



GREEK LIFE PAPERWORK

****All paperwork must be completed and returned by the given deadlines or fines may be imposed.**

- Officer Roster – list of all members of the Executive Board, including name, address, phone number, and e-mail address (due beginning of each semester)
- Roster Change Form – please list any members who need to be added or removed from your chapter. Also please note whether they are active, suspended, or inactive (due as changes are made)
- Potential Member (Rushee) GPA Release – please list any potential new members who have attended recruitment events, as well as his/her signature and social security number. They must acknowledge that this form gives their permission to have their gpa checked by the Office of Greek Life and given to the President, Recruitment, and Scholarship Chairs of the chapter.
- New Member Roster/GPA Release – Please list all new members of your organization. He/she must also sign the form and put their social security number. They must acknowledge that this form gives their permission to have their gpa checked by the Office of Greek Life and given to the President, Scholarship Chair, Chapter Advisor, or National Representative at any time that they are an active member of the chapter.
- Fraternity/Sorority Recruitment Statistics – Please keep accurate records of potential new members who attend recruitment events held by your chapter. Please check the appropriate boxes to indicate which events they attended, whether or not they were offered a bid, and whether or not they accepted or declined a bid.
- Community Service Plan – Please outline your plans for your chapter's community service involvement for the upcoming semester. Include the contact information for your chapter's Community Service Chair as well as the service organization and contact information. At the bottom, please estimate how many hours you anticipate that your organization will complete during the upcoming semester.

- Community Service Report – Include a detailed report about your chapter’s community service involvement for the past semester. Include the amount of hours performed, a copy of the contracted agreement with the agency, and a summary of how the experience was for your chapters and any future recommendations.
- New Member Education Plan – Please include a specific outline of all activities to be completed by your new members as well as the dates, times, locations, and descriptions of each. Also list ALL responsibilities of new members.
- Member Development Plan – Please list all programs, descriptions, intended outcomes, dates, and locations that your chapter will be hosting during the upcoming semester. Each chapter must schedule a minimum of three programs per semester. Each chapter member must attend at least two of the three programs.
- Chapter Development Program Verification Form – Please have all chapter attendees fill out this form when attending a program hosted by your chapter.
- Scholarship Plan – Please state your chapter’s scholarship mission, gpa for the past semester, gpa goal for the upcoming semester, and your minimum requirement for all members (new and active). Also describe any programs that you intend to provide for your members who fall below the gpa requirement, as well as any additional programs or services that your chapter will offer to encourage high scholarship.

If you have any questions about the above paperwork, please contact Cindy at 590-7904, clistows@fgcu.edu, or stop by the Student Union, Room 104 to set up an appointment.