

# 2008 - 2009 Annual Report to the Fraternity Submissions Checklist and Coversheet



Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Roll #: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

All submissions should be placed in a three-ring folder or binder with this completed checklist as the cover pages.

## ACREDITATION SECTION

Submission Number	Required For...		Additional Information...			Included?
	Chap/Col	ATM	Standard	Question #	Comments	
AC1	X	X	Ritual	5		
AC2	optional	optional	Membership Education	10	If submitted, may be sent online or included in packet	online or packet?
AC3	X	X	Scholarship	2		
AC4	X	X	Scholarship	3	Areas to be highlighted on the submitted Chapter / Colony By-Laws	
AC5	X	X	Finances	2		
AC6	X	X	Campus & Community Relations	2, 3, 4 & 5	May be submitted online or included in packet	online or packet?
AC7	X	X	Campus & Community Relations	6		
AC8	if housed	if housed	Housing	2		
AC9	X	X	Alumni Relations	7		

**ACCREDITATION SECTION**

Submission Number	Required For...		Additional Information...			Included?
	Chap/Col	ATM	Standard	Question #	Comments	
AW1			Ritual	2		
AW2			Recruitment	7		
AW3		X	Recruitment	10		
AW4			Membership Education	8		
AW5			Membership Education	10		
AW6		X	Membership Education	12		
AW7			Scholarship	2		
AW8			Scholarship	6	Areas to be highlighted on the submitted Chapter / Colony By-Laws	
AW9			Scholarship	8		
AW10		X	Scholarship	10		
AW11			Finances	2		
AW12			Finances	8		
AW13		X	Finances	13		
AW14			Chapter Operations	2		
AW15			Chapter Operations	10		
AW16			Chapter Operations	12	Areas to be highlighted on the submitted Chapter / Colony By-Laws	
AW17		X	Campus & Community Relations	5		
AW18		X	Campus & Community Relations	12		
AW19			Housing (chapters with house)	6	Areas to be highlighted on the submitted Chapter / Colony By-Laws	
AW20			Housing (chapters with house)	12	Areas to be highlighted on the submitted Financial Report	
AW21			Housing (chapters with NO house)	2	Areas to be highlighted on the submitted Financial Report	
AW22			Alumni Relations	2		
AW23			Alumni Relations	4		

**THE CHAPTER NAME AND SUBMISSION NUMBER (i.e. "AC1", "AW18", etc.) SHOULD  
BE PLACED IN THE TOP RIGHT CORNER OF EACH PAGE SUBMITTED**

**When finished...**

- Copy all materials and keep the copy in your records
  
- Mail all documents (requesting delivery confirmation) via USPS to:
  - Theta Xi Fraternity
  - Annual Report Submission - Chapter/Colony
  - PO Box 411134
  - St. Louis, MO 63141
  
- or ship (via UPS, FedEx, etc.) to:
  - Theta Xi Fraternity
  - Annual Report Submission - Chapter/Colony
  - 745 Craig Road, Suite 222
  - St. Louis, MO 63141
  
- Email Amy Collins at [Amy@thetaxi.org](mailto:Amy@thetaxi.org) to notify her that you have sent the submission.  
Make sure to include the Tracking Number, if applicable

**ALL SUBMISSIONS MUST BE POSTMARKED NO LATER THAN  
MONDAY, JUNE 1, 2009**