



College Panhellenic Delegate Checklist

A critical part of your role as a College Panhellenic delegate is to represent your chapter to the College Panhellenic community. In doing so, you have the opportunity to bring forward discussion items in Panhellenic meetings, and to share Panhellenic matters and concerns with your chapter. You must actively participate in discussions and share information in order to keep the lines of communication open. You are your chapter's voting member for your College Panhellenic and should utilize all of the resources available to you. Make sure you know the following individuals and when to contact them:

| Resource | Name | Email/phone | When to contact |
|-----------------------------|------|-------------|-----------------|
| Chapter advisor | | | |
| Chapter Panhellenic advisor | | | |
| Fraternity/sorority advisor | | | |
| Chief Panhellenic officer | | | |
| Staff/volunteer contact | | | |

Panhellenic Meetings

Day: _____
 Time: _____
 Location: _____

Other pieces of your delegate toolkit:

[NPC Manual of Information](#) (2021, 25th ed.)

College Panhellenic governing documents

- College Panhellenic bylaws
- Standing rules
- Recruitment rules
- Code of ethics

Panhellenic meeting documents

- Meeting minutes
- Agendas
- Committee reports

Calendars

- Campus event calendar
- Campus academic calendar
- College Panhellenic calendar ([from NPC](#))
- College Panhellenic calendar sponsored by your local Panhellenic
- Fraternity/sorority life calendar

Other delegate contact information

- Use space on back to collect names, organizations and contact information