



ATLAS Spring 2021 Due Dates

Start of Semester Requirements:

Presidents attend FSL Annual Retreat on January 6th and 7th, 2021.

Presidents, Risk Managers, Social Chairs, Recruitment Chairs, and New Member Educators must attend the Officer Leadership Forum on January 10th, 2021 from 11am to 3pm.

IFC - [Property of Record Forms](#) must be completed by January 22nd, 2021 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.

PHC - National Rosters and AppSync Rosters must be completed by January 11th, 2021 at 5pm and need to be uploaded into your Spring 2021 Folder on Google Drive. Total will be readjusted as required by NPC no later than January 27th, 2021.

First Deadline

February 5th, 2021 - Complete the [ATLAS Spring Semester Submission Form](#)

- Updated National Roster and Engage Roster
- Completed Review of Risk Management Policies and Signature Pages
- Updated copy of your Liability Coverage/Proof of Insurance
- Scheduled 1:1 Meeting by February 5th.
- **IFC** - Recruitment Schedules for Informal Recruitment complete with locations **and addresses** must be uploaded to this form
- **PHC** - Your COB Plans and Schedule must be uploaded to this form

Submit [Graduate Forms](#) for May Graduates and [Altered Status Forms](#) for withdrawn members, transfers, suspensions, or expulsions on Engage. Form opens on January 4th, 2021.

Submit the [New Member Education Report](#) on Engage. **Must be completed by the New Member Educator or Intake Coordinator** if you plan on participating in Spring Recruitment or Intake.

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

President Meetings for all leadership will be held on **February 24th, March 31st, and April 28th, 2020** at 9pm via Zoom.

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

Recruitment, Intake, and Bid Extension:

- All chapters must follow respective Governing Council requirements for recruitment or intake.
- Respective Registration Links or [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 chapters must submit a bid list to the Fraternity and Sorority Life Office via the [Fraternity and Sorority Bid List Form](#) after grades and eligibility of potential members is verified.
- 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 21st, 2021.**

Mid Semester Roster will be ran on March 5th, 2021 and Rosters Lock on April 2, 2021

Final Deadline**April 23rd, 2021 at 5pm**

- [ATLAS Service/Philanthropy Report](#) must be completed to show 2 completed, chapter-wide service events for the Spring 2021 semester. One Philanthropy event must be completed in 2021.
- [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 2021. If this was completed in Spring 2021, 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:

- Attend President Meetings each month.
- 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