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Dear Greek Advisors,

Thank you for volunteering your time to work with our Greek Community. Your support, dedication, and commitment to education outside of the classroom is very much appreciated.

This manual is to provide you an overview of what it means to be an advisor. The manual provides information on basic advising skills, risk management, University programs, resources and policies as well as some basic student development information. It is our hope that you find this manual to be an informative and valuable resource.

Thank you again for your time and dedication to our students. We look forward to working with all of you.

Regards,

Teri Cugliari
Director of Greek Life

Josh Schuman
Assistant Director of Greek Life/Resident Director
**How to be a Successful Advisor**

*General Information & Expectations*

The role of the chapter advisor is to guide, advise and support the chapter and its officers and monitor their progress. A chapter may choose to have one chapter advisor or a team of advisors to fulfill these responsibilities and the chapter’s needs. The chapter advisor needs to be willing to devote time to the chapter; it is through the support of a committed advisor that chapters are able to achieve their best.

The University has some basic expectations of the advisor including but not limited to:

1. Working with the chapter officers to integrate the mission and goals of the organization.
2. Supervising the chapter’s affairs as they relate to the organization, the campus and the community.
3. Maintain visibility by interacting with members and attending official chapter programs and meetings as available.
4. Be knowledgeable of the policies of the national organization and the University.
5. Work in partnership with the Office of Student Life.

*Basic Assumptions*

1. Chapters are different. Chapters are different not only by name or size of the organization but by history and purpose. Therefore the advisor must take the information in this manual and modify it to their own chapter.
2. Advisors are different. Each advisor has his/her own philosophy and unique approach to advising.
3. Advisors are volunteers.
4. There is often no right answer.
**Tips and Tricks**

**20 Tips for Effective Advising**

1. Care about the students
2. Establish warm, genuine and professional relationships
3. Show interest and involvement
4. Be a good listener
5. Establish rapport by remembering personal information about the students you advise
6. Be available
7. Provide accurate information
8. When in doubt, refer to the University student handbook and/or advisor manual
9. Know how and when to make referrals
10. Don’t refer too hastily
11. Have student contact referral sources in your presence
12. Contact the chapter leadership frequently
13. Don’t make decisions for the students, help them make their own decisions
14. Seek out students in informal settings
15. Monitor students’ progress towards educational goals
16. Be realistic
17. Don’t be critical of faculty or staff or the University to students
18. Use open ended questions
19. Follow up on commitments
20. Be yourself
### Advising Styles

#### Group Development Styles

<table>
<thead>
<tr>
<th>Infancy: Students demonstrate low levels of commitment to the organization, programming skills and responsibility for their actions.</th>
<th><strong>Program Director:</strong> High concern for product, low concern for process. The advisor takes the role of a group member – takes part in group activities like a member; or a programmer – identifying, planning and implementing programs and activities for the student group.</th>
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</thead>
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<tr>
<td><strong>Adolescence:</strong> Students demonstrate increasing programming skills, interest, commitment, and responsibility.</td>
<td><strong>Teacher/Director:</strong> High concern for product, high concern for process. The advisor takes the role of advocate – persuading students on the appropriateness of activities; authority – monitoring students’ compliance with legal regulations; or expert – offering suggestions to students based on experience or specialized knowledge base.</td>
</tr>
<tr>
<td><strong>Young Adulthood:</strong> Students demonstrate competency in programming skills and an increase in commitment, plus a willingness to take responsibility for their own actions.</td>
<td><strong>Advisor/Teacher:</strong> Low concern for product because students have taken over this concern, high concern for process. The advisor takes the role of educator – designing powerful experiences; resource – providing alternatives and suggestions; evaluator – assisting the group in collecting data to be used in decision making and program planning; or process consultant – assisting students with increasing the effectiveness of group functioning.</td>
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<tr>
<td><strong>Maturity:</strong> Students demonstrate a high degree of competence in programming and group skills A strong commitment to the group and willingness to take responsibility for their own and their group’s actions.</td>
<td><strong>Consultant:</strong> Low concern for product and process because students assumed responsibility for both. The advisor takes the role of reflector – serving as a “sounding board” for students’ ideas and plans; or fact finder – providing information to students on request.</td>
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Basic Student Development Theory

Psychosocial and Identity
Psychosocial theorists examine the content of development including the issues people face as their lives progress. These issues include how to define themselves, their relationships with others and what to do with their lives. The most common theory for student affairs professionals is Chickering’s Theory of Identity Development.

