

# ATLAS Monthly Calendar

Spring 2017

January	February	March	April	May
<ul style="list-style-type: none"> <li>● Submit current roster to FSL Office through Appsync <b>within the first week</b> of the semester.               <ul style="list-style-type: none"> <li>○ Update roster throughout the semester via Appsync.                   <ul style="list-style-type: none"> <li>■ Make sure to use altered status forms on Appsync.</li> </ul> </li> </ul> </li> <li>● (Only applicable if participating in Spring Recruitment) Turn in recruitment/intake schedule to FSL Office <b>one week prior</b> to beginning of recruitment period.               <ul style="list-style-type: none"> <li>○ Documentation of dry events</li> <li>○ Dates/times/loc</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Update roster with new members <b>one week after</b> recruitment/intake period is over.               <ul style="list-style-type: none"> <li>○ Membership Acceptance Forms must be submitted <b>within one week</b> of accepting membership.</li> </ul> </li> <li>● <b>New member educator and president</b> must attend hazing prevention program (Attendance will be documented by Councils)</li> </ul>		<ul style="list-style-type: none"> <li>● All rosters must be finalized and complete by the roster lock period (April 7th).</li> </ul>	<ul style="list-style-type: none"> <li>● Provide proof of campus meeting space by <b>May 5th.</b></li> <li>● Have 2 meetings with organizational or faculty advisor per semester               <ul style="list-style-type: none"> <li>■ Prove through signed confirmation letter</li> <li>■ Due <b>May 5th.</b></li> </ul> </li> <li>● Proof of 2 Service Events during the semester.               <ul style="list-style-type: none"> <li>○ Event report form due by <b>May 5th.</b></li> </ul> </li> <li>● Upload proof that chapter is in good standing with national office by <b>May 5th.</b> <ul style="list-style-type: none"> <li>○ Submit a letter from your national HQ.</li> </ul> </li> </ul>

<p>ation of events</p> <ul style="list-style-type: none"><li>● (Only applicable if participating in Spring Recruitment) Turn in bid list/intake list to FSL Office as stated in council by-laws <b>within one week of completion of recruitment.</b></li><li>● Turn in new member education plan <b>one week prior</b> to beginning of recruitment period.<ul style="list-style-type: none"><li>○ Proof of meeting space on campus</li><li>○ New member processes</li><li>○ Timeline of events</li><li>○ Lesson plans/breakdown of process</li></ul></li><li>● <b>Member of executive board, social chair and risk management</b> must attend social policy program (Attendance documented by Councils)</li><li>● Turn in chapter academic plan <b>within first week of</b></li></ul>				
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<p><b>semester.</b> Must include:</p> <ul style="list-style-type: none"><li>○ How to help members who don't meet GPA requirement</li><li>○ Chapter enforces minimum GPA for officer positions</li><li>○ Scholastic incentives</li><li>○ Resources for members in need of academic assistance</li><li>○ Positive reinforcement for engaged and studious members</li></ul> <ul style="list-style-type: none"><li>● Academic chair or designee meet with FSL Office representative to review academic report by <b><u>February 10th.</u></b> (Documented by FSL Office)</li><li>● Submit Property of Record forms (If applicable) within <b>first week</b> of class via AppSync</li></ul>				
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<ul style="list-style-type: none"> <li>• Upload proof of liability certificate via AppSync</li> </ul>				
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## Fall 2017

