

FIVE STAR CHAPTER ACCREDITATION PROGRAM EVENTS & PAPERWORK TIMELINE

AUGUST 2009:

- Sign up with Student Activities by August 14 to participate in First Year Student Move in Day

SEPTEMBER 2009:

- Chapter President & New Member Educator attend New Member Education Training workshop on Wednesday, September 2 from 1PM-3PM in Student Union Room 407
- Submit Chapter Roster to Student Activities by 12PM Friday, September 4
- Submit Advisor Agreement Form to Student Activities by 12PM Friday, September 4
- If having New Members this semester, submit detailed New Member Education Program Proposal by 12PM, Friday, September 4
- Sign up with Student Activities by Friday, September 4 to participate in the Club & Involvement Fair
- Submit Monthly Chapter Report to Student Activities by 5PM on Monday, September 7
- Club & Involvement Fair – Tuesday, September 8 from 11AM-2PM in Student Union
- Attend scheduled UGA and sub-governing board meetings
- Participate in National Hazing Prevention Week September 21-25 – Events TBA
- Submit Program Reports and Community Service Reports within two weeks of event

OCTOBER 2009:

- Submit Monthly Chapter Report to Student Activities by 5PM on Monday, October 5
- Submit written academic plan/program by 5PM on Monday, October 5 (w/Chapter Report)
- Sign up & participate in Fall Open Houses: Saturday, October 10 and Saturday, October 25
- Register & participate in Student Leadership Conference – Sunday, October 11
- Sign up & participate in Make A Difference Day – Saturday, October 25
- Attend scheduled UGA and sub-governing board meetings
- Submit Program Reports and Community Service Reports within two weeks of event

NOVEMBER 2009:

- Submit Monthly Chapter Report to Student Activities by 5pm on Monday, November 2
- President must schedule Chapter Progress Meeting with the Assistant Director of Student Activities by Monday, November 2 (meeting must take place before the last day of classes)
- Attend scheduled UGA and sub-governing board meetings
- Submit Program Reports and Community Service Reports within two weeks of event

DECEMBER 2009:

- Submit Monthly Chapter Report to Student Activities by 5PM on Monday, December 7
- Attend scheduled UGA and sub-governing board meetings
- Submit Program Reports and Community Service Reports by Monday, December 7
- Deadline for submission of all remaining Five Star Accreditation Documents by last day of classes (Monday, December 7):

These can be submitted to Student Activities at ANY TIME during the semester.

- Documentation of updates to Chapter's website
- National/Regional Risk Management Policy (must be submitted once annually)
- Organizational/Chapter Constitution & By-Laws (must be submitted once annually)
- Agenda/Outline of Chapter Leadership Retreat/Workshop
- Attendance sheet from Mandatory Chapter Development/Teambuilding event
- List of Chapter Members' co-curricular activities & involvements
- Documentation of the Chapter's good PR, press, achievements, awards, etc.