

The following document is checklist to assist chapter leaders prepare for the Fall 2020 term. As we think about the multitude of challenges that lay before us, the National Fraternity recommends a four step approach to help your chapter thrive throughout the upcoming academic year. The following outlines and identifies best practices to consider and complete to help your chapter move forward.

For many commonly asked questions, please review this [Frequently Asked Questions](#) to support your chapter. You can also find [additional resources and guidance here](#). If you have any questions or concerns, please reach out to Victoria Stankus, Director of Fraternity Services, at stankus@deltasig.org.

STEP 1: UNDERSTAND YOUR ENVIRONMENT

Each chapter should take steps to learn the CDC, state, local and institutional policies as it relates to COVID-19 measures. In addition, chapters should review our [Breaking the Chain](#) document to identify policies, procedures or steps to take to ensure you are prepared for the Fall term.

- ✓ Review host institution policies and local CDC guidelines
- ✓ Review HQ Risk Mitigation [Breaking the Chain](#) document
- ✓ Connect with your [Chapter Support Coordinator](#) to review the aforementioned items
- ✓ Review [Pyramid Program for 2020-2021](#)

STEP 2: GOAL SETTING AND PLANNING FOR FALL 2020

The Chapter Executive Board and local Alumni Corporation Board/Collegiate Chapter Advisory Board should establish plans on how the chapter will prepare for coming the upcoming term. The plan should specifically address:

- ✓ Chapter Goals for 2020-2021
 - What are the goals the chapter had last term that may have rolled over to this term?
 - What goals were set for Fall 2020?
 - Which goals need to be modified in order for the chapter to be successful in an in-person, hybrid, or virtual space?
 - What does the chapter want to focus on due to the current circumstances? (ex. Brotherhood, retention, recruitment, finances, education, etc.)
- ✓ Chapter Operations for Fall 2020
 - Where will chapter meetings be held?
 - Where will executive board meetings and other committee meetings be conducted?
 - What is the chapter budget? (Please review the [Economic Relief](#) from National HQ and the [Chapter Budget Template](#))
 - Has the chapter signed on with Greekbill? (please contact [Riley Moffatt](#) at Greekbill to see improved collection, management and centralization of funds in a digital space)
 - What financial relief can the chapter provide its members regarding local dues?
- ✓ Chapter Events
 - What events does your chapter need to host and why? (i.e. brotherhood, recruitment, social, philanthropic, etc.)
 - Will events be hosted in person, virtually or in a hybrid setting?
 - How many people will be allowed at these events?
 - If events are in person, what social distancing and mask policies will be enforced?

- How many events will the chapter have in Fall 2020? Who are the events for?
- Has the chapter reviewed the [Special Event Planning Guidelines](#)?
- ✓ Chapter Communication
 - What communication protocols does the chapter need to add to its crisis management plan due to COVID-19?
 - **For Housed Chapters:** Hold a meeting to discuss and prepare a plan for housing for the 2020-21 academic year that includes, but is not limited to, the following:
 - Plans for sanitation
 - What to do if someone in the house and/or in the chapter contracts COVID-19
 - Move-in/Move-out logistics
- ✓ Fall 2020 Recruitment
 - What are the IFC and host institution rules/policies for recruitment?
 - Has your chapter completed the Recruitment Plan for Fall 2020?
 - Is the chapter registered on ChapterBuilder 2.0?
 - Has your chapter discussed recruitment with Chapter Support Coordinator?
 - Where will recruitment activities occur?
 - How the voting process will occur (in person, virtually, hybrid)
- ✓ New Member Education & Ritual
 - How will the chapter conduct new member education? (i.e. participating in virtual NM education with HQ, chapter facilitated online, chapter facilitated in person, etc.)
 - How will you conduct the Pinning Ceremony? Initiation Ceremony?
 - Do you plan on doing online initiation through HQ with the Executive Director?

STEP 3: TRANSPARENCY AND COMMUNICATIONS

Once the chapter has addressed the above questions, the next and most critical step of the plan is to effectively communicate with your chapter, advisory boards and local institution. It has never been more important for all members understand and feel prepared as we move into the Fall.

- ✓ Establish a Chapter meeting with clear agenda with answers from above
- ✓ Send out written plan to chapter, alumni, University and parents/guardians
- ✓ Communicate chapter plan with your Chapter Support Coordinator
- ✓ Revisit the plan and steps taken during each chapter meeting

STEP 4: REVIEW, REVISE AND COMMUNICATE

We know that the Fall term will undoubtedly bring additional questions and concerns. As a best practice, we ask that your chapter reviews its plan biweekly (or more often if necessary). The executive board should identify any adjustments that need to be made and effectively communicate them with advisors and general membership each week.

The National Fraternity will regularly update the [FAQs](#) to keep members informed.