



Dear College Panhellenic,

Thank you for starting the process of completing reports for the 2023-24 academic year. The deadline to submit your reports for awards consideration is **May 1**.

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 due to the NPC office by May 1 for awards consideration are:**

- 1. College Panhellenic Annual Operations Report**
  - 2. College Panhellenic Annual Recruitment Report**
  - 3. College Panhellenic Programming Annual Report**
  - 4. College Panhellenic Philanthropy & Service Annual Report**
- 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 2023-24 indicated by the May 1, 2024 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 any questions about FS Central? Refer to these [resources](#) or contact the NPC office for further assistance.

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Christa Sobon  
College Panhellenics Committee chair