

## Required Compliance Forms & Information

Fraternity and Sorority Life  
University of Kentucky

The required forms are used for maintaining accurate records (rosters, grade reports, etc.), data analysis and comparison, and evaluation of programs and resources provided by the office. You can find all forms via Fraternity and Sorority Life's *BBNvolved Forms* tab.

*Failure to submit the forms may result in the chapter no longer being in good standing with Fraternity and Sorority Life.* This loss of good standing could include a fine, the withholding of chapter grade reports, a hold placed on your student organization registration (which would not allow you to reserve rooms on campus), and/or loss of priority for parking assignments.

Please contact Rachel Eberhart if you have any questions about these forms or their due dates—specific due dates are listed on the Important Dates memo for each semester.

Form Title	Description	Due Date
<b>Items Due at the Beginning of Each Semester</b>		
<b>Parking Information</b>	Required information for parking allotments for on-campus fraternity & sorority houses <b><i>This form is submitted on BBNvolved</i></b>	Before the start of each semester
<b>Chapter Status Report</b>	Includes chapter membership roster, officers, and advisors. <b><i>This form is submitted in hard copy.</i></b>	First Friday of each semester
<b>Chapter Calendar</b>	Information about events the chapter is planning or hosting during the semester. <b><i>This form is submitted on BBNvolved and should be updated throughout the year using the Events and Calendar module</i></b>	First Friday of each semester
<b>Chapter Goals</b>	Information about the chapter's goals for the semester and the action steps planned to achieve the goals <b><i>This form is submitted on BBNvolved</i></b>	First Friday of each semester
<b>New Member Education Program Information</b>	Information about the new member education program <b><i>This form is submitted on BBNvolved</i></b>	First Friday of each semester
<b>Scholarship Program</b>	Information about the scholarship program the chapter uses to support and encourage academic excellence. <b><i>This form is submitted on BBNvolved</i></b>	First Friday of each semester
<b>Chapter Self-Evaluation</b>	Self-evaluation of chapter performance, areas of strength, and areas for growth. <b><i>This form is submitted on BBNvolved</i></b>	First Friday of each semester.
<b>Membership Intake</b>	Required details for chapters conducting membership intake <b><i>These forms are submitted on BBNvolved</i></b>	Second Friday of the semester <b>OR</b> two weeks prior to any activity related to intake

<b>Items Due at the End of Each Semester</b>		
<b>Break Contact Information</b>	Contact information for chapter officers during academic breaks (winter & summer) <i>This form is submitted on BBNvolved</i>	End of each semester
<b>Financial Information</b>	Information about dues, related membership costs, and housing <i>This form is submitted on BBNvolved</i>	End of each semester
<b>Recruitment/Intake Dates</b>	Information about events planned for recruitment or membership intake <i>This form is submitted on BBNvolved</i>	End of each semester
<b>Educational Programs</b>	Provide information about the different kinds of educational programs sponsored by the chapter either for members or for the larger community <i>This form is submitted on BBNvolved</i>	End of each semester
<b>Fire Inspection Reports</b>	Submitted by chapters with off-campus houses confirming they had a fire inspection	End of each semester
<b>Chapter Sponsored Service Projects</b>	Information about the project, number of members participating, and how many total hours of service were conducted <i>This form is submitted on BBNvolved</i>	Submitted after every project; semester totals due at the end of each semester
<b>Chapter Sponsored Philanthropy Projects</b>	Information about how much money was raised, the agency receiving the funds, and the name of the program. <i>This form is submitted on BBNvolved</i>	Submitted after every project; semester totals due at the end of each semester
<b>Individual Members' Service Hours</b>	Number of hours, agency served, and the type of service done by individual members outside of the chapter sponsored projects <i>This form is submitted on BBNvolved</i>	Submitted after every project; semester totals due at the end of each semester
<b>Items Due at the End of Fall Semester</b>		
<b>Hazing Education Absence Explanation</b>	Asks for reasons why a new member or officer required to attend the Hazing Prevention Education session were absent and what was done to make sure they have the required information. <i>This form is submitted in hard copy.</i>	End of Fall semester