



April 15, 2020

Dear Collegiate Sisters,

We hope you are staying safe and healthy during these unprecedented times.

Your Collegiate Relations Coordinator, your Area Team and other volunteers and staff remain available to support you however we can as we all navigate Phi Mu operations in these new and unexpected ways. Several chapter officers have reached out and there are some common questions so we have summarized a great deal of information here – please carefully review this document for information regarding academics, the CTE, ICMS, Officer Portal Forms and membership and the Phi Program. Additionally, April 19-25 is Volunteer Appreciation Week, so see below for ideas on how to celebrate alumnae who support your chapter!

Academics

- We know that many universities are offering students the option to take classes pass/fail (or equivalent) for the spring term.
 - Each member should make the decision that is best for her.
 - Chapters can help educate members on what taking classes pass/fail means for them as individuals and why this might be an option they should or should not consider. There are likely also campus academic advisors who can answer individual members' questions.
 - If your campus has provided this as an opportunity for students for the spring term, please notify your Area Operations and Finance Director or Enrichment Chapter Strategist as we are keeping track of all campuses who are providing a pass/fail option.
- We are working to provide a fair and reasonable method to hold members accountable for their academics in these unprecedented times. A committee has been convened to research best practices. Recommendations will be shared over the summer for chapters to utilize for the fall 2020 term.

Commitment to Excellence (CTE)

- We will not be evaluating the 2019-2020 CTE this academic year.
 - Given the number of events that were cancelled and how the spring term was interrupted, completing the CTE and all related forms would not accurately depict the year and is not necessary.

- Effective immediately, your chapter does not need to continue efforts to complete criteria for the CTE.
- If you are using calendar entries to track chapter events that you are holding virtually, you will still be able to add these events and submit the Post Event Evaluations for these events.
- The intention of the CTE is to help chapters set goals and reflect on areas of growth. To this end, we are currently developing a tool for chapter officers to utilize to reflect on the 2019-2020 academic year and set goals for 2020-2021. This will be shared with chapter officers and Advisers in May 2020 to allow for reflection and planning over the summer.
- Additional information about the 2020 National Convention and convention awards will be forthcoming in the next few weeks. The status of the 2019-2020 CTE will not impact a chapter's ability to apply for or win a convention award.

Interim Collegiate Membership Status (ICMS)

- The fall 2020 application deadline for Interim Collegiate Membership Status (ICMS) is April 15.
- If a member's off-campus degree requirement (i.e. Study Abroad, Disney College Program, Internship) for the fall 2020 term may be impacted by COVID-19 and/or if a member is still waiting for confirmation about an acceptance, please wait to submit that ICMS request. ICMS requests should be submitted once the member has confirmation she will be participating in the off-campus degree requirement in the fall, even if she does not receive this confirmation until after the deadline.
- We have made the following accommodations to the process:
 - Applications can be signed electronically by the Chapter President, Chapter Adviser and applicant.
 - Chapters do not need to vote on ICMS requests.
- The ICMS Application and letter from the member should be submitted as one attachment.
- ICMS Applications will be reviewed after the conclusion of the spring 2020 term.
- Any questions about ICMS should be directed to your chapter's Collegiate Relations Coordinator.

Officer Portal Forms

- The vast majority of calendar entries added to Officer Portal this term were for events that will not occur due to COVID-19. In an effort to efficiently remove these events and the subsequent form from your Officer Portal, Headquarters staff will be mass-deleting all calendar entries from March 16, 2020 through May 31, 2020. When these calendar entries are deleted, any forms associated with these events that have not been submitted will also be deleted. Any form that has already been submitted will not be deleted.
- If you are using calendar entries to track chapter events that you are holding virtually, you will still be able to add these events and submit the Post Event Evaluations.
- All calendar entries and associated forms between March 16 – May 31, 2020 will be deleted on Friday, April 17, 2020.

- This action will not cause the deletion of forms that are prompted by Headquarters, like the Chapter Budget, Recruitment Planning Form, Bid Day Planning Form, Chapter History Form, or *Aglaia* Collegiate Pride Report. These forms still need to be completed by their respective deadlines.

Membership and the Phi Program

- The Recruitment Planning Form is due April 15 for chapters with fall formal recruitment. We know that there are many questions about what recruitment may look like in the fall. Please work with your Area Membership Director or Enrichment Chapter Strategist if you have any questions about how to plan for recruitment.
- We have received questions about engaging new members, including what their Initiation will look like. We will send a survey to new members in the coming weeks asking for their feedback. We will also gather additional information to help make further recommendations.
- The Bid Day Planning Form is due April 30 for chapters with fall formal recruitment. We know that there are many questions about what recruitment may look like in the fall. Please work with your Area Membership Director or Enrichment Chapter Strategist if you have any questions about how to plan for Bid Day.
- Members graduating will be granted alumnae status at the conclusion of the spring term. Women who are granted alumnae status may not come to social events or other chapter events in the fall. If you have questions about graduating seniors, please reference [Resources for Engaging and Celebrating Seniors](#).

Volunteer Appreciation Week

- Volunteer Appreciation Week is April 19-25, 2020.
- We always encourage you to honor your Advisor, Advisory Council, House Corporation officers (where applicable) and any other volunteers.
- This year, your financial situation may be different – you can still celebrate your volunteers!
 - Send a handwritten note.
 - Coordinate with members to make a “mini” viral post about how much you appreciate the alumnae and others who volunteer their time to help your chapter.
 - Make a phone call, or even send a text, of thanks.