Start of the Semester Packet Instructions
Due: By Friday, September 1, 2017 and Wednesday, January 24, 2018 at 11:59 p.m.

The following items should be submitted (in the appropriate and specified formats) via VU Groups by the above deadlines each semester.

- **Officer Contact Sheet**
  - Excel template titled “Fall 2017 Roster & Contact Information” can be found on VU Groups in the “Documents” tab in the Fraternity and Sorority Life portal
  - Please make sure to include the following information (as per the template) for each officer:
    - First and last name
    - Position in chapter (with explanation of position if named something unique)
    - Villanova email address
    - Phone number
    - Banner ID
    - Expected graduation year
    - Semester joined
  - Please specify the time(s) during the year that your chapter holds elections and when executive boards officially transition
  - Please specify when your chapter plans to hold internal officer training/transitions

- **Advisor Contact Sheet**
  - Excel template titled “Fall 2017 Roster & Contact Information” can be found on VU Groups in the “Documents” tab in the Fraternity and Sorority Life portal
  - Please make sure to include the following information (as per the template) for each advisor:
    - First and last name
    - On-campus or local alumni advisor
    - Specific advisory role
    - Email address
    - Phone number
  - Please specify the time(s) during the year that your chapter executive board meets with advisors one-on-one or as an advisory team
  - Please specify when your chapter leaders plan to meet with your on-campus advisor

- **Official Chapter Roster**
  - Excel template titled “Fall 2017 Roster & Contact Information” can be found on VU Groups in the “Documents” tab in the Fraternity and Sorority Life portal
  - Please make sure to include the following information (as per the template) for each member:
    - First name
    - Last name
    - Banner ID
    - Villanova email address
    - Expected graduation year
    - Semester joined
    - Membership status (i.e. active, inactive, abroad, early alum, probation, etc.)
  - Please define the membership statuses that exist in your chapter in a key on the roster

- **Chapter Bylaws (Most Recent)**
  - Upload your chapter’s most recently reviewed/revised chapter bylaws to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
- **Chapter Meeting Time & Location(s)**
  - Complete the “Chapter Meeting Time & Location(s)” section of the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
  - Identify three potential dates for your FSL Liaison to visit a chapter meeting during Fall 2017

- **Risk Management Policies & Procedures**
  - Upload your organization’s and chapter’s risk management policies and procedures to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
  - Upload a copy of your chapter’s insurance documentation to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
  - Complete the “Standards/Judicial Board” section of the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups

- **Fall 2017 Tentative Calendar of Events**
  - Upload a document detailing proposed chapter events, dates, times, and locations for the Fall 2017 semester to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
  - This calendar should include all events/programs except social events – a separate process will take place for social event reservation requests

- **Fall 2017 Semester Budget**
  - Upload your chapter’s budget for the Fall 2017 semester to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups

- **Fall 2017 Goal Setting Document**
  - Goal setting template titled “Fall 2017 SMART Goals” can be found on VU Groups in the “Documents” tab in the Fraternity and Sorority Life portal
  - Complete this document as an executive board and upload to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups

- **Academic/Scholarship Programming Plan**
  - Upload a document detailing an internal chapter scholarship programming plan for the Fall 2017 semester to the “Start of the Semester” Packet located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups
  - This document should include the following (as applicable):
    - Academic incentives
    - Holistic academic development plans
    - Mentoring and/or tutoring programs
    - Ideas for encouraging members to utilize campus academic resources

- **Committee & Delegation Strategies**
  - Create a document describing your chapter’s committee structure and three concrete/realistic ways to achieve productive committee use and executive board delegation in the Fall 2017 semester
  - Upload this document to the “Start of the Semester Packet” located in the “Forms” tab in the Fraternity and Sorority Life portal in VU Groups