

## FOA Walkthrough: Spring Semester 2012

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 30, 2012.***

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

- Chapter House Rules (due 2/20/12)
- Chapter Statement (due 2/20/12)
- Chapter Constitution (due 2/20/12)
- An updated Spring 2012 chapter roster (due 4/2/12)
- 6 FOA evaluations and a compiled FOA attendance sheet (due 4/30/12)
- A Year End report (due 4/30/12)

### **☐ Due February 20, 2012**

All documents must be submitted to the Office of the Dean of Students/Fraternity & Sorority life in printed hard copy.

#### **1) 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 web site and must be consulted prior to submitting the Chapter Statement.

**2) Chapter Constitution:** A paper copy of the chapter's constitution or by-laws (expunged of any confidential provisions relating to internal matters such as ritual).

**3) Chapter House Rules:** If your chapter owns and operates a house, a list of the rules specific to the house should be included.

## ☐ Due April 2, 2012

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### 1) 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 12, 2012**. Updated chapter rosters should be submitted directly to Fraternity & Sorority Life. Pledges and new members should be included on this roster; all new members must sign and include student ID numbers, and this portion of the roster must be turned into the Fraternity & Sorority Life Office in paper copy. An accurate roster is necessary to calculate FOA attendance and grade reports for the spring semester.

## ☐ Due April 30, 2012

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### 1) Six Educational Program Completed

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 awareness; 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](#).

### 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 2012. 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 30, 2012. All responses should reflect achievements, activities, events, etc. from the Spring 2012 semester. Note: The Year End Report will be available online by April 9, 2012.

A link to the Year End Report will be sent to chapter presidents as well as the FSL homepage:  
<http://www.virginia.edu/fsl>

Please contact Alex Carroll ([aec5d@virginia.edu](mailto:aec5d@virginia.edu)) with any questions or concerns that may arise.

## **☐ May 4, 2011: FOA DAY**

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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 2, 2011 (a University Reading Day) will be the official day for signing the Fraternal Organization Agreement (FOA). Greater details about FOA Day will be made available in April 2011.