

2021-2022 CAP Reporting Schedule

Report on CAP Survey	Report Through Dropbox
New Member Ceremonies Report Standard: Standard 1 Due: 7 days before New Member Ceremony	Initial Rosters Report Standard: Standard 1 Due: Fall-August 22; Spring- January 17
Initiation/Induction Ceremonies Report Standard: Standard 1 Due: 7 days before Initiation/Induction Ceremony	Final Rosters Report Standard: Standard 1 Due: Fall-November 21; Spring-April 24
FSL Academy Program Excuses Report Standard: Standard 3 Due: 48 hours before the program	Membership Status Changes Report Standard: Standard 1 Due: Fall- November 14; Spring- April 23
Educational Program Report Report Standard: Standard 3 Due: Fall-November 21; Spring-April 24	New Member Group Photo Report Standard: Standard 1 Due: 7 days before Initiation/Induction Ceremony
Leadership Conference Report Report Standard: Standard 3 Due: October 24	Doing Good Report Standard: Standard 2 Due: Fall- November 14; Spring- April 24
Dr. Brenda White Wright Emerging Leaders Academy Participants Report Standard: Standard 3 Due: April 23	Leadership Roles Report Standard: Standard 3 <i>(report on Final Roster)</i> Due: Fall- November 21; Spring- April 24
Winter Leadership Retreat Attendance Report Standard: Standard 4 Due: 7 days prior to the retreat	Chapter Calendar Report Standard: Standard 3 Due: Fall-August 22; Spring- January 17
Summer Leadership Retreat Attendance Report Standard: Standard 4 Due: 7 days prior to the retreat	Chapter Officer Roster Report Standard: Standard 4 Due: Fall-August 22; Spring-January 17
Chapter Officer Elections and Transitions Report Standard: Standard 4 Due: Fall-November 17; Spring-April 19	Community Service Hours Report Standard: Standard 5 <i>(report on Final Roster)</i> Due: Fall- November 21; Spring- January17
Chapter Officer Office Hours Report Standard: Standard 4 Due: Fall-September 26; Spring-January 30	Philanthropy Receipt of Donation Report Standard: Standard 5 Due: Fall- November 21; Spring- April 17
Community Service Event Report Standard: Standard 5 Due: Fall-November 21; Spring-April 23	Sharing Community Service Accomplishments Report Standard: Standard 5 Due: Fall-November 21; Spring- April 17

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Philanthropy Event Report Standard: Standard 5 Due: Fall-November 21; Spring-April 23	Alumni Advisor Roster Report Standard: Standard 6 Due: Fall- September 24; Spring- February 27
Alternative Break Participants Report Standard: Standard 5 Due: Fall-November 21; Spring-April 23	
Day of Giving Report Standard: Standard 5 Due: 48 hours after the University's Day of Giving	
Fall Alumni Engagement Report Standard: Standard 6 Due: November 21	
Spring Alumni Engagement Report Standard: Standard 6 Due: April 24	

** All items are due by 11:59 pm

**Leadership roles and community service will be reported on the Final Rosters.

** For every item turned in on time and correctly filled out, there will be 1 point added to the overall CAP score.