



DELTA PHI EPSILON
esse quam videri

Collegiate Chapter Guidelines for COVID-19 Response: Chapter Assessment Program (CAP)

Before reviewing this document, please refer to the **Collegiate Chapter Guidelines for COVID-19 Response** sent to all chapter officers and advisors on **Wednesday, March 11, 2020**. That resource provides guidance for how each chapter should respond based on what type of college/university preventative measure has been enacted.

In an effort to support college/university preventative measures, Delta Phi Epsilon is making the below adjustments to the 2019 – 2020 Chapter Assessment Program (CAP) cycle due to many chapters’ inability to operate and/or hold in-person meetings, events, and activities at this time. However, please refer to the chart in the **Collegiate Chapter Guidelines for COVID-19 Response** for guidance on how chapters are expected to operate based on college/university action. If your college/university has not taken preventative action and there are no limits on chapter operations, chapters are expected to comply fully with CAP. Should that change, please refer to the above-mentioned resource for guidance on what is expected and utilize the chart below that details CAP adjustments.

Please review this resource and direct any additional questions regarding CAP adjustments for this year to your lead advisor, assigned ILC, and Laura Hullings, Coordinator of Operations & Leadership (lhullings@dphie.org).

| CAP Section | CAP Component | Exception/Adjustment | Rationale for Change |
|--------------------|--|---|--|
| Service | Chapter holds one fundraiser per philanthropic partner per year. This means a total of 2 – one for CFF and one for ANAD. | Fundraisers held in Fall 2019 will be counted and evaluated as usual. Any chapters unable to host fundraising events during Spring 2020 due to college/university preventative action will be granted an exception for this component if it was not already fulfilled. | Depending on college/university action in response to COVID-19, some chapters will not be able to hold in-person events beginning mid-March. Due to the uncertainty of on-campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter. The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale. |
| Service | Chapter holds one community service event each semester or in two terms with 75% of the chapter in attendance. | Service events held in Fall 2019 will be counted and evaluated as usual. Any chapters unable to host service events during Spring 2020 due to college/university preventative action will be granted an exception for this component if it was not already fulfilled. | Depending on college/university action in response to COVID-19, some chapters will not be able to hold a spring 2020 service event. Due to the uncertainty of campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter. The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale. |

| | | | |
|-------------|---|--|---|
| Sisterhood | Chapter annually recognizes and celebrates International Founders Day by wearing DPhiE insignia. | <p>This component will be waived for chapters that are unable to meet in-person due to college/university preventative action.</p> <p>Chapter members are still encouraged to celebrate Founders Day virtually and go ALL IN for DIMES for DPhiE as a virtual method of celebration!</p> | <p>Depending on college/university action in response to COVID-19, some chapters will not be able to hold an in-person celebratory event on International Founders Day, which is March 17. Due to the uncertainty of campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter.</p> <p>The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |
| Sisterhood | Chapter respects and holds all applicable rituals annually. | <p>This component will be waived for chapters that are unable to meet in-person due to college/university preventative action. This includes initiation, alumnae ritual, new member pinning, and any other applicable ceremonies.</p> <p>Reminder: For chapters with new members this spring 2020, please report all new members as initiated in My DPhiE immediately and then postpone any formal initiation ceremony until Fall 2020 or when campus activity resumes (whichever comes first).</p> | <p>Depending on college/university action in response to COVID-19, some chapters will not be able to hold in-person events. Due to the uncertainty of campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter.</p> <p>The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |
| Scholarship | Chapter sends required number of delegates to all conferences and the International Leadership Forum (ILF). | <p>For any chapter that was registered to attend Engage U at the University of Miami on March 21, 2020, this component will be waived.</p> <p>Please note: As of March 12, 2020, the International Leadership Forum (ILF) is still planned to occur as scheduled. Please register your two chapter delegates as required unless further notice of event cancellation is provided.</p> | <p>The Engage U scheduled to be held at the University of Miami on Saturday, March 21, 2020, was canceled as a preventative measure to COVID-19.</p> <p>Due to this, chapters that had members registered to attend Engage U at the time of cancellation will have this component waived.</p> <p>These chapters will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |
| Self | Chapter implements PEARL program with 50% of the chapter completing PEARLs. | This component will be waived for any chapters that are unable to hold in-person meetings, workshops, or events due to college/university preventative action during spring 2020. | <p>Depending on college/university action in response to COVID-19, some chapters will not be able to hold in person events, activities, meetings, or workshops beginning mid-March.</p> <p>The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |

| | | | |
|--------|--|---|---|
| Social | Chapter sponsors/co-sponsors one community-wide event annually. | <p>Community-wide events held in Fall 2019 will be counted and evaluated as usual.</p> <p>Any chapters unable to host a community-wide event during Spring 2020 due to college/university preventative action will be granted an exception for this component if it has not already been fulfilled.</p> | <p>Depending on college/university action in response to COVID-19, some chapters will not be able to hold in-person events beginning mid-March. Due to the uncertainty of campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter.</p> <p>The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |
| Social | Chapter participates in four social or networking events per year with 70% chapter attendance at each. | <p>Events held in Fall 2019 will be counted and evaluated as usual.</p> <p>Any chapters unable to host events during Spring 2020 due to college/university preventative action will be granted an exception for this component if it has not already been fulfilled.</p> | <p>Depending on college/university action in response to COVID-19, some chapters will not be able to hold in-person events (or events larger than a certain size) beginning mid-March. Due to the uncertainty of campus activities and the additional challenge of event planning as a result, this component will be waived for any impacted chapter.</p> <p>The chapter will be evaluated without this component taken into account, the points scale will be adjusted to reflect this, and a final CAP score will be awarded based on that adjusted scale.</p> |