Chickering’s Theory of Identity Development
  a. 7 vectors
     i. Developing competence
     ii. Managing Emotions
     iii. Moving through autonomy towards interdependence
     iv. Developing mature interpersonal relationships
     v. Establishing identity
     vi. Developing purpose
     vii. Developing Integrity

Students move through these vectors chronologically. Some students take longer to move through the vectors than others.

Example (Managing Emotions)
Paul is a sophomore in the fraternity. The chapter is aware that Paul’s family is going through difficult times with Paul’s mother been diagnosed with breast cancer. Paul has started to drink excessively on a regular basis. Paul has talked to some of his brothers about going to the counseling center on campus.
Cognitive-structural Theory

These theories address how individuals reason, think and make meaning of their experiences. This is the “how” or “process” of student development. A common theory used in Student Affairs is Perry’s Theory of Intellectual and Ethical Development.

Perry’s Theory of Intellectual & Ethical Development

1. Basic Duality
2. Multiplicity Prelegitimate
3. Multiplicity Legitimate but Subordinate
4. Multiplicity Coordinate
5. Relativism Subordinate
6. Relativism
7. Commitment Foreseen
8. Evolving Commitments

Example (Basic duality)

Sally is the President of Zeta Zeta Zeta. Whenever anyone steps a toe out of line, regardless of the reason Sally freaks out. Tammy & Susan were late to chapter one night after being in a minor fender bender that kept them from getting there on time. Sally fined them both for missing chapter stating “These are the rules. If you miss chapter without being excused 24 hours in advance, you receive a fine”.
Risk Management

University Alcohol Policy

Recognizing that alcohol creates some of the most serious social problems in our society and that the use thereof causes pain and/or death to countless numbers of persons each year, the university recommends abstinence with regard to the use of alcoholic beverages. Cognizant of the availability of and misuse of alcohol in this secular and pluralistic society, the university seeks to inform students about laws governing the use of alcohol; to discourage the illegal use and abuse of alcohol, whether on campus or off; and to educate persons who either misuse alcohol or enable other persons to misuse alcohol. Note: Parents and/or guardians will be notified of all student warnings, infractions, or offenses related to alcohol.

North Carolina General Statutes:

18B-102. All members of the university community are expected to comply with North Carolina statutes prohibiting the use of alcoholic beverages by persons younger than 21 years of age. Specifically, it is against the law:

• to sell or give beer, wine, liquor, or mixed beverages to anyone who is younger than 21 years of age;

• for a person younger than 21 years of age to purchase or possess beer, wine, liquor or mixed beverages;

• to use fraudulent identification or to permit the use of one’s identification by another in order to obtain alcohol illegally.
University Social Event Policies
General Policies For On and Off Campus Events

• All chapter events with alcohol must be registered with the Office of Student Life through the Greek Life staff in accordance with the registration policies listed below.

• Only fraternities may host events with alcohol in their house in the Greek Village.

• Events with alcohol may only take place between 10:00 p.m. Friday and 2:00 a.m. Sunday and may not exceed a five (5) hour time limit.

• No events with alcohol may occur during weekdays/weekends.

• No chapter may register more than one event with alcohol on any given day.

• No chapter funds may be used to purchase alcohol.

• No collection of funds from chapter members shall be used to purchase alcohol

• No collection of chapter members shall purchase alcohol for, provide alcohol or sell alcohol to minors.

• The purchase or use of bulk quantities of alcohol including, but not limited to kegs, party balls, pony kegs and common container sources is prohibited.

• Alcohol with one hundred (100) proof and above is prohibited.

• Sober members must be sober throughout the event and are expected to be sober for a period not less than six (6) hours prior to the event.

ON CAMPUS EVENT REGISTRATION
Monday prior to the event

• The organization must complete the Social Event Registration Form (aka SForm).

• This form is found online at www.highpoint.com.greeklife/fraternity-s-form/.

• The Social Event Registration Form must include the names of the sober members for the event.

• For a social held on campus, there must be a minimum of eight (8) party monitors.

