

# Accreditation Calendar



For now. For tomorrow. Forever.

## January Responsibilities

- Contact the council president to determine when and where the first meeting council meeting will be
- Remove any members who graduated in December and update the status of your new members on the roster
- Prepare for Meet the Greeks night and select members to work the table
- The following trainings are offered this month – make sure the proper people are going!
  - \= PR Training
  - \= Intake Coordinator Training
  - \= Scholarship Training
- Notify Office of Student Life of any grade changes
- Review national and campus risk management policies and crisis management plan with entire chapter
- Finalize travel plans and registration forms for any winter or spring regional conferences
- Select members for NPHC committees
- Reserve rooms for all events and meetings for spring semester

## Greek Listservs

The Office of Student Life maintains 24 Greek listservs for a variety of officer, chairman and advisory positions. This allows anyone on the listserv to send an email to other listserv members - it keeps communication lines open and simple. You will be added to one of the following listservs automatically:

- \= ifc-I (IFC fraternity presidents and IFC exec board members)
- \= phc-I (PHC sorority presidents and PHC exec board members)
- \= bsunphc (all NPHC members)

To send an email to a listserv that you belong to, simply type the address in to the 'to' line of your email. For example:

TO: bsunphc@listserv.bsu.edu  
SUBJECT: upcoming meeting

If you are not receiving messages on the listserv, contact Maria Bumbalough in the office.

## Grade Appeals Process

Issues with grades inevitable arise. The grade appeals process is an opportunity for chapters to report any grade issues to the Office of Student Life so that the chapter's GPA can be recalculated accordingly. For example, if a member was given a D by a professor but really should have had a B, then he/she should report the grade change to the office after the professor has changed the grade officially within the computer system. The chapter's GPA will be adjusted to reflect the grade change. Grades appeals will be accepted after grades are distributed to chapter presidents on January 9th through January 16th. Once the appeals process is over, the semester report will be released publicly.

## Roster Updates

All roster changes must be updated by January 11th. This update removes any December graduates, adds any newer members and also changes new members to initiated members. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- Review accreditation program with entire chapter
- Use accreditation document to help set chapter goals
- Plan chapter calendar with important accreditation items, community and chapter events
- Confirm the following contact info with Maria in the Office of Student Life:
  - President
  - Treasurer
  - Scholarship Chair
  - Intake Coordinators
  - Risk Manager
  - Social chair
  - PR chair
  - Philanthropy chair
  - Service chair
  - Council delegate
  - Faculty Advisor
  - Chapter Advisor
  - Housing Corp. Members
- Attend Risk Management Training (along with social and risk manager) and share risk management info with the chapter members
- Attend Intake Coordinator training
- Attend council meetings
- Encourage members to apply for the Greek Alternative Spring Break
- Report all new members who joined your organization using the new member reporting card.

# January 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 Sorority Houses Open 10am Greek Leadership Summit	9 Greek Leadership Summit
10 IFC, PHC, NPHC Exec Board Training 10-3pm SC 303	11 First Day of Classes Updated rosters due	12	13	14 Meet the Greeks 7-9pm SC Ballroom	15 Grade changes due at 5pm	16
17	18 MLK - University Closed	19 IFC TiPS Session 7-9pm SC 303 SVS Volunteer Fair SC Ballroom 10-8pm Semester reports ready	20 IFC TiPS session 7-9pm	21 SET Training 7-8:30pm Phi Sig House	22	23 Risk Management Training 2-4pm Sig Ep House
24	25	26 PHC TiPS session 7-9pm	27 NME Training 7-9pm PHC TiPS session 7-9pm	28	29	30 Polar Bear Plunge 1-4pm LaFollette Field
IFC Recruitment Week/Kappa Alpha Psi Week of Events						
31						



## February Responsibilities

- Review information about the Priority Dates Scheduling process and work with the exec board to establish dates for all Greek or campus-wide events for the upcoming academic year
- Attend the Greek GA Candidate Reception

### Greek Alternative Spring Break

Each spring, the members of Greek community participate in a Greek Alternative Spring Break (GASB). Greeks use their spring break to do community service in another part of the country. It is a great experience that allows Greeks to demonstrate their values by lending a hand to a community in need.

### Order of Omega

Order of Omega is an international honorary formed to recognize those fraternity men and women who have attained a high standard of leadership in interfraternal activities, to bring together outstanding fraternity men and women to create an organization which will help to mold the sentiment of the institution on questions of fraternity affairs, to bring together members of the faculty, alumni, and undergraduate members of fraternities and sororities, and to help create an atmosphere where ideas and issues can be discussed openly across Greek lines and to help work out solutions.



