



CHAPTER GREATNESS CHECKLIST

General Headquarters has simplified the Chapter Greatness Checklist to consist of six reports for the chapter to complete during the year. Each report contains a number of items, and the link and deadline for each report can be found below. The Guide to Completing the Chapter Greatness Checklist explains how the chapter president can best prepare for each report and identifies which officers can assist. To complete each report, the responsible officer can access the form through their myPhiDelt account.

To be awarded for Excellence in GHQ Reporting at the end of the year, chapters must complete the following items on time: 1) all six reports, 2) conference registrations, 3) insurance bill paid, 4) \$0 GHQ balance, 5) up-to-date membership roster, 6) risk management affidavits, and 7) six event planning forms.

BACK TO SCHOOL REPORT

DUE: AUG 31

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|---|--|
| <input type="checkbox"/> Chapter Strategic Plan | <input type="checkbox"/> New Initiates Reporting |
| <input type="checkbox"/> Upcoming Social Events | <input type="checkbox"/> Membership Roster Update |
| <input type="checkbox"/> Recruitment Goals | <input type="checkbox"/> In-Person/Virtual Campus Status Updates |
| <input type="checkbox"/> New Phikeias Reporting | |

FALL REPORT

DUE: OCT 1

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|---|---|
| <input type="checkbox"/> Membership Roster Update | <input type="checkbox"/> Fall Challenge Update |
| <input type="checkbox"/> Chapter Officer Verification | <input type="checkbox"/> Upcoming Social Events |
| <input type="checkbox"/> New Phikeias Reporting | <input type="checkbox"/> Chapter Mailing Address |
| <input type="checkbox"/> New Initiates Reporting | <input type="checkbox"/> Pre-Visits Needs Inventory |

HOLIDAY REPORT

DUE: DEC 1

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|---|--|
| <input type="checkbox"/> Membership Roster Update | <input type="checkbox"/> New Initiates Reporting |
| <input type="checkbox"/> Chapter Officer Verification | <input type="checkbox"/> Fall Challenge Update |
| <input type="checkbox"/> Officer Elections Confirmation | <input type="checkbox"/> Upcoming Social Events |
| <input type="checkbox"/> New Phikeias Reporting | <input type="checkbox"/> McKenzie PLC Registration |
| | <input type="checkbox"/> Pre-Visit Needs Inventory |

WINTER REPORT

DUE: JAN 25

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|---|--|
| <input type="checkbox"/> Chapter Officer Verification | <input type="checkbox"/> Recruitment Dates |
| <input type="checkbox"/> Roster Update Verification | <input type="checkbox"/> Phikeia Education Information |
| <input type="checkbox"/> Upcoming Social Events | <input type="checkbox"/> Chapter Support Needs |
| <input type="checkbox"/> Officer Election Date | |
| <input type="checkbox"/> Transition Data | |

SPRING REPORT

DUE: MAR 1

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|--|---|
| <input type="checkbox"/> Phikeia Reporting | <input type="checkbox"/> Upcoming Social Events |
| <input type="checkbox"/> Initiation Reporting | <input type="checkbox"/> Grade Report Submission, |
| <input type="checkbox"/> Spring Challenge Update | <input type="checkbox"/> Chapter Support Needs |

SUMMER REPORT

DUE: APR 30

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|---|--|
| <input type="checkbox"/> Initiation Reporting | <input type="checkbox"/> Zero Balance with GHQ |
| <input type="checkbox"/> Summer Contact Information | <input type="checkbox"/> Kleberg Registration |
| <input type="checkbox"/> Roster Update Verification | <input type="checkbox"/> Philanthropy Report |
| <input type="checkbox"/> Awards Submission | |