• At least one of the party monitors must be a member of the chapter’s Executive Council and shall be designated the chapter Lead Party monitor. This individual must be specifically designated on the Social Event Registration Form.

• A Mixer is defined as a social between two (2) fraternities and/or sororities.

• The Event event form must be completed in its entirety by 5 p.m. on the Monday prior to the event.

Thursday at 5pm

• A final guest list must be uploaded via www.highpoint.edu/greeklife/social-event-guest-list/. All who are expected in attendance must be on the guest list, including chapter members. For on campus social events, the guest list is limited to 250 people OR 200 people with 50 write in guests at the door.

An on-campus social event can be closed down due to the following actions:

• Hosting an event without approval or when instructed not to by the Office of Student Life.

• Excessive noise, overcrowding of event site, or repeated noise complaints.

• Sober members not being present, not sober, or not wearing appropriate identifying attire.
• Underage students being served or drinking alcohol.
• Failure to work with university officials to correct potential violations (i.e. not quieting down for noise, not disbursing a crowd when instructed to.)
• Failure to follow BYOB regulations.
• Insubordination, verbal or physical abuse toward university officials or High Point Police.
• Verbal or physical fighting between members and/or guests.

OFF-CAMPUS EVENT REGISTRATION
(formals, date functions, socials and mixers at third party vendors)

General Policies
• Events must be registered by 5pm the Monday prior to the event
• The form is found at http://www.highpoint.edu/greeklife/off-campus-social-event-registration/
• Guest lists must be uploaded by 5pm Thursday prior to the event
• All who are expected in attendance must be on the list, including chapter members
• No chapter funds may be used to purchase alcohol.
• No collection of funds from chapter members shall be used to purchase alcohol.
• No collection of chapter members shall purchase alcohol for, provide alcohol or sell alcohol to minors.
• Sober members are expected to be sober throughout the event and for a period not less than six (6) hours prior to the event.
• A social event is considered a chapter event should any of the following criteria be met:
  • The chapter pays for any part of the event (transportation, venue, hotel block etc.) through a chapter account or collection of funds from individual members.

Busses
1. Buses shall enter campus through Centennial St. onto Alumni Ave., circle around the fountain and exit via the same route.
2. Buses should stage on Alumni Ave., across from the parking lot, next to the Greek Village for pick up.
3. Any trash left behind may result in fines.
4. For days when there are multiple events with buses, groups will be asked to stagger pick up times.
**University Statement on Hazing**

High Point University prohibits hazing by all students and campus organizations. Hazing is contrary to the institutional values and goals of High Point University and is a criminal offense in the State of North Carolina and will not be tolerated. If hazing occurs, disciplinary action will be taken against the individual(s) involved, and/or the organization.

Definition – any action or situation that involves potential members or new members that jeopardizes the student’s psychological, emotional and/or physical well being regardless of the person’s willingness to participate. High Point University defines three types of hazing:

1. Subtle hazing – behaviors that emphasize a power imbalance between potential/new members and other members of the group or team.
2. Harassment hazing – behaviors that cause emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates and causes undue stress to the potential/new members.
3. Violent hazing – behaviors that have the potential to cause physical and/or emotional or psychological harm.

**Daily Time Restrictions**

- New member activities are prohibited between 1am and 7am.

**Length of New Member Education**

- New member education programs must be completed within 6 weeks from Bid Day.

**Specific Prohibited Activities (this list is not all inclusive)**

- New members are not to perform acts of servitude at any time during the new member education process. Examples of servitude include: sober driving, pickup/drop off service, delivery of meals/drinks/packages to members, running errands for members, or cleaning residences such as rooms, apartments, or chapter house.
- New members are not to be contacted via text message and asked for favors of any kind: including bringing meals/drinks, cleaning; running errands of any kind
- The entire new member education period must be alcohol-free; there is to be no alcohol consumed at any time during the new member period regardless of the age of the new member.

Any member of the campus community found to be participating in hazing activities, including hazing activities for chapters/teams other than their own, are subject to charges of individual and/or chapter wide charges of hazing and subject to sanctioning.
The State of North Carolina defines hazing in N.C. Statues 14.35-14.36 as “to annoy any student by play abusive or ridiculous tricks upon him; to frighten, scold, beat or harass him, or to subject him to personal indignity.” Any violation constitutes a Class 2 Misdemeanor. State law requires that the faculty or governing board of a college or school to expel any student convicted of hazing in court.

