Chapter Checklist

**PRIOR TO START OF SEMESTER**

- **Chapter Leadership Updates**
  - Email involvement@uni.edu with any leadership updates and include (CC) your FSL Chapter Contact. Please include all executive, director, and advisor positions.

- **Roster Updates (Fraternity/Sorority)**
  - Complete if any member has graduated, transferred, cancelled membership, been terminated, or will be studying abroad, student teaching, interning, etc.

- **In-House Membership**
  - For the chapters with facilities – complete each semester to update in-house membership roster.

- **Red Watch Band Training**
  - Add RWB Training date to chapter calendar and notify new and active members of expected attendance by utilizing the script.

- **Reminders:**
  - FSL Chapter Contact – chapter coaching assignments are updated every semester. Please ensure your leadership knows who to contact in the Office of Student Life.
  - Any events with alcohol may only occur during the regular academic year. Events should not be scheduled or hosted during academic breaks, including but not limited to Thanksgiving Break, Winter Break, Spring Break, and Summer Break. ([Social Policy Section IV, 2](#))

**DURING EACH SEMESTER**

- **New Member Verification Process**
  - Complete NMV Agreement before beginning recruitment process.
  - Complete NMV Form and all follow steps in the NMV Process before extending bid to your chapter. ([Fraternity/Sorority](#))

- **Fire Drill**
  - For the chapters with facilities – conduct fire drill within 10 days of beginning of classes and notifying FSL Chapter Contact of completion time/date. Must follow 2015 Internal Fire Code standards outlined in Section 403.10.2.

- **Crisis Management Flow Chart**
  - Complete at the beginning of every semester and distribute to chapter leadership.

- **Social Events Requirements**
  - Complete social policy presentation AND form prior to first Type A event with alcohol.
  - Complete social notification forms by appropriate deadlines.

- **Greek Grade Release**
  - Scholarship Chairs and Presidents should complete form each semester in order to receive midterm and final grade reports.

- **Roster Updates (Fraternity/Sorority)**
  - Complete if any member transfers, cancels membership, or is terminated during the semester.

**END OF YEAR**

- **Summer In-House Membership**
  - For the chapters with facilities – complete before summer break to update in-house membership roster.