Chapter President Transition Checklist
Office of Fraternity and Sorority Life

Administrative
☐ Submit the Roster System Access Request form to gain access and update your chapter’s roster
  ○ Once access is granted, ensure your chapter roster is correct
☐ Ensure your outgoing officers have updated officer access in your chapter’s Garnet Gate page (this ensures you have access to submit service hours and gain access to 25Live, the room reservation system)
  ○ If your chapter has completely lost administrative access to your Garnet Gate page, please Bethany Yost, Assistant Director for Greek Leadership Development and Training, at yost2@mailbox.sc.edu to reset access
☐ Check the FSL Calendar for upcoming events and deadlines, including monthly Presidents Meetings, and add them to your chapter calendar
☐ Sign up for the weekly FSL Newsletter to stay informed on upcoming FSL and community events
☐ Review FERPA video and submit the Confidentiality Form to Tad Derrick, Assistant Director of Harm Reduction and Compliance
☐ Review the Alcohol and Risk Management Forms and resources, especially the Alcohol Event Notification Form, on the FSL website
☐ Review the 2020 Annual Chapter Expectations (ACE) Program, available on the FSL Website in mid-December

Relationship Building
☐ Email your FSL Council Advisor to introduce yourself and set up your first one-on-one meeting
  ○ College Panhellenic Association (CPA): Carli Mercer, Associate Director of Fraternity and Sorority Life, mercerca@mailbox.sc.edu
  ○ Interfraternity Council (IFC): Joshua Schuman, Associate Director of Fraternity and Sorority Life, schumaio@mailbox.sc.edu
  ○ Multicultural Greek Council (MGC): Mikayla Morris, Graduate Assistant, mm111@email.sc.edu, and Nelda Bailey, Assistant Director of Fraternity and Sorority Life, baileyne@mailbox.sc.edu
  ○ National Pan-Hellenic Council (NPHC): Nelda Bailey, Assistant Director of Fraternity and Sorority Life, baileyne@mailbox.sc.edu
☐ Email other FSL Staff to introduce yourself
  ○ Jarod Holt, Director of Fraternity and Sorority Life, holta@mailbox.sc.edu
  ○ Tad Derrick, Assistant Director of Harm Reduction and Compliance, derrickjo@mailbox.sc.edu: Responsible for all risk management education, event registration and policies, and organization conduct investigations
  ○ Bethany Yost, Assistant Director for Greek Leadership Development and Training, yost2@mailbox.sc.edu: Responsible for all leadership development and officer training programs, including monthly President Meetings, Greek Leadership Conference, other large-scale programs, and the ACE Program
  ○ Elizabeth Longmire, Graduate Assistant, longmie@email.sc.edu: Responsible for Officer Roundtables, Greek Ambassadors, annual Greek Awards, and the ACE Program
☐ Email your Council President to introduce yourself

Greek Village
☐ Email your Property Manager and Housing Corporation Officers to introduce yourself
☐ Review the Banner Form and corresponding policies