

How To Utilize Your Roster on Google Drive

You will be given access to your chapter's roster on Google Drive. There are 3 unlocked tabs within the document that you will have access too:

Advisors

Alumni

Current Semester (Ex: Fall 2018)

Advisors

Hofstra University requires each chapter to have a Campus/Faculty Advisor and an Chapter/Alumni Advisor. The descriptions for these roles can be found in the FSL Guidelines. Please list all of your current advisors next to the description that best describes their role. If you have additional advisors please add them to the list.

On this sheet you will also find a row for a "National Advisor" this is where you will list the contact information for the preferred contact at your Headquarters. Due to the turn over in the position, this contact can NOT be a leadership consultant.

Alumni

This tab is where you will cut and paste anyone who is being removed from your active roster for ANY reason. Please make sure that their *STATUS* column reflects the reason for their removal and the *DATE OF CHANGE* column reflects when the change took place.

Current Semester (Ex: Fall 2018)

This is where OSLE will access your current, active roster. Please make sure that ALL of the columns are filled in for each member. Please see Active Roster Terminology (below) for details.

Active Roster Terminology

Membership Column

Member: Any member of the organization that has been initiated into the chapter.

A full time undergraduate student at Hofstra University who is an active member of the national roster, and that is involved and participates in the chapter.

New Member: Any member that is not initiated, and that is affiliating with the chapter through an education process. Once initiated, please leave members categorized as new members until the next semester.

Status Column

Active: Any current or new member of the organization. A full time undergraduate student at Hofstra University, who is an active, dues paying member of the national roster, that is involved and participates in the chapter.

Abroad: Any member who is enrolled in a study abroad program for the current term.

Dropped: Any Member or New Member who has *voluntarily* dropped from the organization. Once the member or new member has dropped from the organization, **notification to the Assistant Director for Fraternity and Sorority Life must be made within one week through the use of the Membership Disaffiliation Report***. The member will remain an Active member of your roster until the report is turned in.

Graduated: A member who has completed their degree and is now considered an alum of the chapter.

Inactive: A member who is not paying dues, holding a position, and participating in chapter and community events.

Terminated: Any Member or New Member who was *involuntary* disaffiliated from the organization. Once the member or new member has been disaffiliated from the organization, **notification to the Assistant Director for Fraternity and Sorority Life must be made within one week through the use of the Membership Disaffiliation Report***. The member will remain an Active member of your roster until the report is turned in.

Left Hofstra: A member who has left the university before the completion of their degree and is no longer considered an active member.

**If the form is received after the last regular class day of the semester, changes to the roster are not guaranteed. Without receipt of this form, members will remain on your roster (grade reports, co-curricular transcripts, etc) as Active members*