All forms are on OrgSync. You will find them under the FSSL portal or by searching the form in the search box at the top of your screen. If you have problems accessing forms, please contact jilltran@ou.edu

Chapter Membership Roster Updates (All Councils)
- The Chapter Membership Roster Update is due at the beginning of each semester
- You will find your member roster on OrgSync under your chapter's page.
- It is the Chapter President’s responsibility to check the roster for accuracy.
- The Roster is used to compute Chapter Grades and determine Chapter Dues. It is the responsibility of the Chapter President to keep the roster current throughout the entire semester. Additions, deletions or changes in a member’s status during the semester should be made by going to their OrgSync portal.

  ✓ “Roster Addition & Grade Release Form” (as needed)
    ✓ If you have 10 or more additions make sure to complete the Roster Addition for 10 or more
  ✓ “Roster Deletion Form” (as needed)
    ✓ If you have 10 or more deletions make sure to complete the Roster Deletion for 10 or more form
  ✓ “Initiation Form” (due within one week of Initiation)
  ✓ In-Out of House Roster (chapters with houses)
    ✓ At the beginning of fall and spring semester
    ✓ Complete in the summer if you have members living in during the summer

Chapter Officer / Adviser / House Corporation Rosters (All Councils)
- This form is due at the beginning of each semester – It will be sent to you from the Associate Director.
- The Chapter President is responsible for providing accurate names, telephone numbers and email and home addresses for the chapter officers listed on the form. If your chapter has different names for your chapter officers, please determine which office fits the traditional job description of the offices listed on the form.
- It is the responsibility of the Chapter President to make additions/corrections throughout the semester when needed.

Fraternity and Sorority Student Life Minimum Expectations Covenant (All Councils)
- All University of Oklahoma fraternities and sororities must read and sign the Minimum Expectations Covenant each semester. The signed Covenant is due by the end of the first week of each semester and must be submitted to Fraternity and Sorority Student Life.

Chapter HouseClosing Form (Chapters who have houses)
- The Chapter House Closing Form is due four times each calendar year.
  ✓ “Thanksgiving Break Chapter House Closing Form” (before Thanksgiving break)
  ✓ “Winter Break Chapter House Closing Form” (end of the Fall Semester)
  ✓ “Spring Break Chapter House Closing Form” (before Spring Break)
  ✓ “Summer Break Chapter House Closing Form” (end of the Spring Semester)
House Director Employment Verification Form (Chapters who have houses)
- It is the expectation of the University of Oklahoma that all Fraternities/Sororities with a chapter house employ a full time, live-in House Director or Graduate Resident Advisor meeting the qualifications of their Inter/National organization.
- The House Director Employment Verification Form is due in August each year.

Alcohol Verification Form (Chapters who have houses)
- This form will serve as the official chapter verification of compliance with the University’s Alcohol-Free requirement. This will be due four times a year. Oct. 15, Dec. 15, March 15, May 15.

Greek Event Notification Form (All Councils)
- If your chapter plans on hosting an event that would be listed on your chapter calendar, please complete this form online 1 month prior to your event. This includes but is not limited to:
  - Transportation (conferences, events where you transport off campus)
  - Date Parties/Socials/Mixers
  - Philanthropies/Fundraisers
  - Themed parties or events
- Depending on your type of event, you might need to complete additional forms but this form will direct you if additional documentation is needed.