Hazing reports can be made online at [www.highpoint.edu/greeklife/resources](http://www.highpoint.edu/greeklife/resources) or by calling the hazing hotline at 336-841-4699.
High Point University Greek Village

TERMS OF PARTICIPATION

THESE TERMS OF PARTICIPATION ("Agreement") are effective for the period beginning July 1, 2017 and ending June 30, 2020 and is made between High Point University ("University") and ____________________, ("Organization") the local chapter of an Inter/National fraternal social organization that is recognized by the University as a Greek organization in good standing.

1. Definitions

1.1. The term “House in the Greek Village” shall mean a designated facility which the Organization will occupy under this agreement, and shall include but not be limited to, a shared residential kitchen, foyer, chapter room, hallways, furnished bedrooms, an office, laundry facilities, and patio areas. Houses sleep fifteen (15) residents in seven (7) double bedrooms and one (1) single bedroom.

1.2. The term “Member” shall be defined as an active participant of an Organization who has been accepted into the Organization as an official member, is in good standing within the organization, is considered a new, associate, pledge, or aspirant member of the organization, and is a student actively enrolled at the University.

1.3. The term “Foyer” shall mean the large space just inside the first floor front door.

1.4. The term “Chapter Room” shall mean the large common space in the rear of the building on the first floor.

1.5. The term “Office” shall mean the office room attached to the Chapter Room on the first floor.

1.6. The term “Common Space(s)” shall mean any space in the main level of the house in the Greek Village not occupied by individual bedrooms.

2. Occupancy

2.1. Members may occupy the House only during the Academic year for the entirety of the Agreement.

2.2. The schedule of occupancy for the House in the Greek Village follows the residence hall schedule set forth by the University.

2.3. All members living a House in the Greek Village must also sign an individual housing agreement with the University.

3. Organization Responsibilities

3.1. Before Members are allowed access to a House in the Greek Village, the following additional criteria must be satisfied:

3.1.1. Carry and maintain, at the Organization’s expense, a comprehensive general liability insurance policy covering the House in the Greek Village. Such insurance will include host liquor liability coverage in the amount specified for bodily injury. The Organizations Members and Officers shall be insured under such policy. The University, its employees, officers, agents, trustees, and directors shall be named as additional insured under the
policy. Proof of such insurance shall be provided on an annual basis to the Office of Student Life at the beginning of the Agreement.

3.1.2. The Organization and its members shall insure all personal and chapter property, and shall not expect the University to insure such property.

3.1.3. The Organization must be recognized by the University as a registered Greek organization.

3.1.4. The Organization’s charter must be recognized by its inter/national headquarters.

3.1.5. The Organization must be in good standing with the University and its inter/national headquarters.

3.1.6. Each Member who resides in a House in the Greek Village will enter into a housing contract with the University, which will govern the tenancy of the individual student. Each Member will be required to pay the fee set forth by the University for residing in the House, which may include costs additional to the University’s comprehensive fee.

3.2. Occupancy Requirements

3.2.1. During the entire term of this Agreement, the Organization must maintain a sufficient number of Members to occupy each bed in the House in the Greek Village for the entire academic year.

3.2.2. Prior to the University housing lottery, the Organization must provide the names and room assignments for members that wish to live in the house for the following academic year. All Members on this list must meet a 2.5 cumulative grade point average at the time of assignment. Should a space become available the Organization must find a replacement within seven (7) days or pay a daily rate for the empty bed space.

3.2.3. Greek housing shall be considered priority housing. Individuals assigned to a chapter house in the Greek Village shall not be permitted to utilize the University housing wait list process.

3.2.4. During the academic year, in the event a Member wishes to vacate the House in the Greek Village, the Organization has seven (7) days from the time the Member vacates the bed space, to occupy the same bed space with another eligible Member.

3.2.5. After seven (7) days, if the bed is unoccupied, the Organization will be charged the daily rate of the bed space for each day that the bed is unoccupied. If the Organization fails to pay off all debt to the University incurred by unoccupied beds, the Organization may become ineligible to reside in a House in the Greek Village at the date of termination or renewal of this Agreement.

