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

**FALL REPORT**
DUE: OCT 1
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- Membership Roster Update
- Chapter Officer Verification
- New Phikeias Reporting
- New Initiates Reporting
- Fall Challenge Update
- Upcoming Social Events
- Chapter Mailing Address
- Pre-Visits Needs Inventory

**HOLIDAY REPORT**
DUE: DEC 1
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- Membership Roster Update
- Chapter Officer Verification
- Officer Elections Confirmation
- New Phikeias Reporting
- New Initiates Reporting
- Fall Challenge Update
- Upcoming Social Events
- McKenzie PLC Registration
- Pre-Visit Needs Inventory

**WINTER REPORT**
DUE: JAN 25
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- Chapter Officer Verification
- Roster Update Verification
- Upcoming Social Events
- Officer Election Date
- Transition Data
- Recruitment Dates
- Phikeia Education Information
- Chapter Support Needs

**SPRING REPORT**
DUE: MAR 1
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- Phikeia Reporting
- Initiation Reporting
- Spring Challenge Update
- Upcoming Social Events
- Grade Report Submission,
- Chapter Support Needs

**SUMMER REPORT**
DUE: APR 30
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- Initiation Reporting
- Summer Contact Information
- Roster Update Verification
- Awards Submission
- Zero Balance with GHQ
- Kleberg Registration