

Documentation Checklist

Documents to Appear in Zip Folder (Alphabetical)
Academic Program – 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
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
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
Mid-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
New Member Education Program – Chapter Name
Obligations of Membership – Chapter Name
Recruitment Program – Chapter Name
Risk Management Educational Program – 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