### Rho Lambda

Members of this Greek honorary for women must be nominated and selected by members of their sororities in the fall of their junior year.



### Greek 101:

Greek 101 is a half day experience each semester in which new members of the Ball State Greek community have the opportunity to learn about what it means to be Greek at Ball State. Greek 101 allows new members to develop a strong sense of community through discussion and interaction. Greek 101 is scheduled for February 6th this semester. Topics vary every year but tend to focus on the following:

- \= Getting to know new members from other chapters
- \= Alcohol abuse
- \= Hazing
- \= Governing council orientation
- \= Greek Strategic Plan

Accreditation Essentials

- ❑ Submit the chapter's scholarship plan to the Office of Student Life
- ❑ Report all new members who joined your organization using the new member reporting card.
- ❑ New members attend Greek 101.
- ❑ Submit the chapter new member education plan to the office
- ❑ Submit the chapter goals to the office
- ❑ Submit the chapter code of conduct to the office
- ❑ Presidents, risk managers and social chairs and intake coordinators take the risk management test
- ❑ Announce the dates, times and locations for all the Greek Week events – get the chapter fired up!
- ❑ Apply for Order of Omega and Rho Lambda honorary organizations (members who excel academically)
- ❑ Hold a study skills session for new members
- ❑ Send a letter to families of new members
- ❑ Attend council meetings

# February 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 IFC J Board Training 7pm SC Pineshelf	3 IFC J Board Training 7pm SC Pineshelf	4	5 Scholarship plans & new member programs, chapter goals, code of conduct and risk management test due	6 Greek 101 2-4pm SC Ballroom
7 Super Bowl	8 PHC J Board Training 7pm SC 303	9 PHC J Board Training 7pm SC 302	10	11 AFLV	12 AFLV	13 AFLV
14 AFLV	15	Phi Beta Sigma Week of Events			19 Alpha Phi Mr. Phi-Nomenal 7-9pm Pruis Greek GA Candidate Reception 8:30-9:30pm outside of SC 133	20 Sigma Nu Miss Greek 7-10pm Pruis
21	22	Gamma Phi Omega Week of Events			26	27 AOII Dodgeball Tournament 10-7pm Irving Gym
28						



## March Responsibilities

- Submit Priority Dates events to the Office of Student Life
- Hold spring break safety educational program for members
- Select outstanding leaders to attend the Undergraduate Interfraternity Institute in the summer – check with your national foundation for available scholarships
- Sponsor a senior to attend the spring graduating senior luncheon in April
- Evaluate goals set at the beginning of the semester

### The Undergraduate Inter-Fraternity Institute (UIFI)

UIFI is unlike any leadership conference you have ever been to. Top notch fraternity men and sorority women from around the country come together for a 5 day experience that changes their lives and betters their Greek communities. Most sessions are held at Indiana University or Butler University over the summer.

#### Why Attend UIFI?

UIFI challenge you intellectually, emotionally, and physically. You will develop your leadership skills, teach you about resolving complex issues, grow your confidence, enhance your critical thinking ability, and build your courage. You will also increase your network of relationships that can help you reach your potential and attain your goals.

Themes for the experience include:

- \= **Courage:** Acting upon one's conviction and beliefs.
- \= **Culture:** The norms and patterns of behavior expressed and transmitted by the people in a community or organization.
- \= **Elevation:** Raising an organization or community by at least one level. Elevation can repair or transform an organization.
- \= **Era:** A period of time that can be marked by distinctive characteristics and/or significant events.
- \= **Groupthink:** The practice of approaching problems or issues as matters that are best dealt with by consensus of a group rather than by individuals acting independently.
- \= **Leadership:** Leadership is a process that occurs when shared values foster collaborative relationships that lead to collective action intended to elevate an organization, cause, or community.
- \= **Revolution:** A profound and transformative change in an organization or community.
- \= **Ritual/ritual:** The symbolic and esoteric ceremonies that teach the founding values and principles of an organization

For more information visit [www.nicindy.org/programs/UIFI](http://www.nicindy.org/programs/UIFI)

Accreditation Essentials

- Attend council meetings

# March 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 National Badge Day	3	4	5	6 Greek Alternative Spring Break
7 Greek Alternative Spring Break	8 Greek Alternative Spring Break	9 Greek Alternative Spring Break	10 Greek Alternative Spring Break	11 Greek Alternative Spring Break	12	13
Spring Break						
14	15	16 Ander Cooper Sponsored by PHC 7-8pm SC Cardinal Hall	17	18	19	20 SAE Basketball Madness 12-5pm Irving Gym
Alpha Phi Alpha Week of Events						
21	22	23	24	25	26	27 KD Shamrock-n-Bowl 1-3pm Clancys
Sigma Gamma Rho Week of Events						
28	29	30	31			
Phi Iota Alpha Week of Events						



