



Fraternity and Sorority Life

FORMS CHECKLIST

Revised 07/31/17

Organizations are required to meet the following deadlines to be in good standing with the Office of Fraternity and Sorority Life. Failure to comply will result in cancellation of planned social events (i.e. SAFE, SERF), and a fine will be assessed.

FALL 2017

ALL COUNCILS:

- Greek RSO Orientations:** complete online via KnightConnect; due Friday, September 1, 2017 by 5:00pm

All chapters are required to complete one online session per academic year. If you are a newly elected officer, you are recommended to complete this training and learn about FSL Forms and OSI requirements.

- ARF: Activities Review Form** (large philanthropy, community wide, & annual events)
All chapters are required to submit ARF form 15 days before event to Greek Council at OFSL.

- New Member Chapter Plan:** due Friday, August 25, 2017 by 5:00pm
Please make sure to include the New Member Chapter Plan Cover Sheet found on the FSL website

- OFSL Packet One:** due Friday, September 8, 2017 by 5:00pm
 - Emergency/Crisis Plan
 - Non-Hazing Compliance Form
 - Chapter Scholarship Plan
 - Roster Edit 1 (PAN pre-recruitment roster meets this requirement)
 - * **Friendly reminder: RSO Update Form (OSI) also due!**

- OFSL Packet Two:** Friday, December 1, 2017 by 5:00pm
 - Final Roster Edit
 - Community Service & Philanthropy Report

All PNMs (interests) must be cleared for grade eligibility by OFSL prior to offering bids or letters of acceptance. Please contact your OFSL council advisor for assistance.

DGC:

- Membership Candidate List: **Must be submitted to advisor prior to starting intake**
Includes all students who have accepted a bid to commence a new member education program/intake. (PNM form will be used to confirm eligibility prior to intake.)
- New Members must be added to online roster as PLEDGES by October 6, 2017

IFC:

- New Member Update: **Must be submitted immediately after all bids have been accepted**
New members must be added to online roster as PLEDGES prior to commencing a new member education program.

NPHC:

- Membership Candidate List: **Must be submitted to advisor prior to starting intake**
Includes all students who have accepted a bid to commence a new member education program/intake. (PNM form will be used to confirm eligibility prior to intake.)
- New Member must be added to online roster as PLEDGES by October 6, 2017

PAN:

- New Member Update: **Must be submitted online immediately after COBs are completed**
New members must be added to online roster as PLEDGES prior to commencing a new member education program.