ATLAS Spring 2020 Due Dates

Start of Semester Requirements:


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.

<table>
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<th>First Deadline</th>
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<tr>
<td><strong>January 31, 2020</strong> - <strong>ATLAS Spring Semester Submission</strong></td>
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<tr>
<td>- <a href="https://orgsync.com/90455/forms/110845">https://orgsync.com/90455/forms/110845</a> Upload updated National Roster</td>
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<tr>
<td>- Confirm Updated AppSync Portal Roster</td>
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<tr>
<td>- Upload a <strong>current</strong> copy of the Insurance and Liability Certificate</td>
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<tr>
<td>- Upload Risk Management Policies Review and Hazing Education Signatures after a chapter wide review of the policies, code of conduct, laws, and expectations.</td>
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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Submit **Graduate Forms** for December Graduates and **Altered Status Forms** for winter break withdrawn members, transfers, suspensions, or expulsions on AppSync.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.