## April Responsibilities

- Reserve facilities/space on campus for events on the priority dates calendar and other important events for the upcoming academic year
- Make sure the recruitment chair has finalized recruitment plans and communicated them to the chapter before summer break begins. It is critical for chapter success.
- Finalize travel plans and registration forms for any summer regional or national conferences
- Attend Grand Chapter awards ceremony – invite your advisors and dress to impress!
- Pay for recruitment t-shirts and collect \$ and sizes from members
- Submit forms for new members who completed IFC academic policy requirements
- Sign up for fall activity fair
- Include council dues in your chapter budget for the upcoming year. Panhellenic dues are \$9 per member per semester. IFC dues are \$13 per member per semester. NPHC dues are \$10 per member per semester
- Apply for Greek Week Steering Committee

Accreditation Essentials

- Attend Greek Week events
- Submit recruitment plans to the office
- Meet with Office of Student Life staff member to wrap up semester
- Update chapter website before all members leave for summer break
- Submit all roster updates to the Office of Student Life. These will count for chapter grades so make sure you check the list twice!
- Submit forms for all service hours completed and money donated to charities
- Attend council meetings
- Review accreditation document and identify any areas not complete. Either complete them this month or make plans to fulfill them in the fall

# April 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Recruitment plans due	3
Phi Iota Alpha Week of Events						
4 Easter Sunday	5 Greek Week Variety Show 7-9pm Pruis	6 Greek Week What Would You Do Challenge 8-9pm Ball Gym	7 Greek Week Scholarship Tea/ Competition 5-7pm SC Cardinal Halls	8 Greek Week Human Foosball Tournament 8-9:30pm Scheumann Stadium	9 Greek Week Community Picnic 6-8pm DTD House	10 Ball State McKinley Mile & Field Day Greek Week McKinley Mile Event
11 Grand Chapter 7-8:30pm Emens	12	13	14	15	16	17 AXO/Sig Ep Powder Puff 8-2pm West Field
Sigma Chi Derby Days						
18	19 Pi Phi Speed Read 5-9pm LaFollette Field	20 Pi Phi Speed Read 6:30-9:30pm LaFollette Field	21	22	23 Late Nite Carnival	24 Phi Sig Hog Roast 12-5pm Phi Sig House
25 DZ Turtle Tugs 1-4pm LaFollette Field	26	27	28	29	30 Updated rosters due Philanthropy & community service paperwork due	
NPHC Week of Events						



## May Responsibilities

- Report any changes to elected and appointed positions to Office of Student Life via website (under current members)
- Make sure the Office of Student Life has your summer contact information!
- Consider planning a retreat for the summer - this will allow you to re-evaluate chapter goals and progress and make plans for the upcoming semester
- Pick up chapter grade reports and make any necessary appeals

## Grade Appeals Process

Issues with grades inevitable arise. The grade appeals process is an opportunity for chapters to report any grade issues to the Office of Student Life so that the chapter's GPA can be recalculated accordingly. For example, if a member was given a D by a professor but really should have had a B, then he/she should report the grade change to the office after the professor has changed the grade officially within the computer system. The chapter's GPA will be adjusted to reflect the grade change. Grades appeals will be accepted after grades are distributed to chapter presidents on May 17th through June 4th. Once the appeals process is over, the semester report will be released publicly.

## Roster Updates

All roster changes must be updated by April 30th. This will ensure that the chapter's grades reflect the work of the people actually in the chapter during the spring semester. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- Make sure all accreditation information is updated prior to leaving for summer break

# May 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Semester Ends	8 Sorority Houses close at 6pm
9	10	11	12	13	14	15
16	17 Grades available for pick up	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# June 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Grades changes due	5
6	7 Semester report ready and distributed	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



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# July 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



## August Responsibilities

- Report all elected and appointed positions to Office of Student Life via website (under current members)
- Contact the council president to determine when and where the first meeting council meeting will be
- Lend a hand with Ball State move in

### September is a busy month - plan now to make your life easier!

- \= Greek 101
- \= NPHC Week of Events typically takes place in late August/early September
- \= Distribute a newsletter to graduate members about chapter accomplishments and homecoming events
- \= Scholarship plans are due - start working on your plan now
- \= Rosters updated

### Updating Office, Chairman and Advisor Contact Info

Sometimes people leave their positions over the summer. Update contact information with your headquarters and the Office of Student Life to ensure nothing gets lost in the transition. Just visit the Greek life website, go to current members and complete the form. Selecting one member to update all information is an easy way to make sure it gets done correctly and in timely manner. Officers will automatically be added to the appropriate Greek listserv.

