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**AILG Accreditation – BasicDataForm2006:** – version1 –11/9/06

[Note: Use NA (Not Applicable) where appropriate, and UNKN where info is not available at this time]

Please **BOLD** your ANSWERS and add blank lines as needed to improve legibility

**R. Reference Information-**

1. Date Submitted:

2. Submitted by: House Corp Member-

[Role/Title, Name, MIT Grad Yr, email, address, phone: Cell/Work/Home and preferred contact method]

Undergraduate Chapter President [Name, Class Yr, email, phone cell and/or land line)]

3. Current term:

4. Previous term:

5. Full Chapter Name, address

6. Is there a National affiliation? Yes – give [Name, address, contact, phone, email]

7. What is the legal name of your House Corporation? (If N/A – explain)

8. What is its fiscal year?

9. Is it a 501(c)(7)? Yes / If not, explain organizational type

Who is registered as the Corporation Officers [Name, class year, email or phone, address]

10. House Corp. President-

11. House Corp. Secretary-

12. House Corp. Treasurer-

a. House Corp. House manager-

13. Has annual filing with Commonwealth been made in past year? Yes /If No, please explain.

14. Who is your current Resident Advisor (RA)

[Name, undergrad college, graduated yr, no. of years as your RA, email]

(If this is the first year as your RA, give the same info on your previous RA)

15. Have you submitted an IRDF Operating Grant request? Yes /If No, why not?

16. Is House Corp. and/or Chapter a member of the FSILG Cooperative Inc. (FCI)?

17. Have you signed up with the Safety, Licensing, & Inspection (SLI) program? Yes /No

18. Have you signed up for the optional SLI service to use the Building Safety Facilitator (BSF) for pre-inspection advice and assistance? Yes /If No, How do you prepare for inspections?

19. Is house open for the Summer? No or last summer: # of boarders/guests \_\_\_\_, # members \_\_\_\_

How is security maintained and if occupied, how is risk controlled and house rules enforced?

20. What is the “desired” occupancy of your house? \_\_\_\_\_ What is the “legal occupancy” number? \_\_\_\_\_

<b>Living By Locations</b>	Fall 2006	Spring 2006	Fall 2005	Spring 2005
Freshman New Members in dorm				
Prior Year New Members not living in				
Previous Year Members not living in				
Members living in				
Non-Members living in				
Resident Advisor (RA) living in				

**Accreditation Core Metrics by Category-**

**F. Financial**

1. When were the last real estate taxes paid?
2. Are any real estate taxes overdue? No/If Yes, please explain
  
3. Are there any mortgages on the property? No/If Yes, list the mortgage holder(s)
4. If yes, when are payments due (monthly, quarterly, semi-annual, annual)?
5. Are any payments currently overdue?
6. Were any late payments made in the last fiscal year? No/if Yes, please explain reason(s) and magnitude of the shortfall
  
7. Did you file a Federal IRS Form 990 last fiscal year?
8. Are any Federal Income Taxes owed or overdue? No/if Yes, please explain
  
9. Do you have any employees? Yes, then answer these questions, **if No skip to question 16**
10. Name(s) and job title/description
11. Who/how are payrolls prepared?
12. Are withholding taxes being withheld and reported?
13. Are workmen's comp payments being made?
14. When were last payments made to State and Federal?
15. Have any payments been late this fiscal year?

Which officers are responsible for vendor and utility payments?

16. Name and class year of individual for this term?
17. Name and class year of individual for last term?
18. Have any accounts been in arrears by over 90 days during the past 12 months? No, or If Yes, which ones and explain
19. Is the process for preparing a budget and house bill setting considered satisfactory? Yes or if No, explain
20. By what percent did the house bill change from last school year to this year?
21. What percent of last (indicate: school year or semester) money billed was unpaid at the end of the period? \_\_\_\_ This involved how many individuals having unpaid bills? \_\_\_\_
22. Is this considered a significant problem?
  
23. For each of the last two years, did the operating budget for the undergraduates and for the alumni house corporation (answer for each preferred, but could be combined) operate at a loss or a profit? If possible, provide result as a percent of actual expenses, or as a dollar amount.
  
24. What is the ratio of the last year's operating budget to the sum of the savings, set asides, and reserves? Is this considered satisfactory?
  
