# 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.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Due Date</th>
<th>Link to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning of School Report</strong></td>
<td>Aug 31</td>
<td><a href="#">phide.lt/beginningofschoolreport</a></td>
</tr>
<tr>
<td><strong>Fall Report</strong></td>
<td>Oct 1</td>
<td><a href="#">phide.lt/fallpdtreport</a></td>
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<tr>
<td><strong>Holiday Report</strong></td>
<td>Dec 1</td>
<td><a href="#">phide.lt/holidaypdtreport</a></td>
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<tr>
<td><strong>Winter Report</strong></td>
<td>Jan 25</td>
<td><a href="#">phide.lt/winterpdtreport</a></td>
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<tr>
<td><strong>Spring Report</strong></td>
<td>Mar 1</td>
<td><a href="#">phide.lt/springpdtreport</a></td>
</tr>
<tr>
<td><strong>Summer Report</strong></td>
<td>Apr 30</td>
<td><a href="#">phide.lt/summerpdtreport</a></td>
</tr>
</tbody>
</table>

### Beginning of School Report
- [ ] Chapter Strategic Plan
- [ ] Upcoming Social Events
- [ ] Recruitment Goals
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Chapter Mailing Address
- [ ] Province President Support

### Fall Report
- [ ] Biggest Successes
- [ ] Biggest Challenges
- [ ] Upcoming Social Events
- [ ] Philanthropy Dollars Raised
- [ ] Officer Election Date
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Insurance Payment
- [ ] Risk Management Affidavit
- [ ] House Corporation Support
- [ ] Top Seniors

### Holiday Report
- [ ] Biggest Successes
- [ ] Biggest Challenges
- [ ] Upcoming Social Events
- [ ] Philanthropy Dollars Raised
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Top Sophomores
- [ ] Recruitment Goals
- [ ] New Member Retention
- [ ] Chapter Advisory Board Support

### Winter Report
- [ ] Biggest Successes
- [ ] Biggest Challenges
- [ ] Upcoming Social Events
- [ ] Philanthropy Dollars Raised
- [ ] Risk Management Affidavit
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Insurance Payment
- [ ] Risk Management Affidavit
- [ ] House Corporation Support
- [ ] Top Juniors
- [ ] Leadership Consultant Support

### Spring Report
- [ ] Biggest Successes
- [ ] Biggest Challenges
- [ ] Upcoming Social Events
- [ ] Philanthropy Dollars Raised
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Top Freshman

### Summer Report
- [ ] Biggest Successes
- [ ] Biggest Challenges
- [ ] Upcoming Social Events
- [ ] Philanthropy Dollars Raised
- [ ] New Phikeia Reporting
- [ ] New Initiates Reporting
- [ ] Membership Roster Update
- [ ] Zero Balance with GHQ
- [ ] Awards Packet Submission
- [ ] Kleberg Registration
- [ ] New Member Retention
- [ ] General Convention Registration