# How to Track SOAP

In an effort to continue making the Student Organization Recognition Program convenient for our student organizations, CSI has created a curriculum located in MyAULife to track SOAP. The following will break down the tracking system as well as the requirements to guide organizations through the processes.

**The Basics:**

* SOAP will be tracked using your organizations email address. In order to see the groups progress and track requirements please sign into your organizations profile with your username and password.
* Some requirements are the responsibility of the organization to track. Instructions will follow in this document.
* Other requirements will be tracked for you by CSI. This will be done through “Event Attendance” format. What this means is that CSI will give you attendance to certain requirements such as “Maintain 10 or more members” To see this progress you will log into your organizations profile and view them on the Path.
* Make sure your organization is setup to receive email notifications so that you can review the status. Do so by clicking your account on the top right of the page and going to notifications.

**How to Check Organizations Status:**

1. Log into your organizations account using the email and password for your organization
2. Click on the picture of your account on the top right corner, click paths

OR

Scroll down on the homepage to Paths and select SOAP Requirements 2018-2019

**How to Track Requirements:**

Events below which are listed “Tracked by Organization” should be followed to fulfill the requirement.

1. Log into your organizations account using the email and password for your organization.
2. Click on the picture of your account on the top right corner, click “experiences”.
3. On the top right of the page click “Add Experience” and choose the item you wish to track from the drop down list.
4. Fill out the form.
5. Select Path “SOAP Requirements 2018-2019”.
6. Choose which level of SOAP this requirement fulfills under “Domains”.
7. Submit the Form.
8. Congrats! Your form is now on its way for approval. CSI will verify the information and approve that the requirement is met.
9. You will receive an email when the requirement is approved.

**Accredited Organizations**

|  |  |
| --- | --- |
| **Requirement** | **Tracking** |
| Keep MyAULife and profile up to date including meeting time/place and executive board members | Tracked by CSI |
| Executive board must have a 2.3 cumulative GPA or higher | Tracked by CSI |
| Keep updated roster; ensure those students listed on the roster are engaged in your organization. Rosters need to be updated and cleaned out by October 15th and March 15th each year. | Tracked by CSI |
| Organization has 10 or more members | Tracked by CSI |
| Have a faculty/ staff member fill out the Advisor Agreement by October 1st. It is suggested that advisors be full time faculty/staff members | Tracked by CSI |
| Organization hosts two or more programs throughout the year that are open to the entire community. This includes posting an event to MyAULife at least 30 days prior to the event date, and submitting a “path” form within *5 days of the event to receive credit* | Tracked by Org |
| Have invited members attend the Fall and Spring Leadership Retreats | Tracked by Org |
| Have all organization executive board members Title IX trained | Tracked by CSI |
| Organizations who wish to obtain funding from the Student Government Association must submit budget request by the deadline | Tracked by CSI |

**Outstanding Organizations**

In addition to the recognition requirements, the following criteria must be satisfied to be recognized as an Outstanding Organization.

|  |  |
| --- | --- |
| **Requirement** | **Tracking** |
| Complete a goal setting meeting with the organization’s CSI advisor in the Fall by October 19th and review progress during the Spring semester by March 8th | Tracked by Org |
| Sit for a yearbook photo | Tracked by CSI |
| Have at least one executive board member attend at least one non-required leadership training | Tracked by Org |
| Complete a community service program during both the fall and spring semesters | Tracked by Org |
| Collaborate with at least one other student organization on a program open to the entire campus community | Tracked by Org |
| Take attendance at all of your organization’s events | Tracked by CSI |
| Have members participate in a campus wide initiative. Look for emails and opportunities such as Adelphi Spirit Weekend, Relay for Life, Take Back the Night, Adelphi Gives Back Month | Tracked by Org |

**Organizations of Excellence**

Below are criteria in addition to the Accreditation and Outstanding requirements which are required for this status.

|  |  |
| --- | --- |
| **Requirement** | **Tracking** |
| Organization raised and donated money to a charitable organization | Tracked by Org |
| Host at least one weekend program open to the undergraduate community | Tracked by Org |
| Host an off campus program open to the undergraduate community | Tracked by Org |
| Organizations host elections (as outlined in their constitution) via the MyAULife election process | Tracked by CSI |