



ATLAS Spring 2020 Due Dates

Start of Semester Requirements:

Annual Leadership Retreat for Governing Council Officers and Presidents. January 8 - 9, 2020 at the Blowing Rock Conference Center.

Chapter Officer Conference on January 12, 2020 in the PSU at 1pm. This includes Risk Management and Social Chairs for our Risk Management Forum.

IFC - [Property of Record Forms](#) must be completed by January 17 at 11:59pm for any additional properties that need to be recorded. All lease holders must approve the form in order for it to be on file and be considered as a Property of Record.

First Deadline

January 31, 2020 - [ATLAS Spring Semester Submission](#)

- <https://orgsync.com/90455/forms/110845> Upload updated National Roster
- Confirm Updated AppSync Portal Roster
- Upload a **current** copy of the Insurance and Liability Certificate
- Upload Risk Management Policies Review and Hazing Education Signatures after a chapter wide review of the policies, code of conduct, laws, and expectations.

IFC - Recruitment Schedules for Informal Recruitment

PHC - Submit COB Plan if you are planning on participating in Spring COB or a confirmation document that you are at total and not participating.

Submit [Graduate Forms](#) for December Graduates and [Altered Status Forms](#) for winter break withdrawn members, transfers, suspensions, or expulsions on AppSync.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** if you plan on participating in Spring Recruitment or Intake.

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

Schedule January **President Meeting by February 5, 2020**. President Meetings for all leadership will be held on **February 26, 2020** and **April 22, 2020** 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 via the [Fraternity and Sorority Bid List Form](#)
- [Academic Verification Forms](#) (AVF) must be completed by anyone seeking membership. **All AVFs must be approved by FSL before a bid can be extended.** Grades will be checked by the FSL Staff on Monday and Thursday and information will be relayed to appropriate officers.
- 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.
- **All Initiations and New Member Presentations must conclude by April 19, 2020.**

Mid Semester Roster will be ran on March 9, 2020 and Rosters Lock on April 3, 2020

Final Deadline**April 24, 2020 at 5pm**

- [ATLAS Service/Philanthropy Report](#) must be completed to show 2 completed, chapter-wide service events for the Spring 2020 semester. One Philanthropy event must be completed in 2020.
- [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:

- 1:1 President Meetings January, February, March, & April
- 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
- 75% of the chapter must attend the Hazing Prevention Speaker on February 20, 2020 at 7pm in the Schaefer Center. All Spring New Members must be present.