California State University
SAN MARCOS

Student Leadership & Involvement Center California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096
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CSUSM Fraternity & Sorority Life
Chapter Checklist Items

Chapters are required to complete certain documents/meetings/workshops annually to be in good standing with the University. Please review below the items with your chapter coach to ensure you meet those requirements.

Annual Checklist:

- ❑ Complete annual recognition through Student Leadership & Involvement Center
- ❑ Update rosters on Involve Platform each semester *(previously known as Tukwut Trax)*
- ❑ Attend Student Organization Leadership Conference or SOLC (President & Treasurer)
- ❑ Attend FSL (Fraternity Sorority Life) Chapter President meetings
- ❑ Hold 3 educational workshops that are at least 60 minutes in length on the following topics with a minimum of 80% chapter attendance:
    - Risk Management, Health & Safety, Personal & Identity Development
- ❑ Submit Educational Workshop forms by May 31st with a prior approval 1 week in advance
- ❑ Submit an AB524 End of Semester form at the end of each semester
- ❑ Submit FSL Pillars Goals by October 1st; Submit FSL Awards Packet in Spring semester
- ❑ Submit Chapter Insurance to Cristian upon expiration/renewal. Required annually
- ❑ Abide by council policies and recruitment rules

Semester Checklist:

- ❑ Meet with Chapter Coach twice a semester
- ❑ Add new members onto existing chapter roster; **DUE:** within 10 days of bid day
- ❑ Submit Chapter Calendars before each semester
    - **DUE:** August 15 for Fall semester
    - **DUE:** January 15 for Spring semester
- ❑ Maintain Campus Accounts/Pay Campus Bills through ASI (Associated Students, Incorporated)
- ❑ Roster updates on Involve Platform; **DUE:** whenever addition or removal is made
- ❑ Pay council dues within two weeks of invoiced

Event Checklist:

- ☐ **Off Campus Event**
    - No form required to be submitted, please review Risk Assessments with Cristian or chapter coach 3 weeks prior to the event
- ☐ **On Campus Event**
    - If event is large-scaled or risk activity is involved, complete Risk Assessment Form with Cristian or chapter coach**; DUE:** at least 3 weeks prior to the event if event is on campus