



Dear College Panhellenic,

Thank you for starting the process of completing reports for the 2020-21 academic year. The deadline to submit your reports for awards consideration is **May 15**.

We know that this year, COVID-19 has impacted so much of what is typically reported, but now more than ever, data collection related to the sorority experience is a high priority. Data shared in these annual reports help NPC further understand the College Panhellenic landscape as it relates to current priorities such as equity and access, affordability/cost and ongoing recruitment reform efforts. Your data does not measure success nor is it used in a comparison.

While these reports help provide data to NPC, these reports also serve as a resource for your College Panhellenic. Previous reports for your College Panhellenic are available in FS Central in the "Reporting" tab, if completed in previous years. These reports can serve as a resource for future advisors and officers of your College Panhellenic.

The College Panhellenic Annual Recruitment Survey asks questions about Panhellenic total. This year we know most Panhellenics kept their 2019-20 total for 2020-21, unless a re-evaluation yielded a higher total. For questions related to the total method, please identify the method your Panhellenic would typically use as outlined in your recruitment rules.

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. If you need to be assigned a role to your Panhellenic, please click [here](#).

Reports/surveys may be saved in progress. To do so, please select "in progress" then save. To submit, please select "Complete" then save.

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

1. College Panhellenic Annual Financial Survey
 2. College Panhellenic Annual Recruitment Survey
 3. College Panhellenic Health, Safety and Education Requirements
 4. College Panhellenic Philanthropy & Service Annual Survey
- If your Panhellenic completed reports/surveys for previous years, you will just see these four reports in the "To complete" section. If your Panhellenic did not complete reports for previous years, **the only reports we ask you to complete at this time are the ones for 2020-21, indicated by the May 15, 2021 deadline.**
 - The "Academic and Statistic End of Term Report" will be due after grades for your campus are complete, ideally no later than July 1.
 - Also, if your campus did NOT use Release Figure Methodology (RFM) for primary recruitment this year, please complete this additional [survey](#).

While you are reporting, please use this time to make sure your officers and "Primary Panhellenic Advisor" are listed correctly on the main College Panhellenic page for your campus. Please assign a role to any new officers you may have or end a role assignment for those not serving as officers anymore.



We also ask that you complete the following items in FS Central (left navigation) to help NPC learn more about your College Panhellenic community:

1. Update the chapter listing to document any chapters that have opened or closed on your campus.
2. Make sure the files in “Documents” are up-to-date including your bylaws, recruitment rules, code of ethics and budget.
3. Complete the profile for your Panhellenic.

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

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Linda Henderson
College Panhellenics Committee chairman