

### Acacia Chapter Reporting Items

Item Needed	Where to Submit	Due Date	Who Says	How Often Submitted	Description
Updated Roster for Billing Time-Fall 23	OmegaFi Vault	October 1, 2023	Laws of Acacia requires	Semesterly	Member Roster on OmegaFi Vault is as up to date as possible by X date for billing purposes
Pledging Ceremony Numbers-Fall 23	OmegaFi Vault	October 1, 2023	Laws of Acacia requires	'Semesterly	Officers submit pledge information to OmegaFi Vault when Pledging Ceremony occurs. Provides AHQ with list of pledges and numbers.
Per Caps/Insurance National Dues Submitted on Time- Fall 23	AHQ Staff Will Pull	October 1, 2023	Laws of Acacia requires	Semesterly	When invoices are sent to chapters to pay, they pay them by due date or communicate with AHQ about payment plan.
Chapter Bylaws	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Yearly	Every chapter shall have bylaws that outline the every day functioning of the chapter. These should be updated at least once per year.
Local Pledge Manual- Fall 23	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Semesterly	Local chapter programming, events, activities, and expectations outline for the pledge program
Local Inspection Forms: Kitchen	TypeForm Submission	November 26, 2023	Legal/insurance	Yearly	Collect inspection reports for kitchen from local authorities
Chapter Facility Insurance Policy	TypeForm Submission	November 26, 2023	Legal/insurance	Yearly	Submit House Insurance Policy
Community Grade Report or Chapter Grade Report- Spring 22 (Previous Semester)	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Semesterly	Grade report for each term of all FSL chapters—particularly IFC chapters
Master Chapter Calendar- Fall 23	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Semesterly	Planning events, programs, activities, etc is very important and allows balance in all member's schedules. The Master Calendar should be updated monthly and provide information for all things members must attend.
Name/Position of Officers Updated with Elections	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Yearly	Officers names, positions, and contact info are updated in OmegaFi Vault when elections occur.
Local Risk Management Policies	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Yearly	Local risk management policies that encompass the Acacia Health & Safety policies and their university/college policies.
Risk Management Seminar-Fall 23	TypeForm Submission	November 26, 2023	Laws of Acacia requires	Semesterly	Provide overview, PowerPoints, and/or specific facilitation guide of risk management program held
Local officer manuals	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Yearly	UpLaws of Acaciad all local manual for officer positions
Copy of Housing Lease/Contract	TypeForm Submission	November 26, 2023	Legal/insurance	Yearly	Members must be signing leases/agreements to live in chapter houses for legal liability and enforcement.

