Documentation Checklist

Documents to Appear in Zip Folder (Alphabetical)	Included?
Academic Program - Chapter Name	
Account Statement 1 - Chapter Name	
Account Statement 2 - Chapter Name	
Account Statement 3 - Chapter Name	
Account Statement 4 - Chapter Name	
Account Statement 5 - Chapter Name	
Account Statement 6 - Chapter Name	
Account Statement Register - Chapter Name	
Alumni Advisor 1 - Chapter Name	
Alumni Advisor 2 - Chapter Name	
Alumni Advisor 3 - Chapter Name	
Alumni Event - Chapter Name	
Alumni Event Attendance Sheet - Chapter Name	
Alumni Newsletter - Chapter Name	
Alumni Roster - Chapter Name	
Budget - Chapter Name	
By-laws - Chapter Name	
Campus Event - Chapter Name	
Campus Event Attendance Sheet - Chapter Name	
Code of Conduct - Chapter Name	
Community Service Event - Chapter Name	
Community Service Event Attendance Sheet - Chapter Name	
Crisis Management Plan - Chapter Name	
End-of-Year Report - Chapter Name	
Goals and Strategic Plan - Chapter Name	
Greek Advisor Letter - Chapter Name	
Guest List 1 - Chapter Name	
Guest List 2 - Chapter Name	
Guest List 3 - Chapter Name	
Guest List Template - Chapter Name	
Invoice 1 - Chapter Name	
Invoice 2 - Chapter Name	
Membership Selection Criteria - Chapter Name	
New Member Education Program - Chapter Name	
Obligations of Membership - Chapter Name	
Recruitment Program - Chapter Name	
Risk Management Educational Program - Chapter Name	
Risk Management Educational Program Attendance Sheet - Chapter Name	
Ritual Equipment Inventory - Chapter Name	
Rituals Performed - Chapter Name	
Roster - Chapter Name	
Social Event Policy - Chapter Name	
Social Media - Chapter Name	
Total Member Education Program 1 Attendance Sheet - Chapter Name	
Total Member Education Program 2 Attendance Sheet - Chapter Name	
Total Member Education Program 3 Attendance Sheet - Chapter Name	
Total Member Education Programs - Chapter Name	