

# Timeline for Sorority & Fraternity Organization Forms

All Forms are to be completed and returned by these deadlines to the Sorority & Fraternity Life Office in Baker Room 330. Failure to submit or update necessary forms may result in disciplinary action.

## Fall Semester:

- Due within the first 2 weeks of the semester:
  - Roster for Fall Semester
  - Greek Chapter Report Form
- Due during first one-on-one with SFL Advisor:
  - Goal Setting Form
- Recruitment/Intake Forms:
  - New Member Forms and New Member Education Program (due 2 business days after bid is accepted)
  - Initiation Report (due 2 business days after ceremony or by the last day of classes – whichever is first)
- Housed Chapters:
  - Fire Drill (fire drill is to be completed within the first 2 weeks of the semester and the fire drill form by the end of the 3<sup>rd</sup> week)
  - House Director Contract (due within the 3<sup>rd</sup> week of the semester)

## Spring Semester:

- Due within the first 2 weeks of the semester:
  - Roster for Spring Semester
  - Any updates or changes to the Greek Chapter Report Form
- Recruitment/Intake Forms:
  - New Member Forms and New Member Education Program (due 2 business days after bid is accepted)
  - Initiation Report (due 2 business days after ceremony or by the last day of classes – whichever is first)
- Housed Chapters:
  - Fire Drill (fire drill is to be completed within the first 2 weeks of the semester and the fire drill form by the end of the 3<sup>rd</sup> week)
  - Complete Annual Fire Safety Inspection
- Due during last one-on-one with SFL Advisor:
  - Year End Report