Letting Them Know

Opening Chapter/Resident Meeting Overview
Opening Resident Meeting

- FCHM will hold a meeting with at minimum all chapter residents (preferably all chapter members)
- Needs to be held within 2 weeks from the official move in date (Aug 24 for 2013)
- Purpose of the meeting is to cover the basic expectations and updates regarding the following:
  - University Polices
  - Chapter Policies
- Attendance will be taken
Specific Agenda

• OFSL will provide you with an agenda of things that must be covered
  ▫ Terms of Living/Occupancy Agreement Online Process
  ▫ Review Alcohol & Other Drug Policy
  ▫ Review Prohibited Items List
  ▫ Review Lock Out Procedures
  ▫ Review Package Procedures
  ▫ Review Fire Safety Expectations
  ▫ Review Damage/Chargeback Process
  ▫ Review Estimated Damage Costs
  ▫ Expectations on Furniture Movement
Specific Agenda

• Chapters should customize the agenda by adding their own specific policies such as:
  ▫ Weekly Chapter Clean Up Procedures
  ▫ Room Selection Process
  ▫ Expectations of Residency
  ▫ Chapter Policies
  ▫ How to Access Locked Spaces
  ▫ Additional Chapter Procedures for Chargebacks, Damages, Under-Capacity Fees, etc.