



Dear College Panhellenic,

Thank you for starting the process of completing reports for the 2018-19 academic year. The deadline to submit your reports for awards consideration is **May 15**.

All reports are available in FS Central. To access these reports, please log in to FS Central using your FSID. Select your College Panhellenic in “Search for a Group.” Once selected, please select “Reporting” then “Submit reports” to view and begin the reports. Anyone with an officer role (“CPH – officer role type”) or Primary Panhellenic Advisor may complete/submit a report.

New this year, reports may be saved in progress. To do so, please select “in progress” then save. To submit, please select “Complete” then save.

The reports due to the NPC office by May 15 for awards consideration are:

1. College Panhellenic Annual Financial Survey
 2. College Panhellenic Annual Health, Safety and Education Requirements
 3. College Panhellenic Annual Philanthropy & Service Survey
 4. College Panhellenic Annual Recruitment Survey
- The “end of term report” will be due after grades for your campus are complete, encouraged July 1.
 - Also, if your campus does NOT use Release Figure Methodology (RFM) during primary recruitment, please complete this additional [survey](#).

While you are reporting, please also complete the following items in FS Central (left navigation) to help NPC learn more about your College Panhellenic community:

- Complete the profile for your Panhellenic.
- Update the chapter listing to document any chapters that have opened or closed on your campus.
- Use this time to make sure your officers listed are correct. Assign a role to any new officers you may have or end a role assignment for those not serving as an officer anymore. Also verify we have the correct person listed as “primary Panhellenic advisor.”
- Make sure the files in “Documents” are up-to-date including your bylaws, recruitment rules and budget.

Have questions about FS Central? Refer to this [Quick-Start Guide](#) or contact the NPC office for further assistance.

Panhellenically,

Linda Henderson
College Panhellenics Committee chairman