

Fraternity and Sorority Life Forms - Quick Reference Sheet

Form	Purpose	Due Date	Location
Event Registration Form ▪ Non-Alcoholic Events ▪ Third Party Vendor Events ▪ BYOB Events	Register chapter events with the Fraternity and Sorority Life Office	**If your event will have more than 425 guests or it is an alcoholic event with parents and alumni, the event should be registered 21 days prior to the event regardless of the event type.	CampusLink → Fraternity and Sorority Life → Forms → Event Registration Form
Non-Alcoholic Events	Register any event hosted by a chapter where alcohol is NOT present.	5 BUSINESS days prior to event	
Third Party Vendor Events	Register a closed, alcoholic event that takes place in a bar or tavern where bartenders provided by the venue are responsible for serving alcohol.	10 BUSINESS days prior to the event (submit Guest List with birthdays [guests over 21 should be highlighted] and collect wristbands in the OSE on the day of the event, or on Friday if the event is on a weekend)	
BYOB Events	Register an event where guests of legal drinking age [21 or over] are permitted to bring their own alcoholic beverages within the BYOB guidelines.	21 CALENDAR days prior to the event (submit Guest List with birthdays [guests over 21 should be highlighted] and collect wristbands in the OSE on the day of the event, or on Friday if the event is on a weekend)	
Trip Registration Form	Register organization travel outside a 10-mile radius of Springfield.	10 BUSINESS days prior to the trip	FSL Website → Forms → Trip Registration and Activity Forms
Organization Trip and Activity Release Form	Registration form required for each student traveling with an organization outside a 10-mile radius of Springfield.	10 BUSINESS days prior to the trip	FSL Website → Forms → Trip Registration and Activity Forms
Educational Program Report	Inform the Fraternity and Sorority Life office of educational programs attended by 25% or more of the chapter (to be reported on the Programming Report).	30 CALENDAR days after the event	CampusLink → Fraternity and Sorority Life → Forms → Educational Program Report
Philanthropy Donation Report	Inform the Fraternity and Sorority Life office of philanthropic donations (to be reported on the Programming Report).	30 CALENDAR days after the philanthropic event	CampusLink → Fraternity and Sorority Life → Forms → Philanthropic Donation Report
Community Service Hours	Inform the Fraternity and Sorority Life office of completed community service hours (to be reported on the Programming Report).	30 CALENDAR days after the service has been completed	CampusLink → Involvement (click on your name in the top right corner, it is in the drop-down menu) → Service Hours → Add Service Hours
Chapter House Registration	Register chapter facility with the City of Springfield.	Fall Semester (Annually)	FSL Website → Forms → Housing
House Safety Check	Verify that chapter facility is maintained in accordance with health and building codes of the City of Springfield.	September 1st (Annually)	FSL Website → Forms → Housing
Potential New Member Grade Verification	Verify PNM Grades before extending bids.	Optional	FSL Website → Forms → Reporting Forms
Candidate/New Member Roster	Update chapter roster with new members or candidates.	24 hours following the extension of a bid, with Bid Card.	FSL Website → Forms → Reporting Forms