

**Partnership Agreement**  
**Between the Prevention, Outreach and Education (POE) Department and the**  
**Office of Fraternity & Sorority Life (FSL) at Michigan State University**

The purpose of this partnership agreement is to provide a clear understanding of roles and responsibilities regarding the facilitation of the Greeks Take the Lead gender-based violence prevention program. This agreement is to be updated annually.

**Background Information**

Greeks Take the Lead (GTTL) is a program developed and facilitated by Prevention, Outreach, and Education (POE) department for the purposes of educating the Fraternity and Sorority Life (FSL) community regarding the prevention of sexual assault, relationship violence and stalking each academic year. The program began in 2014 as a collaboration between the FSL students, staff persons and the Sexual Assault and Relationship Violence (SARV) prevention program to support the FSL community regarding these matters and to provide strategies to prevent harm, understand reporting options, and provide information regarding supportive resources and services.

All student members of FSL social chapters affiliated with the Office of Fraternity and Sorority Life are expected to participate in at least one GTTL educational engagement opportunity each academic year. GTTL programming is designed to provide supplemental educational opportunities to FSL members, in addition to the university mandated compliance workshops such as the SARV prevention workshop, Bystander Network and online modules.

**Terminology:**

- **FSL:** Fraternity & Sorority Life
- **FSL Staff:** Full time staff persons in the Office of Fraternity and Sorority Life
- **GTTL:** Greeks Take the Lead
- **IFC:** Interfraternity Council
- **MGC:** Multicultural Greek Council
- **NMO:** New Member Orientation
- **NPHC:** National Pan-Hellenic Council
- **PC:** Panhellenic Council
- **POE:** Prevention, Outreach and Education Department
- **Prevention Education Manager:** Full time staff person in the POE Department
- **SARV:** Sexual Assault and Relationship Violence

**SECTION A**

The Prevention, Outreach and Education Department will provide the following services:

**1. Educational Engagement Opportunities**

*In the current structure, the GTTL program provides the following training and engagement opportunities: Leadership Training, New Member Orientation, General Member Workshops (speaker series), and any feasible by-request trainings.*

- a. **Leadership Training:** This training is a combination of leadership and risk

reduction components, including cultivating a culture of respect and support. The training is designed to take place within the semester during which new leadership is onboarded for each council. If held as a stand-alone training, POE staff will be responsible for scheduling the training and booking space. The standard timeline is as follows:

- i. Fall: NPHC & MGC leadership representatives
  - ii. Spring: IFC and PC leadership representatives
- b. **New Member Orientation (NMO):** NMO is to take place based on council request. Generally, MGC and NPHC council NMO will take place each fall semester chapter initiation. IFC and PC NMO will take place early in the Fall semester following Bid Day and the conclusion of Formal Recruitment.
  - i. It is the responsibility of council leadership to inform POE of these events and secure dates for NMO (see below Section B 2b). These trainings are to be requested at least two weeks prior to the event date.
- c. **General Member Sessions:** POE staff will be responsible for booking, moderating, and scheduling general member sessions during the Fall and Spring semesters. Staff will seek recommendations for speakers from FSL staff but will ultimately be the decision maker on the final speaker line-up. The POE department will fund eligible general speakers with an honorarium for their time. The POE department will execute all tasks regarding contracts, EBS system management, marketing, and communications with speakers and/or representatives. POE will determine if general speaker sessions are in-person or virtual format.
- d. **By Request Trainings:** POE will accept requests for individual or specialized training from eligible chapters or councils as available and able. These trainings are to be requested at least two weeks prior to the event date and can be utilized to fulfill the GTTL attendance requirement. Trainings are subject to POE staff availability, will be held in a location on campus, and must be scheduled to occur between the months of October – March to align with overall GTTL programming timelines. By Request Trainings should be submitted through the training request form at [poe.msu.edu/request-a-training](http://poe.msu.edu/request-a-training).
  - i. By-requests training will only be offered and available to chapters who are not on student organization conduct status.
- e. **Additional Credit Opportunities:** POE may award GTTL attendance credit for events organized externally by FSL or other campus partners; however, coordination with POE must occur a minimum of two months in advance to allow for review and determination of whether the event is appropriate for credit. If approved, a POE staff member must be present at the event to verify student attendance.
- f. **Alternative Education:** Alternative education webinars will be offered at least once per semester to members who requested information about alternative education. Additional alternative education or accommodations are offered on case-by-case basis by request through a Prevention Education Manager. Accommodation can be made for specific reasons as approved by the Prevention

