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
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- 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
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- 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

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
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- 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
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- 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
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- 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
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- Upcoming Social Events
- Philanthropy Dollars Raised
- New Phikeias Reporting
- New Initiates Reporting
- Membership Roster Update
- Zero Balance with GHQ
- Awards Packet Submission
- Convention Registration
- New Member Retention