



Checklist for College Panhellenic General Operations & Community Building During COVID-19 Disruption

This checklist is to help your College Panhellenic with general operations ideas to foster Panhellenic spirit and community building during disruption caused by the COVID-19 pandemic. The ideas are broken down by role (president, Executive Board, etc.) as well as into three categories to help you accomplish tasks at the pace appropriate for your College Panhellenic:

- **Now:** Tasks to complete as soon as possible. If your Panhellenic has been operating virtually for a time, you may already have completed some of these items.
- **Soon:** Tasks to turn your attention to before the summer break.
- **Later:** Tasks to be completed as more time passes and more is known about the fall 2020 academic term. These tasks are provided here so you may begin to plan to address these topics.

Note: Some tasks appear under multiple roles.

Blank spaces have been added at the end of each checklist if you wish to add your own tasks.

Please consult with your Panhellenic advisor and your NPC College Panhellenic area advisor as they are resources to assist you with questions and other campus-specific tasks to be completed. The Panhellenic support specialists in the NPC office also are a resource for you.

NOTE: Checklists specific to Public Relations/Marketing and Panhellenic Recruitment tasks will be shared with College Panhellenics soon.

President (continues on next page)

Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now/ Soon/ Later	Read all communications from NPC to ensure you are staying informed about the latest Panhellenic operating guidelines. Visit the Coronavirus Resources page on the NPC website.		
Now/ Soon/ Later	Be mindful of your own timelines and campus guidance regarding the need to make decisions on any worst-case scenario situations.		
Now	Reach out to all officers to build a working schedule and understanding of how and when you will communicate. Determine how to best work together during this time.		
Now	Ensure all Panhellenic officers understand their roles and how they should work as a team to support the community.		



Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now	Contact Panhellenic chapter delegates. Reinforce the importance of open communication and continued operations. Ask the chapter delegate to share her questions/concerns about continuing Panhellenic operations.		
Now	Determine the appropriate frequency for regular check-ins with the Panhellenic advisor, NPC area advisor, Panhellenic officers, chapter delegates and chapter presidents. Continue these check-ins until the disruption period is over.		
Now	Ensure FS Central is up-to-date with contact information for all current Panhellenic officers. If it is not updated, ask the officer responsible to update FS Central as soon as possible.		
Now	Review NPC's Best Practices for Creating Panhellenic-Wide Statements resource.		
Now	Consult the NPC resource " College Panhellenic Operations During the COVID-19 Pandemic " for ideas and best practices for supporting your community so you can support officers and committees in their work.		



Executive Board (continues on next page)

If your Panhellenic does not have an Executive Board, determine which individuals can assist with these tasks.

Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now/ Soon/ Later	Read all communications from NPC to ensure you are staying informed about the latest Panhellenic operating guidelines. Visit the Coronavirus Resources page on the NPC website.		
Now/ Soon/ Later	Be mindful of your own timelines and campus guidance regarding the need to make decisions on any worst-case scenario situations.		
Now/ Soon/ Later	Continue to meet on a regular schedule using virtual technology resources (Zoom, Skype, Google Hangouts, etc.).		
Now	<p>Assess your College Panhellenic's current budget, upcoming expenses and current financial situation:</p> <ul style="list-style-type: none"> • Identify essential expenses and the timing for those expenditures. • What spending can be postponed? • What can you stop doing? • Determine whether any monies should be held over to the next academic term to support future operations. • Determine whether any monies should be allocated to Panhellenic community care activities or relief efforts in the local community. • Be transparent with member chapters about needed funds and the budget, including whether any prorated dues can/cannot be returned to chapters. <p>REMINDER: Budget changes may require a vote of the Panhellenic delegates. Refer to your bylaws as well as work with your Panhellenic advisor and NPC area advisor.</p>		



Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now	Determine the appropriate frequency for regular check-ins with the Panhellenic advisor, NPC area advisor, Panhellenic officers, chapter delegates and chapter presidents. Continue these check-ins until the disruption period is over.		
Now	In consultation with committee chairmen, your Panhellenic advisor and other stakeholders, identify events to be canceled now. Begin to consider which fall events will need to be canceled or reimaged if virtual instruction continues into the fall academic term.		
Soon	Review next year's budget to determine what changes need to be made now or what line items should be monitored closely and/or adjusted accordingly until the disruption is over.		
Soon	Consult the NPC resource " College Panhellenic Operations During the COVID-19 Pandemic " for ideas and best practices for supporting your community. Alongside committee chairmen, determine next steps.		
Soon	Submit NPC annual reports (due May 15) and awards (due June 1), which recognize strong leadership and Panhellenic spirit for all the work the Panhellenic has been able to do during the year. Assign tasks to individuals or committees as applicable.		
Soon	Take advantage as a group or on your own of free educational resources, such as NPC's Be Bold virtual education series.		
Later	If not coming back together for the fall, work with committee chairmen to determine how to re-imagine events virtually (all community events, not just recruitment).		
Later	Consider whether NPC programs, such as Something of Value (SOV), would benefit the Panhellenic community when members come back to school or in the winter/spring term. (Note: Contact the NPC director of educational initiatives to see if the SOV program is right for your community.)		



Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Later	Continue to assess the budget: <ul style="list-style-type: none"> • What expenses are currently essential to support Panhellenic operations? • What spending should be postponed or canceled now? • What changes need to be made (e.g., dues structure) based on chapter impacts? Work closely with your Panhellenic advisor and NPC area advisor on next steps to assess/adjust the budget.		



Delegates

Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now/ Soon/ Later	Read all communications from your chapter, inter/national organization, university and College Panhellenic to ensure you are staying informed about the latest sorority and Panhellenic information.		
Now/ Soon/ Later	Be mindful of your own timelines and campus guidance regarding the need to make decisions on any worst-case scenario situations.		
Now/ Soon/ Later	Continue to meet on a regular schedule using virtual technology resources (Zoom, Skype, Google Hangouts, etc.)		
Now	Contact your member organization to determine the plan/authority for decision making and voting.		
Now	Approve recruitment rules for fall.		
Soon	Consult the NPC resource " College Panhellenic Operations During the COVID-19 Pandemic " for ideas and best practices for supporting your community and determine how your chapter can help support the larger Panhellenic community.		
Soon	Take advantage of free educational resources, such as NPC's Be Bold virtual education series. Be Bold can be implemented in any way, including with your fellow delegates, by your chapter or on your own.		



Committee/Event Chairs (continues on next page)

Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Now/ Soon/ Later	Read all communications from your chapter, inter/national organization, university and College Panhellenic to ensure you are staying informed about the latest sorority and Panhellenic information.		
Now/ Soon/ Later	Be mindful of your own timelines and campus guidance regarding the need to make decisions on any worst-case scenario situations.		
Now/ Soon/ Later	Continue to meet on a regular schedule using virtual technology resources (Zoom, Skype, Google Hangouts, etc.).		
Now	Contact committee members and assess tasks to be completed, set goal dates and make a plan for follow-up. Determine any immediate items to complete as well as whether any work should be postponed or canceled.		
Now	In consultation with the Executive Board, your Panhellenic advisor and other stakeholders, identify which events need to be canceled now. Begin to consider which fall events will need to be canceled or reimagined if virtual instruction continues into the fall academic term.		
Soon	<p>Assess what your Panhellenic community needs from each committee during this time.</p> <ul style="list-style-type: none"> • Consult the NPC resource “College Panhellenic Operations During the COVID-19 Pandemic” for ideas and best practices for supporting your community. • Seek feedback from the community via polls or directly asking members. • Determine if any work or events can be re-imagined or hosted virtually. • Look for areas where you can coordinate with member chapters to tailor programming or events. 		



Timing	Task	Status (Complete, In process, Ongoing, Incomplete)	Notes
Soon	Event chairs should look at contracts and the cancellation clauses. Determine go/no-go dates for cancellation decisions and the fees/penalties related to delays or cancellation.		
Soon	Work with the Panhellenic advisor to determine whether you should ask vendors for reduced fees and rate concessions, if possible.		
Later	Continue to connect members to campus resources.		
Later	<p>If not coming back together for the fall, determine how to re-imagine events virtually (all community events, not just recruitment).</p> <ul style="list-style-type: none"> • What feedback are you hearing from the community regarding events? • How can you offer programming online, such as Be Bold from NPC? • How can you re-imagine service events/projects where members give back to the community in which they are located, rather than the campus community? 		