ATLAS Fall 2018 Due Dates

Start of Semester Requirements:
Sorority Presidents (PHC and NPHC) - APH Reservation and Housing Meeting - August 15th at 7:30pm in Carnation Ballroom.


Officer Workshops, August 24th, 2018 - 3pm - 6pm. - Mandated attendance for the following officers:
- New Member Educators - 3pm in Price Lake
- Scholarship Chairs - 4pm in Price Lake
- Risk Managers and Social Chairs - 5pm in Price Lake

PHC - Update Roster and submit National Roster by 5pm on August 17th, 2018 for RFM Specialist and Campus Director.

Property of Record Forms - Completed by 5pm on August 24, 2018. Form opens at 8am on August 8, 2018.

Graduate Forms - Completed by 5pm on August 24, 2018 with all May Graduates and Early Alum. Opens at 8am on August 8, 2018.

August 31st, 2018

- Complete the ATLAS Submission Form. The following items need to be included in the form for it to be considered completed by August 31, 2018.
  - Updated AppSync Roster from portal. Export and upload copy of roster.
  - Submit a copy of the National Roster (PHC, yours is due on August 17th)
  - Upload current copy of Insurance and Liability Certificate
  - Confirmation that all required AppSync forms - Graduate, Altered Status, and Property of Record Forms have been completed
  - Recruitment/Intake Schedule -
    - IFC please include addresses of off campus events
    - PHC - complete requirements and requests per PHC - Budgets, round descriptions, attire, decor, etc.
    - NPHC - informational meetings and application deadlines must be submitted

- Submit New Member Education Report on AppSync - Must be completed by the New Member Educator/Intake Coordinator
- Submit Scholarship Report on AppSync - Must be completed by Academic/Scholarship Chair
- President (1st monthly meeting must be before September 7th)
  - Must schedule a meeting, may not be during walk-in hours

- Council dues are paid

**Copies of submitted reports will be uploaded into your Fall 2018 folders as proof of submission and completion.

Recruitment, Intake, or Bid Extension:
All chapters must follow respective Governing Council Requirements for recruitment/intake. This includes extending bids to individuals who are registered and approved via provided registration links or submission of Academic Verification Forms. IFC and NPHC must complete Fraternity and Sorority Bid List of eligible potential members prior to extending bids. PHC will complete the bid list for any women joining through Continuous Open Bidding.
New Members

- All new members must complete the **Anti-Hazing Education Form** in chapter portals on AppSync.
- New Members must report involvement to the Office via **Membership Acceptance Forms**.
- All New Members must attend a **STRIDE Event on October 7th, 1pm to 4pm in Schaefer Center**.
- NPHC New Member Presentation information provided to FSL Office 2 weeks in advance.

**November 2:**

- Roster must be finalized. Copy of completed and updated roster must be exported and uploaded into your Fall 2018 ATLAS Folder.

**November 16:**

- Complete the **End of Semester ATLAS Submission Form** and upload the following:
  - Proof of campus meeting space for Spring 2019
  - New Officer Contact List
  - Chapter Resume for any Awards you are eligible for and wish to apply for (examples from last year will be available in the FSL AppSync 2018 folder)
  - Above and Beyond Documentation for the fall semester (Programming and Service/Philanthropy Above and Beyond will be determined through respective reports)
- Please have your Chapter Advisor or Faculty Advisor complete the **Advisor Meeting Report**. Must have completed at least 2 meetings during the fall semester.
- Provide proof that >65% of organization has attended a Chapter Risk Management Workshop (or a Diversity and Inclusion Workshop - or both) - via completion of **Programming Report**.
- Complete the **ATLAS Service/Philanthropy Report** for 2 service events during the semester.
  - Road Clean Up will count for one, the other must reflect completed service on campus or in the High Country. **Clothing or food drives will count with advance approval from the FSL Staff.**
  - The chapter must complete one Philanthropy event each year. **Percentage nights do not count as a Philanthropy Event**.
- To report additional service hours, a Service Tracking Sheet must be uploaded to an **ATLAS Service/Philanthropy Report**.

**November 18:** All New Member Activities must be completed at this time including meetings, new member presentations, and initiations.

**Throughout Semester:**

- Update roster using the **Altered Status Forms**.
- President meeting with FSL office once per month (August - November).
  - Meetings must be scheduled through the McCaskey Center. (828) 262-6252
- Maintain organizational collective GPA of 2.7
- New members maintain a collective GPA of 2.7
- Participation in fraternity and sorority community events as requested by respective Governing Council or Campus Activities - Hazing Prevention Week, NPHC Step Show, White Ribbon Week, Professional Development Week, etc.
- Pay council dues by invoice deadline.
- Submit **Social Event Registration Forms** on time and complete them as requested.
- Risk Manager and Social Chair attend and complete two GAMMA Workshops during the semester.
  - If Risk Managers and Social Chairs attend a workshop put on by their chapter then that will also count as a complete GAMMA workshop.