

FOA Walkthrough: Spring Semester 2010

In an effort to facilitate the process of applying for and processing the Fraternal Organizational Agreement, the Office of the Dean of Students/Fraternity & Sorority Life has outlined a timeline and summary of required materials. Please feel free to contact the Office of the Dean of Students/Fraternity & Sorority Life with any questions.

The final deadline for all materials is April 26, 2010.

The final FOA packet will consist of (all materials below are described in detail later in document):

- Chapter House Rules (due 2/22/10)
- Chapter Statement (due 2/22/10)
- Chapter Constitution (due 2/22/10)
- An updated chapter roster (due 3/29/10)
- 6 FOA evaluations and a compiled FOA attendance sheet (due 4/26/10)
- A Year End report (due 4/26/10)

☐ Due February 22, 2010

1) Chapter House Rules

If your chapter owns and operates a house, a list of the rules specific to the house should be included. A paper copy of these rules must be handed into the Office of the Dean of Students/Fraternity & Sorority Life (149 Newcomb Hall).

2) Chapter Statement

This is a statement of philosophy, purpose and ideals of your chapter. A guideline for the Chapter Statement can be accessed on the FSL-FOA Collab site and must be consulted prior to submitting the Chapter Statement. A paper copy of these rules must be handed into the Office of the Dean of Students/Fraternity & Sorority Life (149 Newcomb Hall).

3) Chapter Constitution

A paper copy of the chapter's constitution (expunged of any confidential provisions relating to internal matters such as ritual) must be handed into the Office of the Dean of Students/Fraternity & Sorority Life (149 Newcomb Hall).

☐ Due March 29, 2010

Chapter Roster

The Office of the Dean of Students/Fraternity & Sorority Life 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 **March 15, 2010**. Updated chapter rosters should be submitted via Collab. 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 spring 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. 20091 for Spring 2009)
- Chapter Office
- Local Address and Local Phone

☐ Due April 26, 2010

1) Six Educational Program Completed

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 Collab. At least three of the six programs should be completed in the Fall Semester.

2) Year End Report

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

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 Spring semester 2010. 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 April 26, 2010. All responses should reflect achievements, activities, events, etc. from the Spring 2010 semester. Note: The Year End Report will be available online by April 5, 2010.

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 (mjc2w@virginia.edu) with any questions or concerns that may arise.

☐ May 5, 2010: FOA DAY

After you submit these supporting documents and information, the Office of the Dean of Students/Fraternity & Sorority Life will compile the FOA packet and compose the FOA legal document. May 5, 2010 will be the official day for signing the Fraternal Organization Agreement (FOA). Greater details about FOA Day will be made available in April 2010.