



## TIPS FOR WRITING YOUR EXPECTATIONS FOR EXCELLENCE

- ★ The purpose of this document is for your organization to set goals that you will be able to complete throughout the semester. By having clear and detailed plans, or even just a clear idea of what you would like to attempt, the process of achieving it will be that much simpler over the course of the year.
- ★ Involve the chapter. Make sure chapter members are aware of the Expectations for Excellence and your chapter's goals/plan. The more people working towards the chapter goals the better. —The OFSA Staff is more than willing to come to your chapter meeting and answer questions your membership might have about the Expectations for Excellence
- ★ Define or explain terms that might not be familiar or understood by people who are not members of a fraternity or sorority.  
Examples: Magister = New Member Educator  
Prior = President
- ★ Bullets are a helpful way to separate out events and plans rather than writing a paragraph this format also makes writing the annual report much simpler because you can see the things you planned to do easily defined by the bullets and make sure the plan for each is complete.
- ★ Your EE Plan and Annual Report should best represent you as a group. Plan programs and events that are fun and exciting to your members and interest them. The Expectations for Excellence Standards are guidelines to help guide organizations' interactions with all areas of the university community.
- ★ Be careful with the word "encourage". Include how you encourage whatever it is you are encouraging.  
BAD: We encourage members of our chapter to attend Career Center Events.  
GOOD EXAMPLE: We encourage members of our chapter to attend Career Center Events by announcing the dates and times of events within our chapter meetings.
- ★ Set dates! Whether it is a date, month, or just a semester having a date or deadline in mind
- ★ You do not need to reinvent the wheel each year but instead build on previous year goals and accomplishments.

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