



## ATLAS Fall 2019 Due Dates

### Start of Semester Requirements:

Fall Retreat - August 18, 2019.

Risk Management Forum/Wellness Town Hall - September 11th, 2019.

PHC - Rosters must be updated by 12pm on August 6, 2019 per Recruitment Rules. A copy of the National Roster and an exported copy of your AppSync roster must be placed in your Fall 2019 Chapter Folder in Google Drive by that time.

IFC - [Property of Record Forms](#) must be completed by August 22, 2019 at 11:59pm. Any property with 4 or more members collectively living together or any property that will be utilized for any fraternity function or activity must be recorded with the University. All lease holders must approve the form in order for it to be on file and be considered as a Property of Record.

IFC - Submit a Recruitment Schedule with events and addresses to your Fall 2019 Chapter Folder in Google Drive by 5pm on August 19, 2019.

### First Deadline\*\*\*

#### August 30, 2019 - [ATLAS Submission Form](#)

- Upload updated AppSync Roster
- Upload updated National Roster
- Upload a current copy of the Insurance and Liability Certificate
- Copy of room confirmations for all on campus meetings for the fall semester

Submit [Graduate Forms](#) for May Graduates and [Altered Status Forms](#) for summer withdrawn members, transfers, suspensions, or expulsions on AppSync.

Submit the [New Member Education Report](#) on AppSync. **Must be completed by New Member Educator or Intake Coordinator.**

Submit the [Scholarship Report](#) on AppSync. **Must be completed by the Academic/Scholarship Chair.**

Schedule August **President Meeting by September 6, 2019**. President Meetings for all leadership will be held on September 26 at 9pm and October 24 at 9pm in Roan Mountain.

Council dues must be paid by the 4th Council Meeting.

### Recruitment, Intake, or Bid Extension:

- All chapters must follow respective Governing Council requirements for recruitment or intake.
- All chapters must submit a bid list to the Fraternity and Sorority Life Office
  - PHC via Campus Director
  - IFC, MGC & NPHC via AppSync and the [Fraternity and Sorority Bid List Form](#)
- All New Members must complete a [Membership Acceptance Form](#) within one week of accepting membership. The Hazing Education Form is now a part of the MAF.
- [Academic Verification Forms](#) (AVF) must be completed by anyone seeking membership with NPHC and any individual who is participating in recruitment with IFC and PHC outside of the formal recruitment schedule. All AVFs must be approved by FSL before a bid can be extended.

**Mid Semester Roster Update due by October 11, 2019 & Final Roster Lock is November 1, 2019\*\*\***

### Final Deadline\*\*\*

#### November 15, 2019 at 5pm

- An [End of Semester ATLAS Submission Form](#) must be completed and include
  - New Officer Contact List
  - Meeting Space Confirmation for Spring 2020
  - A chapter resume if applying for Fraternity or Sorority of the Year or Most Improved Chapter
- [ATLAS Service/Philanthropy Report](#) must be completed to show 2 completed, chapter-wide service events for the Fall 2019 semester. One Philanthropy event per chapter must be completed in 2019.
- [ATLAS Programming Report](#) must be completed to show completion of 1 chapter wide Risk Management Program and 1 chapter wide Inclusion and Diversity program for 2019. If this was completed in Spring 2019, the chapter does not need to submit for fall.
- [Advisor Meeting Report](#) must be completed by Advisors and show proof of at least two meetings with chapter leadership throughout the semester

### Other ATLAS Minimum Requirements tracked for the semester:

- Chapter must maintain a 2.7 collective active grade point average
- New Members must achieve a 2.7 collective grade point average as a new member class
- [Social Event Registration Forms](#) need to be submitted on time and be followed as reported
- Chapter maintains **good standing** and is not placed on any probationary or restricted statuses
- **Risk Management Contracts** must be signed and on file with the office no later than September 13th, 2019. Respective Councils will be responsible for reviewing policies and procedures for the fall semester. Presidents, Risk Managers, and Social Chairs must attend the **Wellness and Prevention Services Wellness Town Hall on September 11, 2019.**
- New Members for Fall 2019 and all New Member Educators must attend **STRIDE** on September 22nd, 2019.

\*\*\*All information for ATLAS must be submitted via the appropriate form and rosters must be uploaded into the Fall 2019 Chapter Google folders