



2023 Timeline for Fraternity and Sorority Life Forms

All forms should be completed and submitted by the deadlines indicated within the Fraternity and Sorority Life Standards of Excellence program – this timeline is a guide to assist organizations in completing these items, as well as provide updates on general University timelines for external forms.

Ongoing FSL Forms:

- Host at least two member development programs each semester and submit [FSL Membership Development / Educational Program Reflection Form](#) at the conclusion of the event
- Report service hours completed by members and philanthropy events held/sponsored by the organization through the [FSL Service and Philanthropy Tracking Form](#) on TreeHouse
- Submit [FSL Social Event Registration Form](#) at least seven days prior to hosting an event, complete pre-event consultation meetings, and if the event has alcohol present, pick up dated wristbands and vests for sober monitors (returning vests on the Monday after the event),
- Any required forms/expectations from governing councils (ex. participation in [Academic Commitment Exchange](#) due to warning/probation status)

Ongoing Event Planning Forms:

- Submit [Special Events Committee Intake Form](#) no later than four weeks before an on-campus outdoor events or large-scale programs, which will include submitting a Certificate of Insurance
- Submit [Reservations Request Form](#) 60 days in advance for any Campus Recreation space requests, and at least 14 days in advance for any supply orders
- Submit [Sales & Solicitation Form](#) on TreeHouse for any on-campus activity/event where money will be exchanged (ex. event registration costs, ticket sale, bake sale, etc.)

Spring Semester FSL Forms:

- Update roster and officers on TreeHouse by January 15, with final grade report update by April 1
- Submit [FSL Membership Process Planning Form](#) by the end of the second week of the semester
- New/Associate Members (if applicable) must complete the [FSL New Member Academic Release Form and Hazing Policy Acknowledgment](#) on TreeHouse by April 1
- Submit Spring semester Standards of Excellence self-assessment on TreeHouse by the last day of classes (April 30)
- Register to participate in August Involvement Fair and Homecoming Week at end of the semester

Fall Semester FSL Forms:

- Re-register as a student organization on TreeHouse by September 15 and attend TreeHouse training
- Update roster on TreeHouse by August 1, with final grade report update by November 1
- Submit FSL Membership Process Planning Form by the end of the second week of the semester
- New/Associate Members (if applicable) must complete the [FSL New Member Academic Release Form and Hazing Policy Acknowledgment](#) on TreeHouse by November 1
- Submit Fall semester Standards of Excellence self-assessment on TreeHouse by November 15
- Submit Individual Award nominations on TreeHouse by November 15 at 5:00 PM
- Register to participate in Winter Involvement Fair and Spring Week at end of the semester