



Status Tracker Template Instructions for Chapter

- When the chapter president receives a status letter indicating the chapter is being placed on some form of status, she will also receive the Status Tracker Template.
- **Save the document** to a Google folder and open with Google Sheets.
- **Save as** “Chapter Name.School Name.Year.”
- Set document with **permissions** so that **“anyone with link may edit.”**
- **Share** with local advisers
- **Share** with the Regional Team. Region addresses are below:
 - Reg1@deltagamma.org
 - Reg2@deltagamma.org
 - Reg3@deltagamma.org
 - Reg4@deltagamma.org
 - Reg5@deltagamma.org
 - Reg6@deltagamma.org
 - Reg7@deltagamma.org
 - Reg8@deltagamma.org
- **Share** with:
 - Fraternity Director: Chapter Operations: ChapterOperations@deltagamma.org
 - Asst. Executive Director: erin@deltagamma.org
 - Dir. of Member Services & Special Projects: allie@deltagamma.org
- **1st tab of spreadsheet** (Outline and Instructions) – enter information as prompted
- **2nd tab of spreadsheet** (Action Items)
 - The first column lists the 12 Fraternity Standards. Each status term presented in your status letter corresponds to one of the Fraternity Standards.
 - Type each status term below its respective Standard.
 - If there are more than three terms for a Standard, add rows as needed.
 - The CMT should work together to identify action items for each status term. These action items will be placed to the right of each status term in the columns labeled “Action Item 1,” etc.
 - If there are more than four action items for a Standard, add more columns as necessary.

- There is no minimum or maximum number of action items needed.
- If no status term is expected for a Standard, leave that section blank.
- **3rd tab of spreadsheet** (Status Progress)
 - Each action item from Tab 2 should be re-entered (or copy/pasted) into the first column of Tab 3. (EX: Term 1, Action 1 is followed by Term 1, Action 2 and so forth)
 - Next to each action item, the appropriate officer should enter progress updates by the 10th of each month until a new status letter is received. Begin with the first month after the letter is received. The chapter president is responsible for making sure officer updates are entered.
- **4th tab of spreadsheet** (Adviser & Region Team Comments)
 - Delta Gamma Region Team and other Fraternity volunteers will review this report regularly. The purpose of the status tracker is for the chapter to more effectively manage their action plan towards progress and for Delta Gamma volunteers to review that progress and provide assistance/comments as needed.
 - The chapter president should review this tab regularly.