



Chapter Operations Checklist

If you're struggling with figuring out what you can do to stay busy during this time, here are some ideas of things you can do now to finish the semester and prepare for the fall.

- ☐ Check in with every member (this can be divided among several members or executive board)
- ☐ Re-Register your organization on [TechConnect](#)
- ☐ Update your chapter roster on [ICS](#)
- ☐ Review and update your by-laws
- ☐ Review and update your budget
- ☐ Update your chapter marketing materials
- ☐ Plan your Fall events calendar
- ☐ Check-in with your chapter advisor
- ☐ Hold officer elections *if necessary*
- ☐ Plan for recruitment/intake in the Fall
- ☐ Host virtual study hours or create groups of members with same major
- ☐ Host time where your members can be together virtually (See the Connecting with Your Chapter document)