

# Focus Area Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: \_\_\_\_\_

Yes/No	ADMINISTRATIVE, COMMUNICATIONS, AND RECORDKEEPING REQUIREMENTS
	Communicated at least monthly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces within one month (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one email request through VTAA central communications
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events weekly
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)
	Actively supported Virginia Tech's Giving Day via social media/ambassador
	At least two chapter representatives attended a VTAA training event (Chapter Chat or other)

Yes/No	PROGRAMMING/EVENTS
	Actively demonstrated Ut Prosim (virtual service initiative, social media posts, scholarship opportunities)
	Hosted a <b>Virtual Speaker Event</b> (faculty, alumni, local community member)
	Hosted one other <b>Virtual Event</b> (happy hour, holiday party, trivia night, networking)
	Developed succession plan for chapter leadership

# Orange Chapter Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: \_\_\_\_\_

Yes/No	ADMINISTRATIVE, COMMUNICATIONS, AND RECORDKEEPING
	Communicated at least quarterly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces within one month (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one email request through VTAA central communications
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events twice per month
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)

Yes/No	PROGRAMMING/EVENTS
	Actively supported Virginia Tech's Giving Day via social media/ambassador or other fundraising initiative
	At least one chapter representative attended a VTAA training event (Chapter Chat or other)
	Hosted a <b>Virtual Event</b> or demonstrated Ut Prosim (virtual service initiative, scholarship opportunities)

# Maroon Chapter Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: \_\_\_\_\_

Yes/No	
	Communicated at least quarterly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces at least quarterly (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one mailer/email request through VTAA central communications
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events monthly
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)
	Actively demonstrated Ut Prosim (virtual service initiative, social media posts, scholarship opportunities)