

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

Completing this paperwork will register your organization as a Registered Student Organization (RSO).

### 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 2 weeks prior to the start of any intake or recruitment process.
- 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.

# Panhellenic Forms & Paperwork Checklist | 2026

SPRING 2026 SEMESTER			
Form	Due Date	Notes	Completed?
<b>Membership Roster Updates</b>	Tuesday, January 20 (12:00 PM)	Completed using Engage forms – used to reset Campus Total	<input type="checkbox"/>
<b>Spring Pre-Semester Paperwork</b>	Friday, January 23 (5:00 PM)	<input type="checkbox"/> Chapter Officer Roster <input type="checkbox"/> Minimum Expectations Covenant <input type="checkbox"/> Event Registration Acknowledgement <input type="checkbox"/> House Director Employment Verification <input type="checkbox"/> Alcohol Free Verification Form <input type="checkbox"/> In-House Roster	<input type="checkbox"/>
<b>MIR Paperwork / Schedule Intake Meeting</b>	Friday, January 30 (5:00 PM)	Complete MIR packet and set up intake meeting with Coach – Spring COB eligible chapters only	<input type="checkbox"/>
<b>Spring Break House Closing Form</b>	Monday, March 9 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Spring Roster Day</b>	Tuesday March 10 (5:00 PM)	Membership roster updates due	<input type="checkbox"/>
<b>Spring SOE Submissions</b>	Friday, May 1 (11:59 PM)	Submit SOE items on Canvas	<input type="checkbox"/>
<b>Summer Break Closing Form</b>	Friday, May 8 (5:00 PM)	Completed on Engage	<input type="checkbox"/>

FALL 2025 SEMESTER			
Form	Due Date	Notes	Completed?
<b>MIR Paperwork / Schedule Intake Meeting</b>	Saturday, August 1 (5:00 PM)	Complete MIR packet and set up intake meeting with Coach	<input type="checkbox"/>
<b>Membership Roster Updates</b>	Monday, August 3 (12:00 PM)	Completed using Engage forms – used to reset Campus Total	<input type="checkbox"/>
<b>Fall Pre-Semester Paperwork</b>	Friday, August 28 (5:00 PM)	<input type="checkbox"/> Chapter Officer Roster <input type="checkbox"/> Minimum Expectations Covenant <input type="checkbox"/> Event Registration Acknowledgement <input type="checkbox"/> House Director Employment Verification <input type="checkbox"/> Alcohol Free Verification Form <input type="checkbox"/> In-House Roster	<input type="checkbox"/>
<b>Membership Roster Updates</b>	Friday, August 28 (5:00 PM)	Completed using Engage forms	<input type="checkbox"/>
<b>OU/TX House Closing Form</b>	Monday, October 5 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Fall Roster Day</b>	Thursday, October 6 (5:00 PM)	Membership roster updates due	<input type="checkbox"/>
<b>Thanksgiving Break Closing Form</b>	Friday, November 20 (5:00 PM)	Completed on Engage	<input type="checkbox"/>
<b>Standards of Excellence</b>	Friday, December 5 (5:00 PM)	Submit SOE items on Canvas	<input type="checkbox"/>
<b>Winter Break Closing Form</b>	Monday, December 7 (5:00 PM)	Completed on Engage	<input type="checkbox"/>

## ONGOING FORMS

Form	Due Date	Notes	Completed?
Initiation Report Form	Due 1 week after ceremony	Completed on Engage	<input type="checkbox"/>
Event Registration Paperwork	Due 5 business days before event	Completed on Engage	<input type="checkbox"/>

