

# Checklist for Greek Organizations Seeking Recognition:

All groups, wishing to gain recognition by the C.W. Post Campus of Long Island University must first submit to the Greek Advisor a Letter of Intent memorandum, outlining some of the following basic information. This is the first step of the process in which all interested parties who wish to reactivate a chapter of an organization that formerly existed, or who wish to colonize a chapter of an organization that is new to C.W. Post. Only upon receipt of this letter, may additional steps be taken to establish the organization. The letter should include at minimum the information below, but may include more, as appropriate.

1. Name of the organization. When and where was it founded? Mission Statement?
2. General background – i.e.- historically Latino, multicultural, co-ed, etc. Purpose and presence nationally. (This should include national and local information/history, as applicable.)
3. Basic goals, intentions of the organization, goals of the chapter. What will this organization bring to the indigenous Greek Community, as well as the C.W. Post Campus Community as a whole that is unique, lacking, or otherwise of interest to Post and its students and/or faculty.
4. A complete list of all interested persons (a minimum of 10-15 persons), including the following: name, social security number, class standing, and contact information {phone number, e-mail, campus/ mailing address}). Also be sure to note whether any interested students are members of the organization at another college and have transferred to C.W. Post, seeking to establish a colony here.
5. Names of national and regional representatives, with their contact information.

Letters may be dropped off for review at any time to the Greek Life Advisor, Eric Zirlinger room 102 in Hillwood Commons. For more information, please call 516.299.2800, or e-mail: [Eric.Zirlinger@liu.edu](mailto:Eric.Zirlinger@liu.edu)

You will be asked to provide proof of insurance, which needs to be full liability coverage, since the University will assume no liability for private organizations on this campus. After review of these documents, a meeting will to be arranged with the National/ Regional representative(s), those students from campus who are interested in creating the chapter, and the Greek Advisor. Further steps will be discussed at this meeting.

**\*\*In order for an organization to appeal for recognition, all interested parties must be current, full-time, registered students at C.W. Post. No persons outside of C.W. Post may become a Member or a New Member of a Greek organization.\*\***