Accreditation Essentials

- Review progress towards accreditation goals with entire chapter
- Review chapter goals and update
- Plan chapter calendar with important accreditation items, community and chapter events
- Confirm the following contact info with Maria in the Office of Student Life:
  - President
  - Treasurer
  - Scholarship Chair
  - Intake Coordinators
  - Risk Manager
  - Social chair
  - PR chair
  - Philanthropy chair
  - Service chair
  - Council delegate
  - Faculty Advisor
  - Chapter Advisor
- Attend council meetings
- Help with freshmen move-in

# August 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Sorority Houses Open 10am	17	18 Move-in	19 Move-in	20	21 Activity Fair
22	23 First Day of Classes	24	25	26	27	28
29	30	31				



## September Responsibilities

- Review national and campus risk management policies and crisis management plan with entire chapter
- Update chapter rosters

### Scholarship Plans

Scholarship plans are submitted to the Office of Student Life each semester. The plan should be developed based on expectations from your national headquarters and the information provided during the scholarship chair training. Submitting the plan by the established deadline is a requirement for accreditation.

### Roster Updates

All roster changes must be updated by September 3rd. This update removes any May or July graduates, adds any newer members and also changes new members to initiated members. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

### Greek 101:

Greek 101 is a half day experience each semester in which new members of the Ball State Greek community have the opportunity to learn about what it means to be Greek at Ball State. Greek 101 allows new members to develop a strong sense of community through discussion and interaction. Topics vary every year but tend to focus on the following:

- \= Getting to know new members from other chapters
- \= Alcohol abuse
- \= Hazing
- \= Governing council orientation
- \= Greek Strategic Plan

Accreditation Essentials

- Evaluate chapter goals and readjust if necessary - submit a copy to the office
- Submit the chapter's scholarship plan to the Office of Student Life
- Submit the chapter's updated code of conduct to the Office of Student Life
- Submit the chapter's new member education plan to the Office of Student Life
- Submit fire inspection paperwork to the Office of Student Life
- Report all new members who joined your organization using the new member reporting card. Panhellenic should also submit the COB form.
- Notify all new members about Greek 101.
- Attend or host a risk management training
- Attend council meetings

# September 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Updated rosters due	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Scholarship plans & new member programs, chapter goals, code of conduct and risk management test due	18
19	20	21	22	23	24 Fire inspection paperwork due	25
26	27	28	29	30		



## October Responsibilities

- Select members to live in house for 2010-2011 academic year
- Finalize chapter election timeline and recruit people to run
- Select emerging leaders to attend the Indiana Greek Leadership Conference – IFC and Panhellenic offers scholarships
- Sponsor member to attend Greek senior etiquette and networking dinner

### How Much are Council Dues?

IFC chapters pay dues each semester and they are IFC dues are \$13 per member. Panhellenic dues are \$9 per member per semester. NPHC dues are \$10 per semester per member. Council dues are based on the chapter roster maintained in the Office of Student Life. Keeping your roster consistently up-to-date is an easy way to eliminate issues with your dues invoice. Contact the VP of Administration with questions about dues.

### Why Run for Panhellenic, IFC, NPHC Elections?

The leaves are turning colors, the temperatures are getting cooler and the end of the semester is finally in sight. These signs could mean only one thing...election time for many fraternities and sororities!

Many people are considering which chapter office or chair position to run for during the upcoming weeks. Taking on a leadership position within the chapter is a great opportunity to build skills and grow as a person; however, an executive board position on IFC, Panhellenic or NPHC can provide this and so much more!

Council positions provide opportunities for the executive board members to strengthen existing leadership skills and create real change within the community. These individuals network with campus administrators and Greek leaders from other schools. In addition, they bring together people from different organizations to improve the community thus improving chapters within the community.

Having members on the Greek council is also a way to ensure your chapter's voice is heard and to have a say in the direction of the community. Tapping individuals with Greek leadership experience and knowledge to run for these positions is just as important as tapping the person who will succeed the chapter's executive board.

