

**NC State University**  
**Presidents' Administrative Task Checklist**  
 Incorporates recognition rule and membership procedure deadlines



No later than:	What is Due?	To Meet What Policy/Program?
<b>One Week Prior</b>		
<b>Rush</b>	Meeting with appropriate Greek Life Staff member to approve the following paperwork: Notice of Recruitment Form Hazing Compliance Form Rush/Recruitment Calendar New Member Calendar *New Members due 2 business days after pledge pinning/ new member induction	Recognition Rule, 2.2 Membership Procedures – Recruitment
<b>Interest Meeting</b>	Meeting with appropriate Greek Life Staff member to approve the following paperwork: Notice of Intake Form Non-Hazing Compliance Form Calendar of Events Presentation Permits, if needed Regional/National Paperwork *Aspirants due before Education/Intake process begins	Recognition Rule, 2.2 Membership Procedures – Intake
<b>August</b>		
<b>M - T</b>	Risk Management Sessions for Chapter Officers (Monday and Tuesday before classes begin)	Recognition Rule, 2.7 Standards Program, Risk Management
<b>T</b>	Presidents Beginning of the Year Meeting (before classes begin)	
<b>September</b>		
<b>1</b>	Renewal of organization registration with SOURCE for chapters whose officers are elected by academic year	Recognition Rule, 2.1
<b>1</b>	Update Chapter Officer Roster	Recognition Rule, 2.3
<b>1</b>	Update Chapter Advisor Roster (be sure to ask for folks to be deleted that are no longer working with your chapter)	Recognition Rule, 2.3
<b>1</b>	Order of Omega Award Applications are due	
<b>Homecoming</b>		
<b>Week of</b>	Greek Life Awards Banquet (Standards of Excellence and Order of Omega Individual Awards are presented)	
<b>November</b>		
<b>15</b>	Update your Membership Roster (additions and deletions)	Recognition Rule, 2.4
<b>January</b>		
<b>?</b>	Attend Greek Leaders; Retreat – a weekend retreat for council and chapter presidents each spring (usually after MLK)	Recognition Rule, 2.7 Standards Program, Leadership
<b>February</b>		
<b>1</b>	Renewal of organization registration with SOURCE for chapters whose officers are elected by calendar year	Recognition Rule, 2.1
<b>1</b>	Update Chapter Officer Roster	Recognition Rule, 2.3
<b>1</b>	Update Chapter Advisor Roster (be sure to ask for folks to be deleted that are no longer working with your chapter)	Recognition Rule, 2.3
<b>April</b>		
<b>15</b>	Update your Membership Roster (additions and deletions)	Recognition Rule, 2.4
<b>May</b>		
<b>1</b>	Provide council advisor with your summer contact information	