NIU Relationship Statement for Fraternities and Sororities
Checklist and Deadlines

August
- Attend All Fraternity and All Sorority Meeting
- Submit copy of Insurance Certificate to Fraternity and Sorority Life Office (first day of classes)
- Submit proof of recognition from National Office to Fraternity and Sorority Life (FSL) Office (first day of classes)

September
- Submit Academic Plan for chapters under the 2.5 GPA Requirement (Second Friday of Classes)
- Social Policy Quiz must be completed by 75% of the chapter with a 100% score (September 15th)
- Clery Training completed by e-board and sober monitors (September 15th)
- Intent to/Abstain from Intake Form are due September 15th by 4 PM to the Fraternity and Sorority Life Office (no bids can be extended to potential members 4 weeks prior to finals week)
- Bi-Monthly Meeting with FSL Graduate Assistant
- Attend Presidents Meeting (Last Wednesday of the month)

October
- Report philanthropy and volunteer hours for August and September (October 15th)
- Potential New Membership Forms are due October 15th by 4 PM to the Fraternity and Sorority Life Office (no bids can be extended to potential members 4 weeks prior to finals week)
- Attend Presidents Meeting (Last Wednesday of the month)

November
- No more Potential New Member forms are to be extended by chapters and FSL will not accept any new forms (November 1st)
- Report philanthropy and volunteer hours for October (November 15th)
- Bi-Monthly Meeting with FSL Graduate Assistant
- Attend Presidents Meeting (Last Wednesday of the month)
- Updated Rosters are due to Fraternity and Sorority Life Office. Send to Graduate Advisor (Due November 30th)

December
- Report philanthropy and volunteer hours for November (Last day of finals)
- Update Huskie Link with officer changes or e-mail fsl@niu.edu stating no changes occurred (Last day of finals)

January
- Update Huskie Link with new members and any other last changes from Fall (First Friday of classes)
- No more changes to Grade Reports will happen (January 15th)
- Attend Presidents Retreat (January 25th and 26th)
- Attend Presidents Meeting (Last Wednesday of the month)
- Intent to/Abstain from Intake Form are due January 31st by 4 PM to the Fraternity and Sorority Life Office (no bids can be extended to potential members 4 weeks prior to finals week)

February
- Report philanthropy and volunteer hours for December and January (February 15th)
- Bi-Monthly Meeting with FSL Graduate Assistant
- Attend Presidents Meeting (Last Wednesday of the month)
March

- Potential New Membership Forms are due March 1st by 4 PM to the Fraternity and Sorority Life Office (no bids can be extended to potential members 4 weeks prior to finals week)
- Submit Chapter Success Plan (Chapters that did not GPA requirement) (March 15th)
- Report philanthropy and volunteer hours for February (March 15th)
- Attend Presidents Meeting (Last Wednesday of the month)

April

- No more Potential New Member forms are to be extended by chapters and FSL will not accept any new forms (April 1st)
- Updated Rosters are due to Fraternity and Sorority Life Office. Send to Graduate Advisor (Due April 30th)
- Report philanthropy and volunteer hours for March (November 15th)
- Bi-Monthly Meeting with FSL Graduate Assistant
- Attend Presidents Meeting (Last Wednesday of the month)

May

- Update Huskie Link with officer changes or e-mail fsl@niu.edu stating no changes occurred
- No more changes to Grade Reports will happen (May 30th)
- Report philanthropy and volunteer hours for April and May (Last day of finals)

June

- Update Huskie Link with new members and any other last changes from Spring (June 15th)

Other Requirements

- Designate Scholarship Chair (First day of Classes)
- Designate Faculty Advisor (First day of Classes)
- 2.5 Semester GPA Requirement
  - Fall
  - Spring
- Update officers if change during semester occurs (within one week of change)
- Designate Delegates to attend council meetings
- 75% Chapter Attends Educational Programs Approved by Council or University- Any sponsored event will be given notice 2 weeks in advance
- Send 4 members to Leadership Conference Sponsored by Fraternity and Sorority Life (NIU Lead Summit or Equivalent)
- Send New Members to New Member Training Sponsored by Fraternity and Sorority Life
- Register Recruitment Events with Fraternity and Sorority Life
- Educate New Members on Relationship Statement