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 25; Spring- January 26
Initiation/Induction Ceremonies Report Standard: Standard 1 Due: 7 days before Initiation/Induction Ceremony	**Final Rosters** Report Standard: Standard 1 Due: Fall-December 1; Spring-April 26
FSL Academy Program Excuses Report Standard: Standard 3 Due: 48 hours before the program	**Membership Status Changes** Report Standard: Standard 1 Due: Fall- December 5; Spring- April 23
Educational Program Report Report Standard: Standard 3 Due: Fall-December 5; Spring-April 23	**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- December 5; Spring- April 23
Dr. Brenda White Wright Emerging Leaders Academy Participants Report Standard: Standard 3 Due: April 23	**Leadership Roles** Report Standard: Standard 3 *(report on Final Roster)* Due: Fall- December 1; Spring- April 26
Winter Leadership Retreat Attendance Report Standard: Standard 4 Due: 7 days prior to the retreat	**Chapter Calendar** Report Standard: Standard 3 Due: January 26
Summer Leadership Retreat Attendance Report Standard: Standard 4 Due: 7 days prior to the retreat	**Chapter Officer Roster** Report Standard: Standard 4 Due: Fall-November 17; Spring-April 19
Chapter Officer Elections and Transitions Report Standard: Standard 4 Due: Fall-November 17; Spring-April 19	**Community Service Hours** Report Standard: Standard 5 *(report on Final Roster)* Due: Fall- December 1; Spring- April 26
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- December 5; Spring- April 23
Community Service Event Report Standard: Standard 5 Due: Fall-December 5; Spring-April 23	**Sharing Community Service Accomplishments** Report Standard: Standard 5 Due: Fall- December 5; Spring- April 23

CAP Reporting Schedule

Philanthropy Event Report Standard: Standard 5 Due: Fall-December 5; Spring-April 23	**Alumni Advisor Roster** Report Standard: Standard 6 Due: Fall- September 26; Spring- February 27
Alternative Break Participants Report Standard: Standard 5 Due: Fall-December 5; Spring-April 23	
Fall Alumni Engagement Report Standard: Standard 6 Due: December 5	
Spring Alumni Engagement Report Standard: Standard 6 Due: April 23	

** 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.