

# NPHC Semesterly Checklist

To be completed by Chapter Leadership

- Updated Google Roster includes name, J#, email, office held, and status like new member
- Grade Release Forms for New Members
- Chapter Event Dates
- Intake Packet if Applicable (found on Involve South)
- NPHC Dues
- Dates for Probate if Applicable
- Event Forms (found on Involve South)
- New President Information Updated on the Greek Contact Google Form with email and phone number