OU FRATERNITY AND SORORITY
PROGRAMS AND SERVICES
The UNIVERSITY *of* OKLAHOMA

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 only)
- **Alcohol Free Verification Form** (for housed chapters only)
- **In-House Roster** (for housed chapters only)

Completing this paperwork will register your organization as a Registered Student Organization (RSO) and will make the Chapter President the primary administrator on the chapter's Engage profile.

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 five (5) business days 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)

Fraternities and sororities at the University of Oklahoma must follow specific guidelines to take in a new line or new member class. Fraternities and sororities must:
- Complete the MIR packet and set up a meeting with your chapter coach prior to the start of any intake or recruitment process. Deadlines are specified each semester.
- 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 in early December.

NPHC Forms & Paperwork Checklist | 2026

SPRING 2026 SEMESTER			
Form	**Due Date**	**Notes**	**Completed?**
Spring Pre-Semester Paperwork	Friday, January 23 (5:00 PM)	Chapter Officer Roster Minimum Expectations Covenant Event Registration Acknowledgement	
Membership Roster Updates	Friday, January 23 (5:00 PM)	Completed using Engage forms	
MIR Paperwork / Schedule Intake Meeting	Friday, February 20 (5:00 PM)	To recruit new members in the SP26 term, complete MIR paperwork and set up intake meeting with Chapter Coach	
Intake Roster	Monday, March 2 (5:00 PM)	Final new member roster due using Intake Roster Form on Engage	
Schedule New Member Presentation Meeting	Monday, March 2 (5:00 PM)	Email Council Advisor to schedule meeting – final day to host meeting is March 13	
Spring Roster Day	Tuesday, March 10 (5:00 PM)	Membership roster updates due	
Spring SOE Submissions	Friday, May 1 (11:59 PM)	Submit spring SOE items on Canvas	

FALL 2026 SEMESTER			
Form	**Due Date**	**Notes**	**Completed?**
Fall Pre-Semester Paperwork	Friday, August 28 (5:00 PM)	Chapter Officer Roster Minimum Expectations Covenant Event Registration Acknowledgement	
Membership Roster Updates	Friday, August 28 (5:00 PM)	Completed using Engage forms	
MIR Paperwork / Schedule Intake Meeting	Friday, September 25 (5:00 PM)	To recruit new members in the FA26 term, complete MIR paperwork and set up intake meeting with Chapter Coach	
Intake Roster	Monday, September 28 (5:00 PM)	Final new member roster due using Intake Roster Form on Engage	
Schedule New Member Presentation Meeting	Wednesday, September 30 (5:00 PM)	Email Council Advisor to schedule meeting – final day to host meeting is October 11	
Fall Roster Day	Tuesday, October 6 (5:00 PM)	Membership roster updates due – all new members must be added	
Standards of Excellence	Friday, December 5 (5:00 PM)	Completed on Canvas	

ONGOING FORMS			
Form	**Due Date**	**Notes**	**Completed?**
Initiation Report Form	Due 1 week after ceremony	Completed on Engage	
Event Registration Paperwork	Due 5 business days before event	Completed on Engage	