

**OFSA Annual Report
Chapter Advisor Verification Form**

Please verify that the chapter accomplished the following items by placing your initials next to all that apply.

- 1. Strict academic eligibility to hold chapter office is enforced (AA3) _____
- 2. The chapter advisor and scholarship chair hold one on one meetings with all members whose semester GPA falls below a 2.0.(AA6) _____
- 3. Chapter by-laws are reviewed & updated every two years. (CM3) _____
- 4. Two executive officers must sign chapter checks. (CM7) _____
- 5. All recruitment functions, both on and off campus, are alcohol free. (MR 5) _____
- 6. The chapter advisor, president and new member educator meet with each student that de-pledges. (NME 7) _____
- 7. The chapter has a functioning Standards Board. (SA1) _____
- 8. Meeting minutes are provided to the chapter advisor on a weekly basis. _____
- 9. The chapter advisor attends chapter meetings at least once per month. _____

Please verify that you have reviewed the Annual Report:

Signature

Date