



Minimum Expectations Checklist 2023-2024

| Expectation Category | Task | Deadline | Where | Who |
|-------------------------------------|--|---|---|--|
| Administration | UMKC In-House Roster | August 15, 2023 January 15, 2024 May 15, 2024 | RooGroups | Chi Omega – Lambda Zeta |
| Recruitment & New Member Education | New Member Calendar Due | Aug. 11, 2023 | RooGroups | IFC and Panhellenic Chapters |
| Administration | UMKC Student Organization Re-Registration | Sept. 8, 2023 | RooGroups | |
| Leadership | New Member Symposium | September 30, 2023 9am-12pm | N/A | All New Members from January 2023-date of Symposium |
| Administration | Presidents Meeting | Sept. 13, 2023 @ 5:30 PM Nov. 1, 2023 @ 5:30 PM March 6, 2024 @ 5:30 PM April 10, 2024 @ 5:30 PM | N/A | President |
| Administration | Chapter 1:1 | Fall 2023 Deadlines: 1 st = Sept. 22, 2023 2 nd = Dec 15, 2023 Spring 2024 Deadlines: 1 st = Feb. 23, 2024 2 nd = May 12, 2024 | N/A | President |
| Leadership | Emerging Leaders Retreat | October 14, 2023 @ 8:30 AM-1 PM | Tucker Leadership Lab at William Jewell College | 20% of Chapter (Sophomores & Juniors are encouraged to attend) |
| Administration | Final Roster Due | Fall Deadline Nov 15, 2023 @ 11:59 PM Spring Deadline April 10, 2024 @ 11:59 PM | Roster Addition Form Roster Removal Form | |
| Leadership | Presidents Workshop Attendance | January 21, 2024 @ 12-5 PM | N/A | President |
| Leadership | Risk Management Workshop | February 21, 2024 @ 6-8 PM | N/A | NPHC & SLG -President, VP, and Intake officer. IFC & CPC - President, Social Chair, Risk Management officer, Programming officer, and New Member Education officer. |
| Service & Philanthropy | Greek Day of Service | April 20, 2024 | N/A | 25% of Chapter |
| Risk Management and Harm Prevention | Inter/National Risk Management Policy Review | Fall: October 1, 2023 Spring: March 1, 2024 | RooGroups | Risk Management Officer |



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| Leadership | UMKC Student Organization Officer Training Module | Immediately Following Officer Transitions | RooGroups | President Treasurer Faculty/Staff Advisor |
| Administration | Chapter/Graduate Advisor Meeting | 1x Per Semester | N/A | Chapter/Graduate Advisor |
| Academics & Recruitment/Intake and New Member Education | Verification of Membership Eligibility | Ongoing with Recruitment/Intake | Grade Release and Enrollment Verification Form | Recruitment/Intake Officer |
| Risk Management and Harm Prevention & Recruitment/Intake and New Member Education | Anti-Hazing Compliance Form | Ongoing with Recruitment/Intake | CPC & IFC Anti-Hazing Form NPHC & SLG Anti-Hazing Form | Recruitment/Intake Officer |
| Recruitment/Intake and New Member Education | Membership Intake Guide Membership Recruitment Guide | Ongoing with Recruitment/Intake | Intake Recruitment | Recruitment Officer New Member Educator Intake Officer |
| Recruitment/Intake and New Member Education | Notice of Intention to Conduct Membership Intake/Recruitment | 7 days before any recruitment or intake activities occur | Intake Recruitment | Recruitment Officer New Member Educator Intake Officer |
| Risk Management and Harm Prevention | Event Notification Form | 7 days prior to event | RooGroups | |
| Risk Management and Harm Prevention | Guest List for Event with Alcohol | 48 hours after the event | Email | Social Officer |
| Risk Management and Harm Prevention | Harm Prevention Program | 1x per Academic Year Report within 48 hours | RooGroups | Risk Management Officer |
| Leadership | Inter/National or Regional Leadership Experience | Report within 30 days | RooGroups | President or Vice President |
| Community Service and Philanthropy | Service Hour Reporting Form | By end of semester | RooGroups | |
| Community Service and Philanthropy | Philanthropy Reporting Form | Within 30 Days of Event | RooGroups | Philanthropy Officer |