August	September	October	November	December
<ul style="list-style-type: none"> <li>• Submit current roster to FSL Office through Appsync <b>within the first week</b> of the semester.</li> <li>• Update roster throughout the semester via Appsync. <ul style="list-style-type: none"> <li>■ Make sure to use altered status forms on Appsync</li> </ul> </li> <li>• Turn in recruitment/intake schedule to FSL Office <b>one week prior</b> to beginning of recruitment period. <ul style="list-style-type: none"> <li>○ Documentation of dry events</li> <li>○ Dates/times/location of events</li> </ul> </li> <li>• Turn in new member education plan <b>one week</b> prior to beginning of recruitment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Turn in bid list/intake list to FSL Office as stated in council by-laws.</li> <li>• Update roster with new members <b>one week after</b> recruitment/intake period is over. <ul style="list-style-type: none"> <li>○ Membership Acceptance Forms must be submitted <b>within one week</b> of accepting membership.</li> </ul> </li> <li>• <b>New member educator and president</b> must attend hazing prevention program (documented by FSL Office)</li> <li>• <b>Member of executive board, social chair</b></li> </ul>	<ul style="list-style-type: none"> <li>• New members <b>MUST</b> attend the following: <ul style="list-style-type: none"> <li>○ STRIDE <ul style="list-style-type: none"> <li>■ Spring members will need to attend session in Fall.</li> </ul> </li> <li>○ Speakers at council hosted events</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All rosters must be finalized and complete by the roster lock period, <b>November 3rd.</b></li> <li>• Turn in leadership roster <b>within one week</b> of elections via AppSync <ul style="list-style-type: none"> <li>○ Update leadership roster as needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide proof of campus meeting space by <b><u>December 1st.</u></b></li> <li>• Have 2 meetings with organizational or faculty advisor per semester <ul style="list-style-type: none"> <li>■ Prove through signed confirmation letter</li> <li>■ Due <b><u>December 1st.</u></b></li> </ul> </li> <li>• Majority (&gt;50%) of organization must attend a risk management program facilitated by professional during the year <ul style="list-style-type: none"> <li>○ Prove through attendance</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Proof of meeting space on campus</li> <li>○ New member processes</li> <li>○ Timeline of events</li> <li>○ Lesson plans/breakdown of process</li> <li>● Turn in chapter academic plan <b>within first week of semester</b>. Must include: <ul style="list-style-type: none"> <li>○ How to help members who don't meet GPA requirement</li> <li>○ Chapter enforces minimum GPA for officer positions</li> <li>○ Scholastic incentives</li> <li>○ Resources for members in need of academic assistance</li> <li>○ Positive reinforcement for engaged and studious members</li> </ul> </li> <li>● Academic chair or designee meet with FSL Office representative to review academic report <b>by September 8th</b>.</li> </ul>	<p><b>and risk management</b> must attend social policy program (Documented by Councils)</p>			<p>sheet and signed confirmation letter from facilitator.</p> <ul style="list-style-type: none"> <li>○ Due <b>December 1st</b>.</li> <li>● Philanthropy event form due <b>December 1st</b>.</li> <li>● Proof of 2 Service Events <ul style="list-style-type: none"> <li>○ Event report form due by <b>December 1st</b>.</li> </ul> </li> <li>● Service Tracking Sheet due by <b>December 1st</b>.</li> <li>● Upload proof that chapter is in good standing with national office by <b>December 1st</b>.</li> </ul>
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<p>(Attendance documented by FSL Office)</p> <ul style="list-style-type: none"> <li>● Submit Property of Record forms (If applicable) within <b>first week</b> of class via AppSync</li> <li>● Upload proof of liability certificate via AppSync</li> <li>● Turn in Risk Management Contract and Hazing Compliance Form via Appsync</li> </ul>				
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<b>Throughout the Year</b>
<ul style="list-style-type: none"> <li>● Attend leadership retreats (Documented by FSL Office)</li> <li>● Update leadership roster as needed</li> <li>● <b>President</b> must meet with FSL advisor throughout the semester <ul style="list-style-type: none"> <li>○ One required meeting a month</li> <li>○ Documented by FSL Office</li> </ul> </li> <li>● Have 2 meetings with organizational or faculty advisor each semester <ul style="list-style-type: none"> <li>■ Prove through signed confirmation letter</li> </ul> </li> <li>● Keep track of member service hours through service tracking sheet</li> <li>● Host 2 service events <b>per semester</b>. <ul style="list-style-type: none"> <li>○ Service events are those that require dedicating direct volunteer hours. (Street cleanup, Trail maintenance, stadium clean up, etc)</li> <li>○ One service event may be a DRIVE (blood drive, school supplies drive, winter clothes drive etc)</li> <li>○ <b>*All events must be documented through the event report form*</b></li> </ul> </li> </ul>

- **\*All documentation must be turned in the last week of semester/year\***
- **\*Percentage nights do not count as a philanthropy event\***
- Host 1 philanthropy event **per year**.
  - Consists of raising money for a local or national philanthropy.
  - **\*All events must be documented through the event report form\***
  - **\*All documentation must be turned in the last week of semester/year\***
  - **\*Percentage nights do not count as a philanthropy event\***
- Maintain organizational GPA that is a 2.7.
  - Documented by Councils
- Potential new member grades must be in accordance with council requirement.
- Organizational participation in fraternity and sorority community events.
  - Proof of roster of members who attended
  - Hazing prevention, educational programming events, etc.
- Pay council dues per stated in council by-laws.
- All social event registration forms must be submitted on Appsync no less than one week prior to event date.
- Majority (>50%) of organization must attend a risk management program facilitated by a professional
  - Prove through attendance sheet and signed confirmation letter from facilitator.

## Benchmark Key

**Friendship**

**Leadership**

**Service**

**Scholarship**

**Engagement**

**Risk Management**