Accreditation Essentials

- ❑ Hold a study skills session for new members
- ❑ Pay IFC and Panhellenic dues. Contact the VP of Administration for the council with specific questions
- ❑ Yes chapter elections are coming up but don't forget about the IFC and Panhellenic elections. These men and women should represent the best of the best Greek members. Seek out members from your chapter and others to run for elections!
- ❑ Gather volunteers for Greek sponsored Children's Fair during Family Weekend
- ❑ Attend council meetings

# October 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## November Responsibilities

- Panhellenic, IFC and NPHC elections take place this month. Application packets are made available in the Office of Student Life and council meetings and on the website. Go for it and run!
- Review any goals set at the beginning of the year/semester. How far have you gotten?
- Revise transition program and plan dates for officer training and transition—it is more effective before winter break
- Send leases home with members so parents can review over Thanksgiving break

### Updating Office, Chairman and Advisor Contact Info

As elections take place be sure you are updating your headquarters and the Office of Student Life with important contact information. Updating the information is easy! Just visit the Greek life website and type it all in. Selecting one member to update all information is an easy way to make sure it gets done correctly and in timely manner. Officers will automatically added to the appropriate Greek listserv.

### How do IFC & Panhellenic elections Work?

IFC elections take place during the first two IFC meetings in November. Four positions are elected each meeting. Candidates must have submitted an application, have a 2.60 cumulative GPA, be available Wednesday and Thursday evenings for meetings, cannot be a chapter president, have been an initiated member of his fraternity for at least one semester and must be committed to upholding the policies and principles of the Interfraternity Council. Candidates give platform speeches to the rest of the IFC delegation. IFC delegates vote and select the IFC executive board members.

Panhellenic elections take place throughout the month of November. Candidates must have submitted an application, have a 2.80 cumulative GPA, be available Tuesday and Thursday evenings for meetings, cannot be a chapter president, have been an initiated member of her sorority for at least one semester, interview with the current Panhellenic Executive Board and must be committed to upholding the policies and principles of the Panhellenic Council. After interviews, the Panhellenic officers prepare a proposed slate to the Panhellenic delegates. Candidates slated must give a platform speech during the Panhellenic meeting. Panhellenic delegates vote and select the Panhellenic executive board.

### How do NPHC elections work?

During November members are nominated and provide a platform during an NPHC body meeting where the chapter delegates will vote for each position. To run for an office an individual must have a 2.5 GPA.

Accreditation Essentials

- ❑ Review accreditation document with all outgoing and newly elected officers
- ❑ Identify any missing components of the accreditation document and complete them
- ❑ Attend council meetings

# November 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



## December Responsibilities

- Make plans to attend the IFC, Panhellenic and NPHC executive board installation ceremony
- Complete written transition report and hold transition meeting with outgoing and incoming officers
- Collect all leases before end of the semester
- All outgoing and incoming presidents should hold a transition meeting with Cara
- Close house for winter break
- Submit forms for new members who completed IFC academic policy requirements
- Make plans to attend or tell the incoming president to attend the Greek Leadership Summit. It is usually held within the first two weekends of the month and he/she needs to be there

### Getting the Recognition You Deserve

Wait! You are not done yet - before you and the other officers leave make sure you submit all documentation and apply for all awards to ensure your chapter is recognized for a hard year's worth of work. Apply for individual awards, submit all accreditation documentation and turn in the philanthropy and community service forms. Your chapter will thank you when they are recognized throughout the upcoming semester.

### Officer Transitions

Officer transitions is the final responsibility of an outgoing officer. At a minimum a date should be set prior to the end of the semester to evaluate the progress towards chapters goals and exchange and review binders. At best the transition is scheduled over several meetings involves all outgoing and incoming officers and advisors and is well thought out. Your headquarters will most likely have a program you can utilize to assist with transitions. If you do not have one, the Office of Student Life has a program that can be adapted to fit the needs of any chapter.

### Roster Updates

All roster changes must be updated by December 10th. This update removes any members who left the chapter and adds any newer members. This will ensure that the chapter's grades reflect the work of the people actually in the chapter during the fall semester. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- ❑ Submit all roster updates to the Office of Student Life. These will count for chapter grades so make sure you check the list twice!
- ❑ Submit forms for all service hours completed and money donated to charities
- ❑ Submit final accreditation documents & award applications to the office
- ❑ Update contact information with the office
- ❑ Attend council meetings
- ❑ Update chapter website before all members leave for summer break
- ❑ Meet with Office of Student Life staff member to wrap up semester

# December 2010

For Now. For Tomorrow. Forever.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 All Paperwork, Awards and Accreditation Doc Due	11
12	13	14	15	16	17 Semester Ends	18 Sorority houses close at 6pm

