

Office of Student Activities
Assistant Director of Student Activities
Student Union 019
775-5560

Roster Form Attached

Directions

Please use the following form to submit your chapter roster. **All members**, including members with a status change during the quarter must be included on the form. The completed roster form must be submitted to Chris Culkin (culkin.2@wright.edu) no later than the last date to drop class with a W.

All new members need to be added to this roster and the roster resubmitted prior to the last week of classes each quarter. You must also submit a signed bid card to the Office of Fraternity and Sorority Life within one week of bid acceptance.

Instructions

Select the gray bar and type in fraternity/sorority name
Select the gray bar and type in chapter president's name
Select the gray bar and type in phone number

Click inside the first box on the table
Type in member name
TAB to UID, enter UID
TAB to status, enter appropriate letter from list above table
TAB to next line and repeat

The form will automatically enter new lines when necessary.

Save a copy for yourself, so that it can be updated easily from one quarter to the next.

