

Health and Safety

Risk Prevention and Safety Plan	Risk Management Officer or Health and Safety Officer	February 1	<ul style="list-style-type: none"> TBD
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Leadership Development

Officer Transitions Evaluation	Chapter President	Fall Elections: February 15 Spring Elections: September 1 Semesterly Elections: February 15 and September 1	<ul style="list-style-type: none"> Election Date Transition Information Retreat/Meeting Agenda Mid-Range Goals (If Applicable)
Inter/National or Regional Event Participation	Chapter President	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> Program Information Number of Chapter Members Expected to Attend Number of Participating Chapter Members Attendance List

Membership Growth and Development

Growth and Sustainability Plan	Recruitment Officer or Intake Officer	Spring 2025: December 12, 2024 Fall 2025: April 30, 2025	<p>Growth and Sustainability Evaluation (Only Spring)</p> <ul style="list-style-type: none"> Growth Approach or Strategy Membership Engagement in Growth Previous Year Challenges <p>Growth and Sustainability Planning (Only Spring)</p> <ul style="list-style-type: none"> Membership Expectations Welcoming and Supportive Environment for Growth Membership Selection Criteria <p>Growth and Sustainability SMART Goals (Only Spring)</p> <p>Intention to Participate in Recruitment or Intake (Council Specific Information Collected)</p> <ul style="list-style-type: none"> IFC Primary Recruitment IFC 365 Recruitment MGC Recruitment or Intake NPHC Intake PHC Primary Recruitment PHC COB No Participation
New Member Education/Intake Plan	New Member Educator, Intake Officer, or Dean	Spring 2025: January 31 Fall 2025: September 12	<p>Evaluation</p> <ul style="list-style-type: none"> Education Approach or Strategy Chapter Cohesiveness Building Mentorship Opportunities New Member Goal Development Community Education <p>Planning</p> <ul style="list-style-type: none"> Retention

			<ul style="list-style-type: none"> • Hazing Prevention • Inter/National Resources • New Member Expectations <p>New Member Activities and Curriculum (Week by Week)</p>
Membership Development and Retention Plan	Membership Development Officer or Programming Officer	March 1	<p>Evaluation</p> <ul style="list-style-type: none"> • Chapter Engagement (First-Year, Second-Year, Third-year, Fourth-Year + Members) • Chapter Feedback Opportunities • Personal and Professional Development Opportunities • Fostering Siblinghood <p>Planning</p> <ul style="list-style-type: none"> • Ideal Membership Experience • Benefits of Skills of Membership • Components of Siblinghood • Motivation Strategies <p>Membership Development and Retention Goals</p>
Siblinghood Events	Brotherhood/Sisterhood/Siblinghood Officer or Programming Officer	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Event Information and Description • Proof of Event
Peer Accountability Process	Accountability Officer, Chief Justice, Standards Officer, or Judicial Board Officer	February 1	<p>Accountability Philosophy</p> <ul style="list-style-type: none"> • Definition of Accountability and Self-Governance • Creating a Culture of Accountability • Policy and Procedures Expectations • Setting Expectations • Membership Growth • Evidence of Accountability Process
Alumni Engagement	Alumni Relations Officer or Grad Chapter Contact	May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Newsletter Information • Newsletter Upload • Event Information and Description
Family Engagement		May 2 and December 12 <i>(Recommended to Submit as you go)</i>	<ul style="list-style-type: none"> • Newsletter Information • Newsletter Upload • Event Information and Description