



Chi Phi Fraternity

Building Better Men
Founded December 24, 1824

Date: _____

Chi Phi Fraternity National Office:

I certify that the following indicated items were completed by the _____ Chapter. These items are to be verified by the National Office.

	Completion
Number of active brothers as of February 1 st .	Chapter Size: _____
Chapter size at the end of the term is within no less than 10% of the established goal.	Yes / No
Chapter size at the end of the term (including New Members in Fall - if applicable) exceeds established goal by at least 10%.	Yes / No
Chapter uses Chapter Builder.	Yes / No
Chapter funds are processed through a chapter bank account (or alternative school/3 rd party biller).	Yes / No
Chapter utilizes Greekbill or any third-party collection service.	Yes / No
Chapter bylaws have been reviewed in the last year.	Yes / No
Chapter has at least 50% of their Executive Council attend RLA.	Yes / No
Chapter has at least 75% of their Executive Council attend RLA.	Yes / No
Chapter has at least 10% of their membership attend RLA.	Yes / No
Chapter has at least 15% of their membership attend RLA.	Yes / No
Chapter has at least 75% attendance at all Officer Webinars.	Yes / No
Chapter has at least 100% attendance at all Officer Webinars.	Yes / No
Chapter Alpha (or designated officer) attends Alpha's Academy.	Yes / No
Chapter Theta (or designated officer) attends Theta's Academy.	Yes / No
Chapter sends one delegate to the last Congress.	Yes / No
Chapter sends two delegates to the last Congress.	Yes / No

Signature

Date

Name

Email

Title

Phone Number