Checklist for Relationship Statement Reporting via Ideal Logic

1. Leadership Development
   - Select who attended the leadership retreat in Winter Term
   - Upload an excel spreadsheet with all your chapter members’ involvement on campus (outside of your fraternity/sorority)
   - Provide response if your chapter president has not attended required events, and a brief explanation on why your chapter president did not attend required events (if applicable)
   - Select who attended the fall emerging leaders retreat (LeaderShape Catalyst)
     i. If answered no, provide a brief explanation on why your chapter was not represented

2. Academic Achievement
   - Enter your chapter term average for each term of the calendar year
   - Document your chapter academic skills/strategy, career readiness, or professional development workshop

3. Risk Reduction & Management
   - Enter the high risk alcohol and/or drug use prevention workshop (upload sign-in sheet)
   - Enter the consent, sexual assault prevention and/or supporting survivors workshop (upload sign-in sheet)
   - Upload your fraternity/sorority risk management policy
   - Upload your organization’s certificate of liability insurance showing $1,000,000 coverage

4. Diversity & Inclusion
   - Enter your organization’s nondiscrimination policy
   - Enter program or workshop that focuses on diversity and inclusion
     i. Attending programs such as Luau, cultural festivals, on-campus lectures or speakers, etc. will count as long as you upload documentation of attendance
     ii. Upload agenda, program presenter, and/or example tools used for any workshops
   - Provide information on how your chapter actively discourages culturally appropriative activities and practices

5. Membership Development
   - Upload roster on file with your inter/national organization
   - Verify your SLI database roster and headquarters roster are 100% accurate
   - Upload your new member education program
   - Provide information on how your new member/membership intake activities reflect the values and policies of OSU & FSL community
   - Provide description on how your chapter prohibits alcohol at new member programming
   - Enter the hazing prevention workshop (upload sign-in sheet)
   - UGC/NPHC Only – Select terms your chapter submitted your membership intake form
     i. If your chapter does not participate in membership intake select Not Required
   - IFC/PHC Only – New Member Fraternity & Sorority Life 101 attendance. Select the yes or no

6. Campus Engagement & Community Service
   - Enter your Chapter Sponsored Philanthropy Fundraiser(s) (this OR service project is required)
   - Enter your community service project (this OR philanthropy event is required)
   - Enter your community event participation
   - Enter your collaboration event (example: fraternity/sorority, student organization, or OSU Department, etc.)

7. Advising & Alumni Relations
   - Enter your chapter advisor
   - Enter your live in house director/resident advisor (if applicable)
   - Enter your faculty advisor information

8. Community Standards
   - Provide information on how your chapter promotes and adheres to Standards of Conduct as stated in the OSU Code of Student Conduct.