

Scholarship Officer Resource



IFC

OFFICER RESOURCE • nicfraternity.org/ifcsop

Congratulations!

You have been chosen by the representatives of your Interfraternity Council to support members of the fraternity community directly in the upcoming year.

Becoming the IFC Scholarship officer is a duty not to be taken lightly and is one that should be met with great responsibility, patience, and diligence. As the IFC Scholarship officer, it is your responsibility to oversee the **promotion and recognition of academic excellence among member fraternities and individuals**. Emphasis should be placed on the development of a continuous scholarship program that will enhance and supplement any member fraternity academic endeavors.

While this guide is intended to be used in conjunction with the Interfraternity Council, the information in this guide is meant to be fully inclusive of the fraternity communities led by the Inter-Greek Councils and can be easily shared with NPC, NPHC, NALFO, NMGC, NAPA, and other organizations. This type of interfraternal cooperation will increase the likelihood of successful implementation and maintain positive relations between all elements of the fraternity community.

IFC's Relationship with the North American Interfraternity Conference (NIC)

The NIC has a storied history of collaboration with Interfraternity Councils to offer its expertise and guidance in ensuring operational success. Given its unique position within the industry, the NIC has a responsibility to utilize its collective knowledge and experience to connect with councils in order to assist in their development of optimal operations and effective educational opportunities. The hope of the NIC is that our efforts to raise each local fraternity community will collectively raise the global fraternity community.

The NIC will:

- Provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices;
- Provide an IFC Resource Manual and will assist IFCs in reviewing and establishing model governing documents that are in accordance with NIC Standards and policies and do not infringe upon the sovereignty of Member Fraternities and their chapters;
- Deliver training, education, and ongoing services for all IFCs and IFC officers;
- Assist IFCs in crisis intervention and response, brand management, and values-based decision-making;
- Provide guidance and support in constitution/bylaws/policy changes, recruitment processes and officer transitions;
- Assist IFCs in implementing the IFC Standard Operating Procedures to help an IFC anticipate and address critical operational needs, while serving its member chapters and advocating for the fraternity experience.

Fast Five for the IFC Scholarship Officer

Much of your role of the IFC Scholarship officer can be divided into different categories. Here are the NIC's *Fast Five* expectations for your time in this position.

<h1>1.</h1>	<h3>Scholarship Workshops</h3> <ul style="list-style-type: none">• The IFC should sponsor a scholarship workshop once each term involving all member fraternity scholarship chairs and new member educators. All IFC efforts should continually focus on reducing the number of students who are academically ineligible to be initiated or who are removed from the school for academic reasons. When possible, partnering with academic services staff would be ideal as they would be able to provide the scholarship chairs and new member educators with the most accurate information.
<h1>2.</h1>	<h3>Resource Directory</h3> <ul style="list-style-type: none">• A resource directory would be a great way to get out pertinent information to member fraternity scholarship chairs. The directory and how it can be used should be incorporated into the scholarship chair orientation program at the beginning of the year. A directory of who to contact, where an office is located, pertinent contact information, and a description of the services offered would be very helpful for any member fraternity scholarship chair planning an effective program.• The directory could either summarize the relevant campus information or be a binder of information already printed by each office and saved for the IFC to use.
<h1>3.</h1>	<h3>Incentives</h3> <ul style="list-style-type: none">• The IFC should recognize individuals within the fraternity community each term.<ul style="list-style-type: none">○ Fraternity members who achieve academic excellence should be publicly recognized at least once a year during Greek Week, a scholarship reception, Parents Weekend, or through a national Greek academic honorary society such as Order of Omega or Gamma Sigma Alpha.• The most important element of recognition is the environment in which it is conducted. A separate occasion, if possible, should be set aside for the recognition of scholarship.• A note about FERPA: It is important that before you recognize members and member fraternities for their academic accomplishments that you check with your IFC Advisor to ensure that you are in compliance with, the Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

