NIU Relationship Statement for Fraternities and Sororities
Checklist and Deadlines

August

☐ Attend All Fraternity and All Sorority Meeting
☐ Submit copy of Insurance Certificate to Fraternity and Sorority Life Office (first day of classes)

September

☐ Submit Academic Plan for chapters under the 2.5 GPA Requirement (Second Friday of Classes)
☐ Submit updated roster (with graduated and members that are not returning removed) (September 15th)
☐ Social Policy Quiz must be completed by 75% of the chapter with a 100% score (September 15th)
☐ Clery Training completed by e-board and Event Assistants (September 15th)
☐ Intent to/Abstain from Intake Form are due September 15th by 4 PM to the Fraternity and Sorority Life Office
☐ Bi-Monthly Meeting with FSL Staff
☐ Attend Presidents Meeting (Last Wednesday of the month)

October

☐ Report philanthropy and volunteer hours for August and September (October 15th)
☐ Potential New Membership Forms are due October 15th by 4 PM to the Fraternity and Sorority Life Office
☐ Attend Presidents Meeting (Last Wednesday of the month)

November

☐ Report philanthropy and volunteer hours for October (November 15th)
☐ Updated Rosters are due to Fraternity and Sorority Life Office. Send to Fraternity and Sorority Life Staff (Should reflect final membership including newly initiated members) (Due November 15th)
☐ Bi-Monthly Meeting with FSL Staff
☐ Attend Presidents Meeting (Last Wednesday of the month)

December

☐ Report philanthropy and volunteer hours for November (Last day of finals)
☐ Update Huskie Link with officer changes or e-mail fsl@niu.edu stating no changes occurred (Last day of finals)

January

☐ No more changes to Grade Reports will be accepted (January 15th)
☐ Attend Presidents Retreat
☐ Attend Presidents Meeting (Last Wednesday of the month)
☐ Submit Updated Rosters (with graduated and members that are not returning removed) (January 30th)
☐ Intent to/Abstain from Intake Form are due January 31st by 4 PM to the Fraternity and Sorority Life Office (no bids can be extended to potential members 4 weeks prior to finals week)

February

☐ Submit Academic Success Plan (Chapters that did not GPA requirement) (February 1st)
☐ Report philanthropy and volunteer hours for December and January (February 15th)
☐ Bi-Monthly Meeting with FSL Staff
☐ Attend Presidents Meeting (Last Wednesday of the month)
Fraternity and Sorority Life

March
- Potential New Membership Forms are due March 1st by 4 PM to the Fraternity and Sorority Life Office
- Report philanthropy and volunteer hours for February (March 15th)
- Attend Presidents Meeting (Last Wednesday of the month)

April
- Updated Rosters are due to Fraternity and Sorority Life Office. (Should reflect final membership including newly initiated members) (Due April 15th)
- Report philanthropy and volunteer hours for March (November 15th)
- Bi-Monthly Meeting with FSL Graduate Assistant
- Attend Presidents Meeting (Last Wednesday of the month)

May
- Submit one contact person for your chapter for communication over the summer. (May 1st)
- Update Huskie Link with officer changes or e-mail fsl@niu.edu stating no changes occurred (Last day of Finals)
- No more changes to Grade Reports will be accepted (May 30th)
- Report philanthropy and volunteer hours for April and May (Last day of finals)

June
- Update Huskie Link with new members and any other last changes from Spring (June 15th)

Other Requirements

- Designate Scholarship Chair (First day of Classes)
- Designate Faculty/Staff Advisor (First day of Classes)
- 2.5 Semester GPA Requirement
  - Fall
  - Spring
- Update officers if change during semester occurs (within one week of change)
- Designate Delegates to attend council meetings
- 75% Chapter Attends Educational Programs Approved by Council or University- Any sponsored event will be given notice 2 weeks in advance

- Send All New Members to New Member Training Sponsored by Fraternity and Sorority Life
- Register Recruitment Events with Fraternity and Sorority Life
- Educate New Members on Relationship Statement