



Chi Phi Fraternity

Building Better Men
Founded December 24, 1824

Date: _____

Chi Phi Fraternity National Office:

I certify that the following indicated items were completed by the _____
Chapter on the indicated dates (if applicable):

	Spring Semester Date	Fall Semester Date
Iota holds educational training session about expectations and roles during Formal Rush period.		
Iota holds education training session about expectations and strategies of recruitment outside of the Formal Rush period.		
Chapter conducted a financial review (e.g. by an advisor).		
Chapter reviews the Chi Phi Risk Management Policies.		
Chapter reviews Risk Management Policies and Procedures document with Chapter Advisor.		
Chapter reviews University risk management or conduct policies.		
Chapter provides all new members with a copy of Chi Phi Risk Management Policies.		

I certify that the Chapter has has not met at least monthly with a Chapter Advisor, virtually or in person for the entirety of the year. Additionally, I certify that the Chapter has has not similarly met with a Chapter Advisor twice a month for the entirety of the year.

Best Regards,

Signature

Date

Name

Email

Title

Phone Number