



Greek Life
TENNESSEE TECH

Standards Program
 Monthly Checklist for Chapters

| MONTH | ✓ | ITEM | STANDARD(S) |
|------------------|---|--|----------------|
| August | | Submit a complete Chapter Advisor Roster, including a faculty advisor and an alumni advisor. | 1a, 2a |
| | | Update your Member List in ICS. | 8e |
| | | Email goals for the fall semester to greeklife@tntech.edu. | 7b |
| | | Email a budget for the fall semester to greeklife@tntech.edu. | 5b |
| | | Email an academic achievement plan to greeklife@tntech.edu. | 1b |
| | | Email a copy of your inter/national organization's risk management policy to greeklife@tntech.edu. | 6b |
| | | Email a risk management policy implementation plan to greeklife@tntech.edu. | 6c |
| September | | Email an alumni engagement plan to greeklife@tntech.edu. | 2b |
| | | Email a membership retention plan to greeklife@tntech.edu. | 8b |
| October | | Update your Member List in ICS. | 8e |
| November | | Submit a complete Chapter Officer Roster, including a president and officers responsible for finances, health and safety, and recruitment/intake, for officers beginning their term in the spring. | 5a, 6a, 7a, 8a |
| | | Email a complete Chapter Member Details Roster for the fall semester to greeklife@tntech.edu. | 8c |
| | | Email an assessment of goals for the fall semester to greeklife@tntech.edu. | 7b |
| | | Email an assessment of financial management for the fall semester to greeklife@tntech.edu. | 5b |
| | | Submit a Community Service Project Evaluation Form for each community service project initiated and implemented during the fall semester. | 3a |
| | | Submit an Educational Program Evaluation Form for each educational program hosted, cohosted, or attended during the fall semester. | 4a |
| | | Submit a Brotherhood/Sisterhood Event Evaluation Form for each brotherhood/sisterhood event hosted during the fall semester. | 8h |
| December | | The president attends a mid-year chapter assessment meeting with the coordinator for the Office of Greek Life. | |
| January | | Update your Member List in ICS. | 8e |
| | | Email goals for the spring semester to greeklife@tntech.edu. | 7c |
| | | Email a budget for the spring semester to greeklife@tntech.edu. | 5c |
| February | | Conduct an informal chapter assessment. | |
| March | | Update your Member List in ICS. | 8e |

| MONTH | ✓ | ITEM | STANDARD(S) |
|--------------|----------|--|--------------------|
| April | | Submit a complete Chapter Officer Roster, including a president and officers responsible for finances, health and safety, and recruitment/intake, for officers beginning their term in the fall. | 5a, 6a, 7a, 8a |
| | | Email a complete Chapter Member Details Roster for the spring semester to greeklife@tnitech.edu. | 8d |
| | | Email an assessment of goals for the spring semester to greeklife@tnitech.edu. | 7c |
| | | Email an assessment of financial management for the spring semester to greeklife@tnitech.edu. | 5c |
| | | Email all alumni newsletters published during the academic year to greeklife@tnitech.edu. | 2c |
| | | Submit an Alumni Event Evaluation Form for each alumni event hosted during the academic year. | 2c |
| | | Submit a Community Service Project Evaluation Form for each community service project initiated and implemented during the spring semester. | 3b |
| | | Submit a Philanthropy Event Evaluation Form for each philanthropy event hosted during the academic year. | 3e |
| | | Submit an Educational Program Evaluation Form for each educational program hosted, cohosted, or attended during the spring semester. | 4b |
| | | Submit an Officer Transition Program Evaluation Form for each officer transition program hosted during the academic year. | 7d |
| | | Submit a Brotherhood/Sisterhood Event Evaluation Form for each brotherhood/sisterhood event hosted during the spring semester. | 8i |
| May | | The president attends an end-of-the-year chapter assessment meeting with the coordinator for the Office of Greek Life. | |