3.3. House Conditions

3.3.1. Chapters may choose to have a stage in their house. Stages must be inspected by a university contractor at the beginning of each academic year. Stages are limited to the alcove area located opposite of the kitchen and next to the restrooms on the first floor of the house. Stages may not exceed this area. **Stages may not exceed 18” in height.**

3.3.2. Should a chapter choose to add a stage to the house, they must notify the Office of Greek Life prior to beginning construction. The University reserves the right to remove stages at any time.
3.3.3. No alterations (i.e. painting walls, etc.), additions, fixtures, or modifications to the House in the Greek Village or the wiring, heating, plumbing, ventilation systems, or cabling will be made without the prior written consent of the University. Approved areas of modification outlined in this agreement are the exceptions. Such modifications shall become the property of the University unless a prior agreement to the contrary has been reached. Furthermore, any costs associated with repair as a result of alterations, modifications, or damage, shall be the responsibility of the Organization.

3.3.4. The organization is allowed to have two walls painted in the house, the Chapter Room wall closest to the front entrance of the House and the Foyer wall opposite of the staircase. These walls may only be painted one color and both walls must be the same color. The cost associated with painting the Chapter Room wall will be the responsibility of the University. The cost associated with painting the Foyer wall will be the responsibility of the Chapter. The timeline for painting will be determined by the University and the labor will be provided by University Campus Enhancement.

3.3.5. The organization must work with the University to determine the placement of wall hangings. Only framed items can be hung in the House in the Greek Village. Labor will be provided by University Campus Enhancement at a pre-determined schedule.

3.3.6. The organization may not hang anything outside of the House in the Greek Village at any time unless approved by the University. No members may hang items in between the window blinds and window at any time as outlined in the Guide to Campus Life.

3.3.7. The chapter may elect to have University Campus Enhancement remove any common room furniture. The University will not add or trade out furniture.

3.3.8. Members shall be responsible for damage done in or to their bedroom, excepting normal wear and tear. Normal wear and tear is determined by the University and its employees or affiliates. The Organizations and its Members shall be liable for any damage done in or to the remainder of the House in the Greek Village or any common area of the Greek Village that arises from the actions of the Organization, its Members and guests, excepting normal wear and tear.

3.3.9. All personal property placed in the common spaces is done so at the risk of the Organization/Members. The University will not accept any responsibility for the loss of or damage to personal property.

3.3.10. Furnishings, carpet, paint, etc., will be replaced or renewed when deemed appropriate by the University within a reasonable maintenance timeframe. Within an expense allowance established by the University, the organization is responsible for co-selecting, with the University and within the guidelines for purchasing set by the University, the furnishings, carpet, paint, etc., for the Chapter Room, Foyer, and Office. Any accessories and upgrades to the standard décor (floorings, wall, ceiling, foyer lighting, furnishings, etc.) or cost greater than the expense allowance will be paid for by the Organization at a date to be set by the University. All modifications are subject to the University’s written approval. Such modifications/purchases, including furnishings, once made, become the property of the University unless a prior agreement to the contrary has been reached.

3.3.11. The Organization and its Members shall keep the House in the Greek Village in compliance with all applicable health and safety rules, including University and local fire rules and regulations (i.e. cluttering or blocking fire escapes or fire escape routes, etc.).
3.3.12. The Organization and its Members shall keep the House in the Greek Village clean and in sanitary condition and shall not permit any person to destroy, deface, or remove any part of the house in the Greek Village. The Organization and its Members shall promptly advise the University of any situation or condition that requires repair or maintenance.

3.3.13. The University will provide basic cable TV packages to the individual bedrooms and chapter room.

3.3.14. The Organization and its Members and guest shall abide by the University Alcohol policy, and federal, state, and local laws, statutes, ordinances, and regulations regarding the possession and consumption of alcohol.

3.3.15. Members and the organization, must abide by all policies set forth in the Student Guide to Campus Life at all times during the Agreement and each occupancy term.

3.3.16. The Organization may not store alcoholic beverages in the kitchen refrigerator at any time.

3.3.17. The University will conduct routine maintenance on houses in the Greek Village during the summer months. The chapter will be required to prepare the house for this work including but not limited to: removing wall hangings, moving furniture and rugs not provided by the University. The University shall in good faith provide a timeline and outline of expectations for summer preparations.

