



ATLAS Spring 2019 Due Dates

Start of Semester Requirements:

Annual Retreat - Mandated attendance for all Chapter Presidents, January 9 - 10th at the Blowing Rock Conference Center. Executive Officers, Social Chairs, and Risk Managers attend Executive Officer Workshop on January 11th, 2019. 12 Noon - 6pm in the Appalachian Panhellenic Hall.

PHC - submit National Roster by 5pm on January 18, 2019 in order to reset total by January 23rd. Upload a copy of National Roster and export and upload a copy of AppSync roster into Spring 2019 Chapter Folder on Google Drive.

Property of Record Forms - Completed by 5pm on January 18, 2019 to add any additional properties. To remove a property, an email must be sent to Campus Activities team with reason for removal. An Advisor and National Officer must be cc'd for approval. Opens at 8am on January 8, 2019.

Graduate Forms - Completed by 5pm on January 19, 2019 with all December Graduates and Early Alum. Opens at 8am on January 8, 2019.

January 25, 2019 - ATLAS Submission Form

- Update AppSync Roster in portal.
- Submit a copy of the National Roster
- Upload current copy of Insurance and Liability Certificate
- Recruitment/Intake Schedule
 - Document dry events
 - Dates/times/locations of events (addresses need to be included)

And Make sure you complete the following:

- Council dues are paid in full by 4th Council Meeting
- Meetings with FSL Office (they will keep record)
 - President (1st monthly meeting must be before February 8th)

Also Due on January 25th, 2019:

- New Member Education/Intake Report on AppSync
 - Proof of on-campus meeting space)
 - Discuss new member process and provide weekly lesson plans, requirements, and details of any additional meetings or travel
 - Timeline of events (cannot exceed 8 weeks)
- Chapter Academic Plan via the ATLAS Scholarship Report on AppSync

One Week After Recruitment, Intake, or Bid Extension:

All chapters must follow respective Governing Council Requirements for recruitment/intake. This includes submission of [Academic Verification Forms](#) and a complete [Fraternity and Sorority Bid List](#) of eligible potential members prior to extending bids.

- All new members must complete [Anti-Hazing Education Form](#) in chapter portals on AppSync
- New Members must report involvement to the Office via [Membership Acceptance Forms](#)
- NPHC New Member Presentation information provided to FSL Office

April 5, 2019:

- Roster must be finalized. Copy of completed and updated roster must be exported and uploaded into your Spring 2019 ATLAS Google Folder

April 21, 2019: All New Member Activities must be completed at this time

April 26:

- Provide proof of campus meeting space for Fall 2019 Semester
- Provide proof of 2 meetings with an Advisor via [Advisor Meeting Report](#).
Must be completed by your Advisor
- Provide proof that >65% of organization attended an Inclusion and Diversity Program and/or Risk Management Program. Both need to be completed for the 2019 Calendar Year.
 - Prove through completion of [Programming Report](#)
- Complete [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
- Service Tracking Sheet completed by each member (template found on AppSync) and uploaded to an [ATLAS Service/Philanthropy Report](#)

Throughout Semester:

- Update roster using [Altered Status Forms](#) prior to April 5th, 2019.
- President meeting with FSL office once per month (January - April)
 - 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**
- GAMMA programs must be completed as directed by the Campus Activities Office. A complete calendar of events and requirements will be provided to you at the Annual Retreat.
- Submit [Social Event Registration Forms](#) on time and complete them as requested
- **Risk Management Contracts for 2019 must be signed and on file with the Campus Activities Office no later than February 8th. A packet and presentation will be reviewed with you and provided at the Annual Retreat.**
- Chapter does not have any conduct issues that result in restrictions or probation terms.

****All requested documents need to be submitted on the ATLAS Submission Forms on AppSync.