



UNIVERSITY OF CENTRAL FLORIDA
FRATERNITY AND SORORITY LIFE

DATE STAMP HERE

Office of Fraternity and Sorority Life 407-823-2072 FAX 407-823-2929
Forms available online: www.ucfgreek.com

ACTIVITIES REVIEW FORM

Greek Council

Place all date stamped forms in the Greek Council Vice President of Administrations Mailbox in the Office of Fraternity and Sorority Life.

All large scale events involving more than one chapter (for example: philanthropies, community service, fundraisers, etc.), excluding socials, that will occur during the term must be approved through the completion and submission of the Activities Review Form (ARF). The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events. **Priority will be based on the date the ARF is submitted. If your activity is community service related, please remember to submit one packet of all Community Service Verification forms and documentation by the end of spring and fall semester and E-mail the Community Service Spreadsheet to ucfgreek@mail.ucf.edu**

Name of Sponsoring Organization: _____

Name of Affiliated Council (please check): DGC IFC NPHC PAN

Title of Event: _____

Type of Event: _____

Preferred Date: _____ Start Time: _____ End Time: _____

Back up Date: _____ Start Time: _____ End Time: _____

Location of Event: _____

Contact Name: _____

Phone Number: _____ Email: _____

Please describe your event in full detail:

OFFICE USE ONLY

Approved by: _____ Date Approved: _____ Comments: _____

Date Chapter Emailed (circle) Approved/Not Approved _____ By _____

UCF Greek Council

ACTIVITIES REVIEW FORM

Revised January 13, 2016

Policy

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Priority will be given to those forms submitted at the earliest time!

Procedures

- I. Each chapter or council needs to submit the Activities Review Form **fifteen days** in advance to the Office of Fraternity and Sorority Life. These forms need to be turned in as soon as possible in order to get the date that you want.
- II. Every Tuesday, the Greek Council Secretary will review the folder, approving the forms and placing them onto the master Greek calendar found at <http://calendar.getinvolveducf.com/month.php?cid=11>
- III. **Please include the preferred** date of your event in addition to a second back-up date on the Activities Review Form in case the first date is already taken. If both dates are taken, then the Greek Council Vice President of Administration will contact you explaining the situation and determine a new date.
- IV. Upon the approval of your event, you will receive an email confirmation from the Greek Council Vice President of Administration with the name of your event and its official date that is on the calendar.
- V. For the whole semester, every Greek event needing the Activities Review Form, **MUST** be turned into Greek Council into the Office Fraternity and Sorority Life.