

Standards of Excellence

Online Forms Annual checklist 2008-09



Autumn Quarter

- ❑ Rosters and Officer updates online - due by Monday, September 29th, 2008
- ❑ Quarterly Recruitment Report – due Friday, December 5th, 2008
- ❑ Quarterly Risk Management Report - due Friday, December 5th, 2008
- ❑ Quarterly Fiscal Responsibility Form - due Friday, December 5th, 2008
- ❑ New Member cards must be submitted to Ohio Shuention (1961 Tuttle Park Place, between Gates 22&24) within 10 days of New Members accepting a bid. Please remember the New Member, President, and Chapter Advisor must sign every card.

Winter Quarter

- ❑ Rosters and Officer updates online - due by Friday, January 9th, 2009
- ❑ Quarterly Recruitment Report – due Friday, March 13th, 2009
- ❑ Quarterly Risk Management Report - due Friday, March 13th, 2009
- ❑ Quarterly Fiscal Responsibility Form-due Friday, March 13th, 2009
- ❑ New Member cards must be submitted to Ohio Shuention (1961 Tuttle Park Place, between Gates 22&24) within 10 days of New Members accepting a bid. Please remember the New Member, President, and Chapter Advisor must sign every card.

Spring Quarter

- ❑ Rosters and Officer updates online - due by Friday, April 3rd, 2009
- ❑ Chapter Plan Due Date - due Friday May 29th, 2009
- ❑ Annual Chapter Report – due Friday May 29th, 2009
- ❑ Quarterly Recruitment Report – due Friday, June 5th, 2009
- ❑ Quarterly Risk Management Report – due Friday, June 5th, 2009
- ❑ Quarterly Fiscal Responsibility Form- due Friday, June 5th, 2009
- ❑ New Member cards must be submitted to Ohio Shuention (1961 Tuttle Park Place, between Gates 22&24) within 10 days of New Members accepting a bid. Please remember the New Member, President, and Chapter Advisor must sign every card.

Annually – must be completed and submitted by Friday, March 13th, 2008

- ❑ 75% of chapter attend a diversity-oriented program/event - Submit Diversity Education form immediately following the event – due by Friday May 29th, 2009
- ❑ 75% of chapter participate in an on going Community Service project - Community Service form submitted no more than 10 days following the event – due by Friday May 29th, 2009
- ❑ You can continue to update your rosters and officer contact lists with any additional changes throughout the quarter, however you must submit the initial changes by the dates listed above for each quarter for our records.

Please Note:

All forms are available on www.ohiounion.osu.edu/greek_life under the link for *On-line Forms/Reporting*

Please contact Ryan Lovell, Senior Coordinator of Sorority and Fraternity Life, at 688-4888 or lovell.113@osu.edu with any questions or concerns.