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Filed 990 On Time or With Extension	AHQ Staff Will Pull	November 26, 2023	Legal/insurance, Laws of Acacia requires	Yearly	Submit 990 paperwork filed with IRS
Written House Rules	OmegaFi Vault	November 26, 2023	Ritual Oath	Yearly	Every chapter shall have house rules that outline the expectations of living in or being guest. These should be updated once per year.
Written House Emergency Plans	OmegaFi Vault	November 26, 2023	Legal/insurance	Yearly	Specific plans for emergency situations regarding the house. Tornadoes, hurricanes, bad weather, brother harmed, shooting, etc
Budget- Fall 23	OmegaFi Vault	November 26, 2023	Laws of Acacia requires	Semesterly	A well planned out chapter budget is important for the general functioning of chapter. Chapter budgets lead to creation of chapter dues for members.
Compliance Forms: local fire and building codes	TypeForm Submission	November 26, 2023	Legal/insurance	Yearly	Collect inspection reports regarding local fire and building codes
All Rituals (5) accounted for	TypeForm Submission	November 26, 2023	Laws of Acacia requires	Yearly	Provide the numbers of each Ritual chapter has in its possession
Copy of Initiation Exam Used- Fall 22	TypeForm Submission	November 26, 2023	Laws of Acacia requires	Semesterly	Copy of the initiation exam used
Graduating Members Updated on OmegaFi Roster- Fall 23	OmegaFi Vault	December 15, 2023	Laws of Acacia requires	Semesterly	Officers update the Member Roster and Billing Roster on OmegaFi Vault with each graduation ceremony.
Alumni Induction Ceremony Conducted- Fall 23	TypeForm Submission	December 15, 2023	Ritual Oath	Semesterly	Submit information about Alumni Induction Ceremony- Who, What, When, Where, Why, How Many in Ceremony?
Officer Installation Ritual used	TypeForm Submission	December 15, 2023	Ritual Oath	Yearly	Officer Installation Ritual listed in Ritual Book.
Per Caps/Insurance National Dues Submitted on Time- Spring 24	AHQ Staff Will Pull	February 15, 2024	Laws of Acacia requires	Semesterly	When invoices are sent to chapters to pay, they pay them by due date or communicate with AHQ about payment plan.
Updated Roster for Billing Time- Spring 24	OmegaFi Vault	February 15, 2024	Laws of Acacia requires	Semesterly	Member Roster on OmegaFi Vault is as up to date as possible by X date for billing purposes
Pledging Ceremony Numbers- Spring 24	OmegaFi Vault	March 1, 2024	Laws of Acacia requires	Semesterly	Officers submit pledge information to OmegaFi Vault when Pledging Ceremony occurs. Provides AHQ with list of pledges and numbers.
Budget- Spring 24	OmegaFi Vault	April 1, 2024	Laws of Acacia requires	Semesterly	A well planned out chapter budget is important for the general functioning of chapter. Chapter budgets lead to creation of chapter dues for members.
Risk Management Seminar- Spring 24	TypeForm Submission	April 1, 2024	Laws of Acacia requires	Semesterly	Provide overview, PowerPoints, and/or specific facilitation guide of risk management program held

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Master Chapter Calendar- Spring 24	OmegaFi Vault	April 1, 2024	Laws of Acacia requires	Semesterly	Planning events, programs, activities, etc is very important and allows balance in all member's schedules. The Master Calendar should be updated monthly and provide information for all things members must attend.
Community Grade Report or Chapter Grade Report- Fall 23 (Previous Semester)	OmegaFi Vault	April 1, 2024	Laws of Acacia requires	Semesterly	Grade report for each term of all FSL chapters— particularly IFC chapters
Local Pledge Manual- Spring 24	OmegaFi Vault	April 1, 2024	Laws of Acacia requires	Semesterly	Local chapter programming, events, activities, and expectations outline for the pledge program
Alumni Induction Ceremony Conducted- Spring 24	TypeForm Submission	May 1, 2024	Ritual Oath	Semesterly	Submit information about Alumni Induction Ceremony- Who, What, When, Where, Why, How Many in Ceremony?
Graduating Members Updated on OmegaFi Roster- Spring 24	OmegaFi Vault	May 1, 2024	Laws of Acacia requires	Semesterly	Officers update the Member Roster and Billing Roster on OmegaFi Vault with each graduation ceremony
Copy of Initiation Exam Used- Spring 24	TypeForm Submission	May 1, 2024	Laws of Acacia requires	Semesterly	Copy of the initiation exam used
Tightrope Completion- Spring 24	AHQ Staff Will Pull	Before Initiation	Laws of Acacia requires	Semesterly	All pledges must complete Tightrope course before initiation per International Council mandate.
Tightrope Completion- Fall 23	AHQ Staff Will Pull	Before Initiation	Laws of Acacia requires	Semesterly	All pledges must complete Tightrope course before initiation per International Council mandate.
Initiation Report- Spring 24	OmegaFi Vault	Within 72 hours of Initiation	Laws of Acacia requires	Semesterly	Officers submit Initiation Report listing all initiates in OmegaFi Vault when Initiation Ceremony occurs.
Initiation Report- Fall 23	OmegaFi Vault	Within 72 hours of Initiation	Laws of Acacia requires	Semesterly	Officers submit Initiation Report listing all initiates in OmegaFi Vault when Initiation Ceremony occurs. <sup>2</sup>