Education Managers. There will not be opportunities for group exemptions.

- g. **Session Make Up:** Due to the vast array of opportunities provided each year, there will not be any opportunity to make-up a session.
  - i. Chapter and council officers can send a proxy to offered leadership trainings.
  - ii. General member trainings are offered in various formats, times, and dates throughout the academic year.

## **2. Communication**

- a. POE has two Prevention Education Managers assigned to the GTTL program. One Prevention Education Manager works with the IFC and NPHC organizations, while the other works with the PC and MGC organizations. Each Prevention Education Manager is responsible for meeting with council presidents of the councils they are assigned to, as well as to attend council meetings as necessary.
- b. POE Prevention Education Managers working with GTTL are responsible for maintaining ongoing communication with all FSL presidents regarding their attendance metrics. The Prevention Education Managers also communicate with the general FSL membership both via the Greeks Take the Lead email ([gttl@msu.edu](mailto:gttl@msu.edu)) and SharePoint page.
- c. POE Prevention Education Managers and FSL leadership staff meet biweekly for ongoing communication, collaboration, and status updates.
- d. POE is responsible for providing a final attendance update report by June 1<sup>st</sup> to the FSL staff which will include chapter participation rates in the GTTL program.

## **3. Assessment**

- a. POE administers surveys at the end of each training. Surveys are utilized as a tool to confirm attendance in the workshop. Survey data is used to assess student learning in workshops, as well as to inform future content development for the GTTL program. Summarized data is available in the POE Annual Report which can be located on the [poe.msu.edu](http://poe.msu.edu) website.

## **SECTION B**

The Office of Fraternity and Sorority Life will provide the following services:

### **1. Rosters**

- a. POE Prevention Education Managers are granted access to chapter rosters on Involve@State and FSL's roster change forms to assure accurate rosters and attendance tracking. FSL staff provide POE a list of FSL members who have applied for graduation each Spring semester.

### **2. Training Logistics**

- a. FSL staff will provide input regarding student availability for Leadership Training and provide email communication to chapters regarding the requirement that two members attended. FSL will assist in determining a location for Leadership Training should it be included in an FSL leadership event and not held as a stand-alone training.
- b. New Member Orientation locations are booked by the council leaders that

request them. Due to the nature of time sensitivity of these trainings, the expectation is that trainings are taking place at the beginning of each semester (see Section on A 1a). At least a two-week prior notice is expected for trainings.

### **3. Communication**

- a. The Office of Fraternity and Sorority Life is responsible for ongoing follow up communication with chapter and council presidents regarding their participation in the GTTL program. The POE staff will provide ongoing attendance updates to the FSL staff and chapter presidents' staff are responsible for assuring that chapter and council leadership understand the priority for the GTTL programming and are able to navigate participation needs throughout the year.
- b. FSL staff are responsible for informing chapter and council leadership of their training obligations and need for sending a proxy to the necessary training should the specific chapter or council leader not be available to attend due to extenuating circumstance.

