



Chapter Checklist for Success

As part of the Fraternity's new chapter support model, the following checklist items must be completed and submitted on, or before, the corresponding due dates.

If you do these six things, the chapter will be considered for a **John Templeton McCarty Proficiency Award**:

1) All six reports submitted; 2) Conference registrations; 3) Insurance bill paid; 4) \$0 IHQ account balance; 5) Update membership roster; 6) Risk management agreements signed.

Fall: Beginning of Semester

Due: August 31

www.phigam.org/BeginningOfSemesterReport

- Biggest successes & challenges
- Brotherhood plan
- Chapter mailing address
- Chapter roster updated
- ChapterBuilder updated
- New Member Educator Agreement
- New members/initiates reported
- Philanthropy \$ raised
- President Risk Management Agreement
- Recruitment goals/plan
- Scholarship plan
- Schedule meetings with FS
- Section chief/graduate support
- Service hours performed

Spring: Beginning of Semester

Due: January 25

www.phigam.org/BeginningOfSemesterReport

- Biggest successes & challenges
- Brotherhood plan
- Chapter mailing address
- Chapter roster updated
- ChapterBuilder updated
- New Member Educator Agreement
- New members/initiates reported
- Philanthropy \$ raised
- President Risk Management Agreement
- Recruitment goals/plan
- Schedule meetings with FS
- Scholarship plan
- Section chief/graduate support
- Service hours performed

Fall: Mid-Semester

Due: October 1

www.phigam.org/MidSemesterReport

- Biggest successes & challenges
- Chapter roster updated
- ChapterBuilder updated
- GreekLifeEDU
- House corporation support
- IHQ dues payment
- Meetings with FS scheduled/attended
- New members/initiates reported
- Officer election date
- Philanthropy \$ raised
- Service hours performed

Spring: Mid-Semester

Due: March 1

www.phigam.org/MidSemesterReport

- Biggest successes & challenges
- Chapter roster updated
- ChapterBuilder updated
- GreekLifeEDU
- IHQ awards applications
- IHQ insurance payment
- Meetings with FS scheduled/attended
- New members/initiates reported
- Officer election date (if applicable)
- Philanthropy \$ raised
- Service hours performed

Fall: End of Semester

Due: December 1

www.phigam.org/EndOfSemesterReport

- Academy registration
- Biggest challenges/successes
- Chapter roster updated
- ChapterBuilder utilized/updated
- Grades/service reported
- Graduate support
- GreekLifeEDU
- IHQ dues bill paid
- Minimum standards (including form 990)
- New member retention
- New members/initiates reported
- Philanthropy \$ raised
- Recruitment goals
- Service hours performed

Spring: End of Semester

Due: April 30

www.phigam.org/EndOfSemesterReport

- Biggest challenges/successes
- Chapter roster update
- ChapterBuilder utilized/updated
- Ekklesia registration (if applicable)
- Grades/service reported
- Graduate support
- GreekLifeEDU
- IHQ insurance bill paid
- Minimum standards (including form 990)
- New member retention
- New members/initiates reported
- Philanthropy \$ raised
- Service hours performed