



Chi Phi Fraternity

Building Better Men
Founded December 24, 1824

Form 5. End of Year Report

Due May 1 each year

This report exists to certify you have reviewed and updated the required information in your Chapter Desktop. Should you have questions, please contact the National Fraternity Staff at chiphi@chiphi.org or 404.231.1824.

A) Officer Contact Information

I certify that I have reviewed the contact information of my Chapter's Executive Board including:

- Email
- Phone
- Primary mailing address
- In office to and from date

B) Advisor Contact Information

I certify that I have reviewed the contact information of my Chapter's Advisor(s) and Faculty Advisor including: Email; Home, Work, and Cell Phone Numbers; and Primary mailing address. I also certify, I contacted my Field Executive in writing to make any modifications.

C) University Professional

I certify that I have submitted the Name, Title, Office Phone, Email, and Mailing Address of my University Greek Professional to my Field Executive in writing.

D) New Members

I certify that I have reviewed the information of New Members currently on my Chapter's roster including:

- Name
- Phone
- Email
- Graduation Year

E) Initiated Members

I certify that I have reviewed the information of any Initiated Members currently on my Chapter's roster including:

- Name
- Phone
- Email
- Graduation Year

F) Removed Members

If applicable, I have changed the status of any New Members no longer associated with Chi Phi to depledged.
If applicable, I have changed the status of any Initiated Members no longer associated with Chi Phi to Suspended/Expelled.
If any Members were removed through a Court of the Chapter, I certify a copy of the minutes have been sent to the National Fraternity Staff.

G) Graduated Members

I have changed the status of any Initiated Members to Alumnus who have graduated this semester including:
Non-school email address
Phone number
Mailing address
Graduation date

H) Deceased Alumni

I have changed that I have reported any Alumni who have joined Chapter Eternal during the past year.

I understand the submission is my responsibility as a representative of my Chapter or Colony and that the Chi Phi Fraternity is not responsible for submission errors.

I understand that late, incomplete, or inaccurate reporting might result in a fine assessed to my Chapter or Colony.