

## FSPS Forms & Paperwork Guide

*Chapter leaders should use this guide to understand FSPS paperwork guidelines and requirements for Good Standing.*

### Pre-Semester Paperwork (All Chapters)

This paperwork can be completed on your chapter's Engage portal. The primary contact for each chapter should complete this paperwork by the Friday of the first week of the semester. It is the responsibility of the chapter leadership to make updates throughout the semester as needed. What's included in the Pre-Semester Paperwork:

- **Chapter Officer / Advisor / House Corporation Roster**
- **Event Registration Acknowledgement Form**
- **Minimum Expectations Covenant**
- **House Director Employment Verification Form** (for housed chapters)
- **Alcohol Free Verification Form** (for housed chapters)
- **In-House Roster** (for housed chapters)

*Completing this paperwork will register your organization as a Registered Student Organization (RSO).*

### Membership Rosters (All Chapters)

Chapter rosters are expected to be kept current at all times. Hard copies will be provided at the beginning of each semester. Throughout the term, roster updates can be made on Engage using the forms below. FSPS staff members can pull your current roster for review at any time. On your roster, M/NM is for member / new members. New members are labeled as "2" and initiated members are labeled as "1."

- **Intake Roster Form** (used to add new members to your roster)
- **Roster Addition Form** (used to add returning members to your roster)
- **Roster Deletion Form** (used to remove members or new members from your roster)
- **Initiation Report Form** (due within 1 week of initiation ceremony)

### Event Registration

When your chapter plans on hosting an event that would be listed on your chapter calendar, **this form must be completed on Engage at least 2 weeks prior to your event.** All events should be registered. Chapters failing to register chapter events will be subject to sanctions or penalties.

### House Closing Forms (Housed Chapters)

The Chapter House Closing form is due five times each calendar year. This form can be found on Engage and is due prior to breaks in the academic terms (Thanksgiving Break, Winter Break, Spring Break, Summer Break, OU/TX if applicable).

### Membership Intake and Recruitment Paperwork (All Chapters)

Fraternalities and sororities at the University of Oklahoma must follow specific guidelines to take in a new line or new member class. Fraternalities and sororities must:

- Complete the MIR packet and set up a meeting with your council advisor 2 weeks prior to the start of any intake or recruitment process.
- Submit your Calendar of Events detailing your chapter's new member education process.

### Standards of Excellence and FSPS Awards (All Chapters)

All chapters are required to participate in the Standards of Excellence program. Submissions are to be uploaded to your chapter's designated Google Drive folder. SOE submissions are due annually on December 1.

## FSPS Forms & Paperwork Checklist | 2023 – 2024 Academic Term

<b>FALL 2023 SEMESTER</b>			
<b>Form</b>	<b>Due Date</b>	<b>Notes</b>	<b>Completed?</b>
<b>Fall Pre-Semester Paperwork</b>	Friday, August 25 (5:00 PM)	<input type="checkbox"/> Chapter Officer Roster <input type="checkbox"/> Minimum Expectations Covenant <input type="checkbox"/> Event Registration Acknowledgement <input type="checkbox"/> House Director Employment Verification (housed groups) <input type="checkbox"/> Alcohol Free Verification Form (housed groups) <input type="checkbox"/> In-House Roster (housed groups)	<input type="checkbox"/>
<b>Membership Roster Updates</b>	Friday, August 25 (5:00 PM)	Completed using Engage forms	<input type="checkbox"/>
<b>OU/TX House Closing Form</b>	Monday, October 2 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Fall Roster Day</b>	Thursday October 12 (5:00 PM)	Membership roster updates due – all new members must be added	<input type="checkbox"/>
<b>Thanksgiving Break Closing Form</b>	Friday, November 17 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Standards of Excellence</b>	Friday, December 1 (5:00 PM)	Completed on Google Drive	<input type="checkbox"/>
<b>Winter Break Closing Form</b>	Monday, December 11 (5:00 PM)	Completed on Engage	<input type="checkbox"/>

<b>SPRING 2024 SEMESTER</b>			
<b>Form</b>	<b>Due Date</b>	<b>Notes</b>	<b>Completed?</b>
<b>Spring Pre-Semester Paperwork</b>	Friday, January 19 (5:00 PM)	<input type="checkbox"/> Chapter Officer Roster <input type="checkbox"/> Minimum Expectations Covenant <input type="checkbox"/> Event Registration Acknowledgement <input type="checkbox"/> House Director Employment Verification (housed groups) <input type="checkbox"/> Alcohol Free Verification Form (housed groups) <input type="checkbox"/> In-House Roster (housed groups)	<input type="checkbox"/>
<b>Membership Roster Updates</b>	Friday, January 19 (5:00 PM)	Completed using Engage forms	<input type="checkbox"/>
<b>Spring Break House Closing Form</b>	Monday, March 11 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Spring Roster Day</b>	Thursday March 28 (5:00 PM)	Membership roster updates due – all new members must be added	<input type="checkbox"/>
<b>Summer Break Closing Form</b>	Monday, May 6 (5:00 PM)	Completed on Engage	<input type="checkbox"/>

<b>ONGOING FORMS</b>			
<b>Form</b>	<b>Due Date</b>	<b>Notes</b>	<b>Completed?</b>
Initiation Report Form	Due 1 week after ceremony	Completed on Engage	<input type="checkbox"/>
Event Registration Paperwork	Due 2 weeks before all events	Completed on Engage	<input type="checkbox"/>
Membership Intake / Recruitment Packet and Calendar of Events	Due 2 weeks before process	Email packet to council advisor and set up meeting	<input type="checkbox"/>
New Member Presentation Form	Due 2 weeks before event	Email council advisor for meeting	<input type="checkbox"/>