

## FOA Packet Walkthrough: Fall 2009

In an effort to facilitate the process of applying for and processing the Fraternal Organizational Agreement, the Office of the Dean of Students/Fraternity and SorORITY Life has outlined below a timeline and summary of required materials. All materials should be submitted electronically via Collab, unless otherwise noted. Please feel free to contact FSL with any questions.

### Chapter Officer Update— due no later than September 21, 2009

Chapter presidents will need to complete an updated listing of chapter officers. An online form will be created and made available no later than September 14, 2009. A completed officer update is due no later than September 21, 2009.

### Chapter Roster: due no later than October 26, 2009

ODOS/FSL will email the president the most current version of the chapter roster in excel format along with an instruction sheet detailing the required information and formatting by October 12, 2009. Updated chapter rosters should be submitted via the FSL – FOA Collab site. All members, active or not, should be included on this roster. Pledges and new members should be included on this roster. An accurate roster is necessary to calculate FOA attendance and grade reports for the Fall semester.

An accurate and complete roster will contain the following information for each member:

- Last and First Name
- UVA given UNIX ID Email address (non-alias address) e.g. ejs5h
- Active Status
- Graduation Year (e.g. 2008)
- Pledging or Initiation Semester (e.g. 20081 for Spring 2008)
- Chapter Office
- Local Address and Local Phone

**Please Note: If a roster is submitted in the incorrect format, FSL will be unable to update your roster and materials. Please follow the instructions detailed in the excel spreadsheet.**

### FOA Programs: Three of Six Educational Programs Completed – due no later than November 23, 2009

Each chapter is required to have at least 75% of their chapter attend and participate in an educational program in each of the six general requirement areas: alcohol and drug use, personal safety, sexual assault, diversity and discrimination, liability, and hazing. Each program should be at least one hour in length, with at least 15 minutes of discussion or interactivity. For each program, the president should submit an evaluation and an attendance sheet via the FSL – FOA Collab site.

**☐ Mid-Year Report – due no later than December 4, 2009**

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The Mid-Year Report is an assessment of current goals, efforts, successes and areas of growth for your chapter.

For those chapters who transition in the spring, this report is a great way to assist the new chapter leadership in this process. The information provided in this report will be used by the Office of the Dean of Students/Fraternity & Sorority Life to recognize and celebrate the achievements of fraternities and sororities in the fall semester 2009. Moreover, the information provided will prove critical in shaping future programs, initiatives and services.

Chapters are asked to complete all sections of this report no later than December 4, 2009. All responses should reflect achievements, activities, events, etc. from the Fall 2009 semester. Note: The Mid-Year Report will be available online by November 4, 2009.

A link to the Year End Report will be accessible via the FSL-FOA Collab site as well as the FSL homepage:  
<http://www.virginia.edu/fsl>

Please contact Mike Citro at [citro@virginia.edu](mailto:citro@virginia.edu) with any questions or concerns that may arise.