### **4. Accountability**

- a. FSL staff and the division of Student Affairs are responsible for implementing any accountability measures for chapters who do not complete their attendance requirements of two (2) members attending a leadership training and 90% participation of members in at least one GTTL event, using the method outlined in Appendix A.
- b. Chapters who do not meet 90% by the end of the academic year will be placed on social probation for Fall. These chapters must achieve a participation rate of 50% during the fall semester of the following academic year for social probation to be lifted. Chapters who were on social probation in the fall semester are still required to achieve the standard 90%-member participation requirement by the completion of the academic year to avoid being placed on social probation again.
  - Whether or not a chapter has met the 90% requirement to be based on final attendance report shared by POE staff.
  - Once the GTTL program ends for the spring semester, per specific dates shared with FSL community by the POE staff, individual members or chapters cannot change/update their rosters or make up their attendance.
- c. Throughout the academic year, if misconduct occurs in any GTTL sessions, POE reserves the right to remove by request workshops as an option for any individual chapter. In the case of misconduct or inappropriate behavior FSL, in consultation with POE, reserves the right to deny credit being awarded for any GTTL-affiliated program.
- d. All students and organizations and individuals are subject to Michigan State's Student Rights and Responsibilities, Student Organization Conduct Policies and Procedures, the RVSM Policy, and the MSU ADP Policy.

### **SECTION C**

Suggested strategies for fraternity and sorority chapters to be more engaged in GTTL logistics to assure overall success with the program:

1. Consistent communication with membership:
  - a. Include GTTL in educational programming throughout the year. Assure that the GTTL program is reflected in chapter annual/monthly calendars, chapter/council meeting agendas and other platforms used by the chapter.
  - b. Involve chapter advisors in communication regarding the GTTL program.
  - c. Provide feedback to POE for future general speaker topics.
2. Development of a SharePoint site by POE staff for all general members, leadership, councils, and chapter advisors to access all information pertinent to training opportunities, frequently asked questions, contact information, and more.
3. Lead conversation with membership about the importance of prevention education.

### **SECTION D**

The following describe information regarding duration of and amendments to this document:

1. **Duration**
  - a. This MOU will remain in effect until a new agreement is established and does not carry an explicit expiration date.
2. **Amendments**
  - a. The MOU can be revisited as needed, by POE and FSL staff to identify and implement any necessary amendments as agreed upon by both parties.

Signatures follow on the next page.

Kelly Schweda

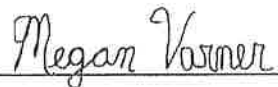
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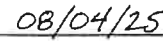
  
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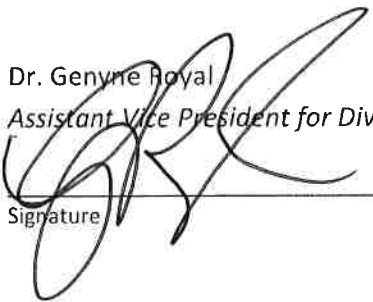
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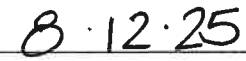
  
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Dr. Genyne Royal

*Assistant Vice President for Diversity, Equity, Inclusion and Belonging*

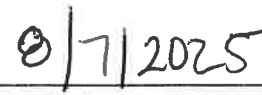
  
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Dr. ShirDonna Lawrence

*Fraternity and Sorority Life Director*

  
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## **Appendix A: Calculation Method for 90% Participation Rate**

To remain in compliance with the GTTL program, each chapter must meet the following annual requirements:

- At least 90% of the general student chapter membership must attend a GTTL event and
- At least two (2) chapter student leaders must attend Leadership Training

Members who have applied for graduation in the spring semester are excluded from the attendance requirement, as they will no longer be active members when any consequences of non-compliance are implemented. Additionally, new spring semester members of MGC and NPHC chapters are excluded from the requirement, as their full membership begins after the conclusion of GTTL offered opportunities.

To ensure equitable opportunity across chapters of varied sizes, the 90% attendance requirement is calculated using the smallest whole number of members that does not exceed 90% of the total membership. For example:

- A chapter with 8 members would be considered in compliance if 7 members attend, as 7 is the closest whole number to 90% without requiring 100% attendance.
- A chapter with 22 members would be considered in compliance if 19 members attend (86%), as requiring 20 attendees would exceed the 90% threshold (91%).