3.3.18. The chapter shall be able to use room 101, commonly known as the office, for storage during the summer months. The University will change the locks on this space. All items left remain left at the chapter’s risk.

3.4. If the Organization violates any provision in this Section 3, the University may declare a breach of this Agreement and may terminate the Agreement, requiring the Organization and its Members to vacate the House in a reasonable period of time.

4. Housekeeping

4.1. Housekeeping will be provided by University Campus Enhancement for public areas and common spaces. Campus Enhancement will clean the foyer, halls, stairwells, chapter room, kitchen, laundry facilities, patio, public bathrooms, and office during the workweek. The schedule of such cleaning will be determined by Campus Enhancement. The Organization is responsible to taking out trash and cleaning major issues after a social event. If the organization has made no effort to clean or has not cleaned sufficiently, the Office of Student Life will be notified and will determine the appropriate sanction for the Organization. Cleaning above and beyond routine (i.e. waxing floors) shall be requested in writing by the Organization to the Office of Student Life.

4.2. Housekeeping details are outlined in exhibit A

5. Right of Entry; Inspections

5.1. The University has the right to possess card/key access to all locks on all doors and windows in the House in the Greek Village and to use those cards/keys to allow for the performance of maintenance or repairs of any type, to conduct routine and periodic health and safety inspections, to respond to emergencies, and/or to assure compliance with applicable laws and University policy.
5.2. Routine health and safety inspections of individual bedrooms will be performed at least three (3) times per year - at Fall, Winter and Spring breaks. Repairs and maintenance of a non-emergent nature will be performed with reasonable notice to Members. The University may inspect all public areas, including but not limited to Chapter rooms, kitchens and public restrooms, without advance notice to the Organization and its Members.

5.3. In the event the University discovers damage to the House in the Greek Village, health and safety hazards, or violations of University policies, the University will provide written notice to the Organization and Member(s) of such damages, hazards or violations. Upon receipt of notice, Organization and Member(s) shall immediately correct such damages, hazards or violations. In the event Organization and Member(s) fail to satisfactorily correct such damages, hazards or violations, the University may declare a breach of this Agreement and the Organization may become ineligible to reside in a House in the Greek Village.

5.4. In the event the University repairs damage revealed in an inspection, University would invoice the Organization for cost incurred, excepting normal wear and tear. The Organization will be responsible to reimburse the University for such costs by a dates set between the Organization and the University. Failure to promptly reimburse the University when due may result in the determination of a breach of this Agreement and the Organization may become ineligible to reside in a House in the Greek Village.

6. Signage

6.1. The Organization is permitted to display on the exterior surface of the House in the Greek Village, Greek letters that are necessary to identify the Organization. The University will provide such emblems or letters. All other displays are prohibited unless approved in writing by the University.

7. Termination

7.1. Access to use the House in the Greek Village shall automatically terminate at or before the end of the semester in which any of the following events occurs:

7.1.1. The Organization fails to pay the University any monetary amounts due and owing on or after the date specified by the University in accordance with this Agreement.

7.1.2. The Organization is unable to obtain and/or maintain insurance as required by this Agreement.

7.1.3. The Organization is no longer recognized by the University for any reason.

7.1.4. The Organization’s charter is revoked by its inter/national headquarters.

7.1.5. The Organization fails to maintain Member occupancy, or fails to pay the monetary penalty for failing to maintain occupancy, as set forth by this Agreement.

7.1.6. The Organization violates any provision of this Agreement.

7.2. In the event of the loss of a House in the Greek Village under any condition, the University reserves the right to deny the Organization’s request to occupy a House in the Greek Village during the unexpired portion of the original term.

7.3. If the Organization loses University recognition or the Organization’s Charter is revoked, Members will be reassigned within the residence hall system.
8. Abandoned Property

8.1. In the event that personal property of the Organization or its Members remains in the common spaces not designated as summer storage or in Member bedrooms after the right of occupancy has expired, the University reserves the right to treat the property as abandoned property. Any cost of removal and/or storage will be the responsibility of the Organization or its Members.

9. Resident Assistants

9.1. The Organization must have a Resident Assistant employed by the University for the entirety of the Agreement and for each occupancy term. At a time set by University, the Organization will provide the names of Members on to apply for the Resident Assistant Position. The Members must complete the Resident Assistant Selection Process set forth by the University.

