



Month by Month Calendar for Chapter Presidents and Off-Campus Advisors

August

- Review the policies and procedures as outlined on the Greek Life webpage for any updates added during summer.
- Review the organization constitution and bylaws. Make sure you have the most current copy of these documents before school resumes.
- Chapter members should be knowledgeable and attend Welcome Week Activities (www.maverickstampede.com)

September

- Complete recognition process for the next academic year. Submit chapter updates (officers, advisors, members living in house, etc.) and information online using Collegiate Link with the Office of Student Governance and Organizations.
- CEASR update due first "workday" of the month by 5pm.
- Establish a regular meeting time with the chapter exec officers.
- Recruitment/Intake Orientations start.
- Encourage chapter participation in Leadership Retreat and National Hazing Prevention Week Activities.

October

- CEASR update due first "workday" of the month by 5pm.
- Encourage student chapter participation in Parent and Family Weekend events.
- Around midterms, watch officers' academics. Are they studying and attending classes?
- Begin identifying members in your organization that will be a good fit for a Council Executive Officer Position and upcoming chapter leadership vacancies. Nominate 2 members to attend Emerging Leaders in November.

November

- CEASR update due first "workday" of the month by 5pm.
- Begin discussing with student officers their plans for spring semester (programming, recruiting, fundraising, etc.) – All Greek Calendar meeting will be in mid-November.
- Council Executive Officer Elections.
- New members need to attend Greek 101.
- Update officer rosters with Greek Life Office if you have slated new officers for Spring.

December

- CEASR update due first "workday" of the month by 5pm.
- Meet with officers to evaluate the past semester.

January

- CEASR update due the first day of school.
- Fall Grade reports will be emailed to Presidents and Advisors in early January.
- Review spring semester activities with officers. Have them review plans with the members.
- Recruitment/Intake Orientations begin.

February

- CEASR update due first "workday" of the month by 5pm.
- Encourage chapter participation in Homecoming events.
- Encourage the chapter to nominate deserving members for Greek Awards.



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March

- CEASR update due first “workday” of the month by 5pm.
- Around midterms keep an eye out that officers are studying and attending class.
- Conducting a session on safe and an appropriate behavior during Spring Break would be helpful.
- Begin discussing with officers their plans for Fall semester (programming, recruiting, fundraising, etc.) – All Greek Calendar meeting will be in mid-March (after Spring Break).

April

- CEASR update due first “workday” of the month by 5pm.
- Encourage participation in Greek Week, SpringFest, and Big Event
- New Members need to attend Greek 101.
- Update officer rosters with Greek Life Office if you are slating new officers for Summer/Fall.
- Evaluate the year of programming with organization members. Discuss strengths, areas to improve & expectations for upcoming year.

Summer (May – July)

- Last CEASR update due first “workday” of the month by 5pm.
- Make sure chapter signs up to participate in Activities Fairs for Summer Orientations
- Make sure chapter is keeping track of any CEASR objectives completed over the summer and review CEASR mid-year progress report sent from the Greek Life Office.
- Let the office know if you plan on attending Convention (complete travel waiver) and let us know what awards you won while there.
- Do a self-evaluation of your role as advisor (see link on Advisor Resources).
- If you and the officers are around in the summer, begin planning for next year. Have a summer retreat.
- Relax. You earned it!