Dear Recent Graduate of a Fraternity/Sorority Chapter House,

The University and the Office of Fraternity and Sorority Life congratulate you on graduating during this unique and challenging semester. If you are receiving this letter but did not graduate or you are planning to continue at Penn as a graduate or professional student, please respond to this email and let us know as soon as possible.

We’re writing to inform you of the next steps of the retrieval process for items in your Chapter House. If you completed your move-out and do not need anything from the chapter house, please still complete the Qualtrics survey referenced in this letter and indicate that.

As a new graduate of Penn: you will have two options for retrieving your belongings if you were not able to complete your move-out before the house closed on March 17: (1) you can return to campus and collect your items on a pre-determined day, or (2) have them shipped to you at no cost by the University. A general description of the two options is provided below and you must indicate your preference by Wednesday, May 27, 2020 via the survey at the end of this letter. Additional details will be communicated after you indicate which option you prefer.

**Return To Campus**

New graduates who wish to return to campus to retrieve their belongings can do so. However, in order to do so safely, you will need to follow public health protocols during the Move-Out process. These include wearing a face covering while in the Chapter House, adhering to a strict 3-hour pre-scheduled time period for packing and loading belongings, and only being allowed one guest to assist in the process.

To best manage the 24 fraternity/sorority chapter homes, each chapter house will be grouped by location and have a 2-day option between Thursday, June 4 and Thursday, June 11 available for retrievals. Students who select this option will indicate “morning” or “evening” on the survey in this letter and will be contacted to confirm your date, time-block, procedures, and other expectations for returning to campus. Time periods will be **Morning** (9:00 am – 12:00 pm) or **Afternoon** (12:00 pm – 3:00 pm).

- **Group 1**: Alpha Tau Omega, Kappa Alpha Society, Kappa Alpha Theta, Lambda Chi Alpha, Sigma Alpha Mu, Sigma Delta Tau, Sigma Chi, Sigma Phi Epsilon, Tau Epsilon Phi
  - Thursday, June 4
  - Friday, June 5
- **Group 2**: Alpha Delta Pi, Beta Theta Pi, Chi Omega, Delta Kappa Epsilon, Phi Kappa Psi, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Kappa, Zeta Beta Tau
  - Monday, June 8
  - Tuesday, June 9
- **Group 3**: Delta Phi/St. Elmo, FIJI, Kappa Sigma, Phi Delta Theta, Psi Upsilon, Zeta Psi
  - Wednesday, June 10
  - Thursday, June 11

Please note that those traveling to campus should be aware of various state and local guidelines that may impact their travel options.

**Pack and Ship**

New Graduates also have the option of having their items shipped to them at no cost. University-approved moving companies will professionally pack residents’ belongings. The companies will coordinate with students on identifying and cataloging items in the chapter house, and you may schedule a video conference as part of this process. Items for you can only be removed based on your assigned bedroom. If you changed rooms without authorization during the academic year, contact OFSL to review. This retrieval is not intended for any item in a
common area; however, if you have a personal item outside the bedroom that needs packed and shipped, the item will be logged.

If the items in the room require more than five large storage boxes, you will need to cover the cost of shipping additional boxes. Furniture and large items (such as a refrigerator, TV, microwave, mattress, etc.) are not able to be shipped.

Items will likely be shipped in the month of July.

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To select your option, complete this short SURVEY. Please note, if you do not complete the survey by Wednesday, May 27, you will not be able to select the Return To Campus, and your items will be shipped to you per the guidelines provided above.

We recognize you may have questions concerning this process and we will be communicating more details once you let us know your preferred option. In the meantime, please consult the FAQ for additional information.

We thank you for your patience and we wish you much success in your life after Penn.

Facilities & Real Estate Services

Office of Fraternity & Sorority Life