9.2. Organizations should submit three qualified names for the RA selection process. If the organization fails to submit the minimum number of applications for the Resident Assistant Selection Process, or the names submitted are deemed unacceptable candidates, the university reserves the right to hire an unaffiliated student as the Resident Assistant for the organization.

9.3. Should the Resident Assistant hired for the Greek house be terminated or otherwise removed from the position, the University may ask the chapter for new candidates.

9.4. In certain cases, the University may appoint a new RA to the Greek house.

The president of the chapter is not eligible to be the Resident Assistant of the chapter house.

10. Destruction

10.1. If at any time during the term of this Agreement, the House in the Greek Village shall be totally or partially destroyed by fire, earthquake, or other calamity, then University shall have the option to rebuild or repair the same, provided written notice of such intent to rebuild or repair shall be sent to Organization and to rebuild or repair the same in as good condition as they were immediately prior to such calamity. In such case, Members will be reassigned in other University housing. If the University elects not to rebuild or repair said House in the Greek Village, University shall so notify Organization by written notice and thereupon this Agreement shall terminate. In the event of termination of this Agreement under this clause, the Organization shall have a reasonable period to vacate the House in the Greek Village.

11. Force Majeure

11.1. Neither University or Organization shall be required to perform any term, condition, or covenant in this Agreement (excluding payment obligations) so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions, by any government authority, civil riot, floods, and any other cause not reasonably within the control of the University or Organization is unable, wholly or in part, to prevent or overcome.

12. Entire Agreement and Modification

12.1. This Agreement constitutes the entire understanding between parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral and written, related hereto. Any amendment hereof must be in written form, signed by both parties, and approved by University.

13. Governing Law; Forum
13.1. This Agreement shall be governed by and constructed under the laws of the State of North Carolina, which shall be the forum for any lawsuit arising from or incident to this Agreement.

14. Indemnification

14.1. Organization agrees to hold the University, its board of Trustees, officers, and employees harmless for any liability from any claims actions, causes of action, suits or proceedings, together with any and all losses, costs, attorney’s fees or related expenses asserted by any person or persons for bodily injury, death, or property damage resulting from Organization’s occupation of use of an portion of the house in the Greek Village, or that arise out an any negligent or intentional act or omission of Organization or one of its Member or guests.

Exhibit A

Campus Enhancement Cleaning

Campus Enhancement housekeeping will maintain only the 1st floor common spaces. Each house will receive routine cleaning on Mondays and twice a week they will receive detailed cleaning. Campus Enhancement will not clean chapter property (including rugs, furniture, etc). Issues regarding cleaning should be sent to the Assistant Director of Greek Life.

1. Routine Cleaning: Mondays

1.1 Vacuuming Stairs

1.2 Clean Front Entry Glass

1.3 Remove trash from, university provided trash can only, in kitchen and bathrooms

1.4 Clean and Restock all restrooms with soap, tissue, and paper towels as needed

1.5 Mop kitchen and Bathroom floors

2. Detailed Cleaning: Tuesday - Friday

The following houses are addressed Tuesday and Thursdays: 870, 710, 890, 730, 770, 765.

And the following houses are addressed Wednesday and Fridays: 785, 830, 790, 825, 845, 810.

2.1 Doors: Clean entrance front and rear doors, door jams, and glass. Clean push plates & door handles

2.2 Floors: vacuum carpet and remove stains. Sweep floors and remove foreign matter. Wet
Mop floors & clean floor drains. Clean baseboards.

2.3 Furniture: Clean and dust all furniture and fixtures, window sills, blinds, ledges, open areas, vents. Vacuum fabric furniture, spot walls, and chair bottoms.

2.4 Bathrooms: Clean bathroom walls, switch plates, and partitions. Remove graffiti immediately. Clean commodes: tops, base, sides, and wall behind. Clean sink bowl top, Inside, hardware, and underneath. Clean dispensers, countertops, and all of bathroom drains. Restock all restrooms with soap, tissue, and paper towels. Dust vents and wall fan and partitions.

