

NIU Relationship Statement for Fraternities and Sororities
Checklist and Deadlines

August

- Submit Copy of Insurance Certificate to Greek Affairs
- Submit Proof of Recognition from National Office to Greek Affairs
- Monthly meeting with FSL Graduate Assistant

September

- Submit Academic Plan (within first two weeks of class)
- Report Philanthropy and Volunteer Hours for August (September 15)
- Monthly meeting with FSL Graduate Assistant

October

- Report Philanthropy and Volunteer Hours for September (October 15)
- Monthly meeting with FSL Graduate Assistant

November

- Update Member Rosters-use addition, removal, or initiation forms (November 15)
- Report Philanthropy and Volunteer Hours for October (November 15)
- Prospective New Member forms due (November 15)
- Monthly meeting with FSL Graduate Assistant

December

- Report Philanthropy and Volunteer Hours for November (December 15)
- Update Officer Forms (December 15)
- Monthly meeting with FSL Graduate Assistant

January

- Report Philanthropy and Volunteer Hours for December (January 15)
- Website update forms due (January 20)
- Monthly meeting with FSL Graduate Assistant

February

- NO MORE CHANGES WILL BE MADE TO GRADE REPORTS (February 1)
- Report Philanthropy and Volunteer Hours for January (February 15)
- Monthly meeting with FSL Graduate Assistant

March

- Submit Chapter Success Plan/Greek Awards Application (March 9)
- Report Philanthropy and Volunteer Hours for February (March 15)
- Monthly meeting with FSL Graduate Assistant

April

- Update Member Rosters-use addition, removal, or initiation forms (April 15)
- Report Philanthropy and Volunteer Hours for October (April 15)
- Prospective New Member forms due (April 15)
- Monthly meeting with FSL Graduate Assistant

May

- Update Officer Forms (May 1)
- Report Philanthropy and Volunteer Hours for April & May (May 15)
- Monthly meeting with FSL Graduate Assistant

June

- Website Update forms due (June 16)
- NO MORE CHANGES WILL BE MADE TO GRADE REPORTS (June 16)
- Monthly meeting with FSL Graduate Assistant

Other Requirements

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| <input type="checkbox"/> Designate Scholarship Chair | <input type="checkbox"/> Send 4 Members to Leadership Conference Sponsored by Greek Affairs |
| <input type="checkbox"/> Designate Faculty Advisor | <input type="checkbox"/> Send New Members to New Member Education Retreat Sponsored by Greek Affairs |
| <input type="checkbox"/> 2.25 GPA Requirement | <input type="checkbox"/> Establish Minimum GPA for Potential New Members |
| o Fall | <input type="checkbox"/> Register Recruitment Events with Greek Affairs |
| o Spring | <input type="checkbox"/> Submit New Member Cards within 1 Week of Signed Bid |
| <input type="checkbox"/> Update Officer Forms Each Time New Election/Appointment | <input type="checkbox"/> Educate New Members on Relationship Statement |
| <input type="checkbox"/> Designate Delegates to Attend Council Meetings | |
| <input type="checkbox"/> 70% of Chapter Attends Educational Programs Approved by Council or University | |