<h1>4.</h1>	<h3>Scholarship Policies</h3> <ul style="list-style-type: none"> • The IFC should have a written scholarship policy which includes minimum standards for member fraternities, including specific incentives and sanctions for performance below these standards. This must be in alignment with NIC Standards. • An IFC will implement academic policies and programming, striving for the all-fraternity GPA to be above the campus all-men’s average. • The IFC will establish policies with remediation plans when chapters do not achieve the minimum new member class GPA and chapter GPA.
<h1>5.</h1>	<h3>Scholarship Reports</h3> <ul style="list-style-type: none"> • Scholarship reporting is increasingly becoming a more crucial component of successful fraternity communities. • The most forgotten element of academic ranking information is the effective communication of the data. The academic statistics should be distributed to the member fraternities, member fraternity advisors, appropriate campus officials, and general fraternities in a timely manner. • The member fraternities should understand the importance of the information, and the IFC should use the distribution of grade rankings each term as an opportunity to work with member fraternity scholarship chairs and advisors on an evaluation of where they are and where they would like to be.

Tips for a Successful Officer Transition

An officer transition meeting/retreat needs to take place following Executive Board Elections and prior to installation.

You should focus on these points during the transition:

- All projects during the past year
- Projects that are pending for the coming year, and the progress made on those projects
- Identification of campus and local contacts
- Explanation of budgetary procedures and reimbursements
- Communication with member fraternities and IFC representatives
- Communication with other council counterparts
- IFC Advisor resources and campus facility use guidelines
- Relationships with campus and local media
- IFC officer duties and committee activities
- Tips for success/identification of areas in need of improvement

Make sure to ask all questions that you may have. You can find a resource to help you with officer transitions at nicfraternity.org/ifc-officer-manuals.

Goal Setting

Use the chart below to map out the problems your IFC is facing.

You should identify the problems, identify the causes behind them, and decide the level of urgency each problem presents: You will only be successful if you are completely honest.

What Problem Needs to Be Addressed?	Primary Causes of this Problem?	What Barriers Exist in Solving This Problem?	Is This Problem Urgent?
Problem 1:			
Problem 2:			
Problem 3:			
Problem 4:			
Problem 5:			

Now identify **3 commitments** your officers can make to help your IFC overcome these problems.

Problem	Officer(s)	Commitments
Problem 1:		<ol style="list-style-type: none"> 1. 2. 3.

Problem 2:		1: 2: 3:
Problem 3:		1: 2: 3:
Problem 4:		1: 2: 3:
Problem 5:		1: 2: 3:

Finally, develop 5 goals that will help you to solve or address the problems listed above. Make sure your goals are **specific, measurable, attainable, relevant, and timely**.

Goal	How Will You Track the Progress?	When is the Deadline?	Who is Responsible?
Goal 1:			
Goal 2:			
Goal 3:			
Goal 4:			

Goal 5:			
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Now that you have created your five goals for your term, make sure you are communicating these goals to the rest of the IFC. Utilize them to help you in achieving these goals. Don't be afraid to adjust goals or add new goals as the term goes on—things change! A marker of a great leader lies in their flexibility and adaptability. Stay true to your vision and utilize goals to achieve it.

Reflection

Utilize the blank space below to sketch out your hopes for your term. This can be a checklist, paragraph, drawing, anything that you might be able to refer back to for inspiration.

Helpful Resources

NIC Staff

Contact the NIC for all of your resource and educational needs, campus community development issues and questions about implementing the SOP.

- Complete staff list can be found at nicfraternity.org/staff
- Email campus@nicfraternity.org

Interfraternity Council Standard Operating Procedures

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community. The IFC Standard Operating Procedures (SOP) provide structure and support - a baseline for policies and practices - for IFCs to operate in accordance with NIC Standards, endorsed by all minter/national member fraternities of the NIC.

Categories in the SOP include:

- Academic Enrichment
- Accountability
- Finances
- Governance
- Health and Safety
- Public Relations
- Recruitment
- Reporting
- Responsible Growth

Read the full the SOP here: nicfraternity.org/ifcsop