25. Do you use any 3<sup>rd</sup> party, (example, Stewart Howe) to assist in Alumni Relations? No /If yes, who do you use?
26. Do you actively solicit annual donations from your alumni? Yes or No
27. Do you have any alumni capital fundraising initiatives underway? Yes or No
28. or Are any being planned? Yes or No

### **G. Governance**

1. With what frequency, over a semester, do the members hold regular house meetings, \_\_\_\_\_ and do freshman new members attend? \_\_\_\_\_
2. Do the chapter officers also meet regularly? If Yes, frequency per semester, if No explain
3. How are the meeting results communicated to all the members? How well does this work?
4. Is there much difficulty in getting members to fill officer positions?
5. Do recent alumni, who are still in the area, maintain ties to the house? Is this a positive and mutual relationship? How are problems or differences handled?
6. With what frequency do the alumni house corporation officers hold meetings?  
(Differentiate between the complete alumni board and a subset such as an executive committee).
7. Are some or all of the meetings open to undergraduate officers or to all members? Explain.
8. How are the meeting results communicated to all the members? How well does this work?
9. Provide a list of the alumni/house corp. board(s), including names, class year, city/state of residence, email address, approx. when joined the board, and current office/role held, if any.

### **M. Member Development**

1. List **(on a separate sheet)**, those individuals, both undergraduates **and** alumni, who held offices or committee positions during the past year in organizations, such as AILG, IFC, student government, clubs, sports teams and other MIT or national fraternity leadership roles. Include dates, and position. (Optional: In a separate section, sports team general membership counts by season can be recorded.)
2. Are your new member training processes and expectations documented? What is the duration in elapsed weeks, and in contact hours? How are activities reviewed to prevent hazing?
3. What has the house GPA been for the last four semesters?
4. How many members have withdrawn from MIT (or been required to leave), due primarily to grades in each of the last two years?
5. What does the chapter, and/or the alumni, do to encourage scholarship?
6. What activities or efforts are made to maintain good relations and communications between undergraduates and alumni, both local and dispersed, young and old?

### **B. Behavioral**

1. What proactive efforts are made to maintain good neighbor relations? What community or civic activities are supported or engaged in by the chapter as a unit? What about such activities done by brothers individually or as small groups?

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Which individual(s) [name, approx. class year, position, email] fill any of these roles-

2. Faculty Advisor
3. Alumni Advisor
4. National or Regional, Advisor(s) to Chapter
5. Alumni Risk Management Advisor(s)
6. Chapter Risk Manager, this semester and last semester
  
7. Does the chapter have a Risk Management Policy? Is it in writing?
8. Is it provided to each new member and each member?
  
9. Does the chapter have an internal judicial process for serious issues?
10. Have any members been told to move out in the past year?
  
11. Have there been any IFC, national organization, MIT or city investigations and/or sanctions in the past two years? [Explain each]
  
12. How often, and for what reason has the police made a visit to your house in the past year?  
[Identify whether it was MIT police or city/state police]
  
13. How often and for what reason has the Fire Department sent equipment to your house in the past year?

**P. Physical Plant** [Note: Many of these items will not be asked in the future once the data is submitted and loaded in the SLI registered document database].

1. Is your Property Insurance with Kirklin (billed via FCI), Yes, If No, give name of insurance company, amount and evidence that it is in force.
2. Is your Liability Insurance via Kirklin (billed via FCI), Yes, If No, give name of insurance company, amount and evidence that it is in force.
3. (Boston Dormitory or Cambridge Lodging House or Brookline Lodging House) License. Do you have a current license from your city and when does it expire? \_\_\_\_\_
4. Fire Department Inspection, date of last inspection \_\_\_\_\_ and list any citations given and status, which are open and which are closed.
5. (Boston, Brookline, Cambridge) Egress Inspection, date of last inspection \_\_\_\_\_ and for any deficiencies noted, which are open and which are resolved.
6. Are your Sprinkler System inspection, Fire Alarm inspection, Ansel inspection, Fire Escape Affidavit, Fire Extinguisher inspection tags and member Fire Drills up to date? Yes for all, if No indicate which are No
7. Do you have a contract with a Pest Control company? No/If Yes, which one?
8. Which chapter and which alumni officer(s) are responsible for maintaining safe and sanitary conditions?