

		Online Portals	July
2	Prepare housing agreement amendment and route for approval.	Business Office prepares amendment based on current rates.	July
3	Submit signed housing agreement to the Business Office. No payments will be released to the fraternity until the amendment is fully executed.	Housing Agreement Addendum	August 15
4	Submit membership roster for the fall semester to the Business Office. Provide updates after rush activities conclude.	Internal Membership Roster	Monday after start of classes
5	Submit Food Service Program Half Time Report to Business Office.	Beta Theta Pi Lambda Chi Alpha Business Office for Remaining	December 31
6			
6	Develop and submit facilities needs request proposal (furniture, furnishings, and facility improvement projects) for prioritization	An estimate for these costs should have been included in the fraternity's budget template	December 31
7	Submit membership roster for the spring semester to the Business Office.	Internal Membership Roster	Monday after start of classes
8	Complete budget template for the next academic year for financial planning.	Fraternity Budget Template	February
9	Submit budget template		