

Date: Thu, 09 Sep 2010 09:51:19 -0400  
From: John R Covert <covert@MIT.EDU>  
To: FSILGs being reviewed on 25 September <>nulldev@covert.org>  
Subject: Information for FSILGs being reviewed on 25 September

Dear alumni/ae volunteers and alumni/ae and undergraduate officers:

This is a reminder that your organization is scheduled for an AILG accreditation review on Saturday, 25 September, as confirmed by email. Please refer to the original announcement, posted at <http://web.mit.edu/covert/ailgreviews/2010jrcforaug01.pdf>

I have sent this message to the list at the end of the message. Please advise me if there are any addresses for your organization which should be added or deleted.

The Basic Data Form is due next Sunday evening, 12 September. Please proceed to the accreditation web site at <http://web.mit.edu/covert/ailgreviews/> for instructions on how to prepare for the review and for access to the online Basic Data Form.

We expect alumni and undergraduates to collaborate on the BDF, but as all official contact between the AILG and MIT FSILGs is with the alumni organization, the submission of the BDF must come from a representative of the alumni organization after reviewing the portions supplied by the undergraduates.

I would like to underscore the importance of the section of the BDF requesting IRS Form 990 information.

In a separate private message to each organization, I will send you a copy of your organization's most recent previous BDF, in both PDF and HTML. Please note that the process of printing a BDF removes the detailed instructions; be sure to open the HTML version, press the "update page" button to propagate your old information into the current set of questions, and then read the latest instructions and proceed from there.

I will also include a copy of your most recent review.

Our Visiting Committees have specifically requested that we ensure a minimum level of participation by both alumni and undergraduate leaders on the day of the review. In the Fall program announcement, I stated the requirement as a minimum of two alumni and two undergraduates present, with a preference for a larger representation. Largely because the minimum of two was not met on some occasions in the Spring, the committees have asked to raise that minimum, and we ask you to do your best to have at least three alumni leaders and three undergraduate leaders present. We will be formally raising the requirement to that level for future reviews. Any number of additional younger undergraduates are also especially welcome as an opportunity for leadership development through this process.

We are looking forward to a beneficial exchange of information when we meet in a little over two weeks.

Please contact me if you have any questions.

Regards/john  
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Phi Kappa Theta

Please note that "nulldev@covert.org" is not a mailing list.  
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