Dear Non-graduating student of a Fraternity/Sorority Chapter Home,

Congratulations on finishing this academic year. We are immensely proud of all that you have accomplished in these challenging times.

We’re writing to inform you of the next steps of the retrieval process for items in your Chapter House. As a non-graduating student, you have three options for retrieving your belongings: (1) you can choose to return to campus and collect your items; (2) you can have them packed and stored through a University-approved company at no cost until you return to the University, or (3) they can be shipped to you through a University-approved company only, however you will be responsible for all shipping costs. A general description of these 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**
Students 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 Store**
This option works best for students who will be returning to campus and are not in immediate need of their belongings. University-approved moving companies will professionally pack residents’ belongings and place them in storage. 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 confirmation. 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.
For students who are living in the Chapter House or College Housing for the 2020-2021 academic year, these items can be delivered from storage to their room during the Move-In process. For returning students who are not living in the Chapter House or College Housing, their items will be available for pick-up from the local storage facility.

Students who would like to retrieve their belongings before fall can also coordinate with the University’s contracted moving company to schedule retrieval of packed belongings from the storage facility.

There is no cost for packing and storing your possessions.

Pack and Ship
Once the items are packed by our University-approved partners, students are also able to work with the University-contracted moving companies to have their items shipped to their preferred addresses. Students must cover the cost of this service and coordinate with the moving company regarding shipping addresses, timing, and any limitation regarding items that cannot be shipped.

To select your option, complete this short Survey. Please note, if you do not complete the survey by Wednesday, May 27, your items will be packed for you and stored as outlined in the procedures described in the Pack and Store section.

We recognize that 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 understanding throughout this time.

Facilities & Real Estate Services
Office of Fraternity & Sorority Life