2.5 Common areas: Sweep and mop floors. Clean baseboards, high and low dust, remove debris within 10 feet of entrances.

2.6 Trash and recycling: Empty and clean trash receptacles replace soiled or torn liners. Remove recycling as scheduled.

2.7 Emergency Stairwell: Mopped and swept twice weekly.

2.8 Laundry Room: (Staff is not responsible for picking up clothes or any other items that are left in the area).

2.9 Kitchen:

2.9.1 Staff is not responsible for removing or cleaning dish or other items on/in sink and counter tops, stove/oven or microwave.

2.9.2 Counter tops.: We will wipe clean all empty counter tops space.

2.9.3 Wipe front of cabinets refrigerator, stove and microwave.

2.9.4 High dust

Staff can only clean houses that are in reasonable condition. If house are found to be unacceptable or have damage, the staff will report these houses to CE Manager and Assistant Director of Greek life. Once reported staff will continue to the next house on their cleaning schedule. If house is not to a reasonable condition by end of shift, the house will forfeit their cleaning for that day and staff will return on the next scheduled cleaning.
IN WITNESS WHEREOF, the authorized representatives of the parties, which specifically includes Organization’s current Chapter President and at least one alumni/ae representative, have executed this Agreement as of the __________ day of ________________, 20____.

Organization: ________________________________
By: ________________________________
Title: ________________________________

Chapter President: ________________________________
Signature: ________________________________

Graduate/ Alumni/ae Advisor: ________________________________
Signature: ________________________________

High Point University

Office of Student Life Representative: ________________________________
Signature: ________________________________
The Housing Contract

Students living in the house are required to sign the contract below each spring for the upcoming fall. This contract is kept on file in the Office of Student Life.

Greek Village Housing Agreement

I, ________________________________, understand that by choosing to live in the ________________________________ chapter house at High Point University I agree to:

- Familiarize myself with all policies and procedures of my chapters housing regulations.
- Abide by the policies and procedures of the High Point University Guide to Campus Life and those of my chapter that are applicable to me.
- Accept a priority housing option, waiving my ability to place myself on a waitlist for another housing property and utilize room swap to change rooms.
Awards and Recognition

Order of Omega

Order of Omega is an international leadership honor society that recognizes students, faculty and staff for their scholarship, leadership, character and service to the Greek, campus and local community. Order of Omega strives to recognize those fraternity men and women who have attained a high standard of scholarship and leadership in interfraternal activities, to encourage them to continue along this line, and to inspire others to strive for similar attainment.

Membership into Order of Omega is limited to 3% of the total campus Greek population. Membership selection takes place in the spring.

Honors Day

Greek Organizations and individuals are recognized at Honors Day. Applications must be completed and submitted to the Office of Greek Life within the appropriate timeline each
Campus Resources and Contact Information

Services Provided By Greek Life Staff

The Greek Life staff works hard to ensure a positive experience for all of our chapters and chapter advisors. These are just a few of the services we provide throughout the year that will be helpful to you in your role.

- New Member education
  - The Office of Student Life provides a new member education program for all new members. This program is held biweekly and focuses on risk management, benefits and responsibilities of membership and other educational information.

- Grade Reports
  - Greek Life staff will provide grade reports at the end of each semester
  - Greek Life staff will provide midterm “at risk” grade reports for students that fall below the required GPA.

- The Greek Summit
  - Held annually each fall, the Summit serves as a daylong conference style event.
  - Topics include: Mental Health & Wellness; Title IX; Recruitment & Retention; Marketing; Basic Student Development Theory

- Grand Chapter
  - Held twice a semester
  - Mandatory for all chapter presidents, Panhellenic/IFC/NPHC exec boards
  - This meeting is to share information to the chapters and to receive information from the chapters

The Campus Concierge

The Campus Concierge oversees all bookings on campus and maintains the all campus calendar. Greek Life staff works closely with this department for programming and space availability.

Contact Information:
SLANE STUDENT CENTER
P: 336.841.4636
F: 336.888.6330
concierge@highpoint.edu
Other Helpful Contact Information

IT HELPDESK
helpdesk@highpoint.edu
841-4357

Campus Security
  Emergency: 336-841-9111
  Non-Emergency: 336-841-9112

Information for this manual was taken from the following sources:

- The Association of Fraternity and Sorority Advisors Advisor Manual
- High Point University Guide to Campus Life
- Fraternal Information and Programming Group (FIPG)