



## 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 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.

### BEGINNING OF SCHOOL REPORT

**DUE: AUG 31**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Chapter Strategic Plan
- Upcoming Social Events
- Recruitment Goals
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Chapter Mailing Address
- In-Person/Virtual Campus Status Updates

### FALL REPORT

**DUE: OCT 1**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Upcoming Social Events
- Officer Election Date
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Insurance Payment
- Risk Management Affidavit
- Top Seniors
- In-Person/Virtual Campus Status Updates

For fall 2020, all Phikeias must complete the Risk Management Affidavit within ten (10) days of joining. Only the following officers must complete the Risk Management Affidavit by October 1: president, vice president, treasurer, risk management, recruitment, Phikeia educator, social, chapter advisory board chairman, and house manager. This must be completed for credit towards the GHQ Reporting Award to be granted.

Starting January 2021, all members will complete the Risk Management Affidavit within the new MyPhiDelt membership portal. The spring Risk Management Affidavit will need to be completed by January 25 to receive credit for the GHQ Reporting Award.

### HOLIDAY REPORT

**DUE: DEC 1**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Upcoming Social Events
- PLC Registration
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Top Sophomores
- Recruitment Goals
- New Member Retention
- In-Person/Virtual Campus Status Updates

### WINTER REPORT

**DUE: JAN 25**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Upcoming Social Events
- Philanthropy Dollars Raised
- Risk Management Affidavit
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Chapter Mailing Address
- Top Juniors
- In-Person/Virtual Campus Status Updates

### SPRING REPORT

**DUE: MAR 1**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Upcoming Social Events
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Top Freshman
- In-Person/Virtual Campus Status Updates

### SUMMER REPORT

**DUE: APR 30**

[phide.lt/myPhiDelt](https://phide.lt/myPhiDelt)

- Upcoming Social Events
- Philanthropy Dollars Raised
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Zero Balance with GHQ
- Awards Packet Submission
- Kleberg Registration
- New Member Retention
- Convention Registration
- In-Person/Virtual Campus Status Updates