

## FOA Packet Walkthrough: Fall 2011

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. Please contact FSL with any questions.

### **Chapter Development Plan – due no later than September 12, 2011**

All fraternities and sororities are required to complete a total of 6 educational programs during the academic year. One program topic must be alcohol/drug abuse education; a second topic must address sexual assault education.

For the remaining 4 programs, fraternities and sororities are asked to complete the Chapter Development Plan, which will outline the remaining programs a chapter will complete.

The goal of the Chapter Development Plan is to empower fraternities and sororities to intentionally analyze and identify programming “needs” in their chapter. All chapter development plans will be reviewed by the Office of the Dean of Students/Fraternity and Sorority Life so that the FSL staff can support the individual chapter in identifying speakers and programs that will meet the specific needs of their chapter.

The Chapter Development Form can be accessed online [here](#).

### **Chapter Roster: due no later than October 31, 2011**

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, 2011. Updated chapter rosters should be submitted in paper form to the OFSL Office Manager. All members, active or not, should be included on this roster. Pledges and new members should be included on this roster; it should include signatures and student ID numbers of all new members. An accurate roster is necessary to calculate FOA attendance and grade reports for the Fall semester.

### **FOA Programs: Three of Six Educational Programs Completed – due no later than December 6, 2011**

All fraternities and sororities are required to complete a total of 6 educational programs during the academic year. One program topic must be alcohol/drugs; a second topic must address sexual assault education. For the remaining 4 programs, fraternities and sororities will have outlined program topics and ideas through the Chapter Development Program.

Each chapter is required to have at least **66%** of their chapter attend. Each program should be at least one hour in length, with at least 15 minutes of discussion or interactivity. For each program, the president and/or his/her designee, must complete the FOA Program Evaluation found [here](#).

**☐ Mid-Year Report – due no later than December 6, 2011**

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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 2011. Moreover, the information provided will prove critical in shaping future programs, initiatives and services.

Chapter presidents are asked to complete all sections of this report no later than December 6, 2011. All responses should reflect achievements, activities, events, etc. from the Fall 2010 semester. Note: The Mid-Year Report will be available online by November 7, 2011.

A link to the Year End Report will be accessible via the FSL homepage: <http://www.virginia.edu/fsl>

Please contact Alex Carroll at [acarroll@virginia.edu](mailto:acarroll@virginia.edu) with any questions or concerns that may arise.