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**Mission and Purpose**

**Mission**

To create stronger bonds within Greek organizations and promote the value of Fraternity and Sorority Life within our community.

**Purpose**

Our purpose is to highlight the talents and dedication of members of the National Pan-Hellenic Council, Interfraternity Council, and the National Panhellenic Conference. We commit to programming events that contribute to strong working relationships between members of Fraternity and Sorority Life, to creating a culture that celebrates the contributions of our members on campus, and to forming long-lasting memories of our time as students and as members of our organizations.

**Greek Week Executive Board**

**Presidents** [pittgwpresident@gmail.com](mailto:pittgwpresident@gmail.com)

*IFC NPHC NPC*

Brian Wieseman Myrna Brignol Taylor Erickson

IFCGW[@pitt.edu](mailto:DBW23@pitt.edu) [MCB129@pitt.edu](mailto:MCB129@pitt.edu) [TAE23@pitt.edu](mailto:TAE23@pitt.edu)

**Greek Sing Overalls** [greeksingpitt@gmail.com](mailto:greeksingpitt@gmail.com)

Laura Weston Veronica Radin

[LAW167@pitt.edu](mailto:LAW167@pitt.edu) [VER14@pitt.edu](mailto:VER14@pitt.edu)

**Steel City Overall**

Julianne Mercer Rayshell Brown

[JAM486@pitt.edu](mailto:JAM486@pitt.edu) [rdbrown@live.carlow.edu](mailto:rdbrown@live.carlow.edu)

**Events**

Lily Swanson Devon Moore

[LES177@pitt.edu](mailto:LES177@pitt.edu) [DEM147@pitt.edu](mailto:DEM147@pitt.edu)

**Public Relations**

Katie Welch Jacob Carpinelli

[KAW216@pitt.edu](mailto:KAW216@pitt.edu) [JMC323@pitt.edu](mailto:JMC323@pitt.edu)

**Logistics**

Ellie Simmons

[ECS83@pitt.edu](mailto:ECS83@pitt.edu)

**PDM Liaison**

Zachary Skinner

[ZMS20@pitt.edu](mailto:ZMS20@pitt.edu)

**Blood Drive Chair**

Trevor Niemkiewicz

[TDN17@pitt.edu](mailto:TDN17@pitt.edu)

**Greek Week Chair Responsibilities**

The appointed Greek Week Chair of each organization is responsible for attending Greek Week meetings that they have been asked to attend before Greek Week and all other subsequent meetings and events. It is crucial that there is one Greek Week representative from each chapter so that relevant and important information can be communicated to their chapter members. It is the Greek Week Chair’s responsibility to relay all information from the Greek Week Board and meetings to their chapter members, but if he or she is unable to attend one meeting, a substitute may be selected to attend.

In order to make sign-in and sign-out for events successful, the Greek Week Chair is asked to assist in each Greek Week event, both fall and spring, in order to keep each event organized. If the Greek Week Chair is unable to attend, another chapter member must take his or her place for that event. Failure to comply will result in a loss of points for that event.

Please remember that the Greek Week Chair is responsible for setting an example of honor and integrity for his or her chapter for Greek Week events. If the chairperson does not meet his or her responsibilities, the chapter will struggle with Greek Week. Open and efficient communication and cooperation between Greek Week Chairs and the Greek Week Board will make Greek Week successful for all participants.

If for any reason an organization’s Greek Week chair is unable to fulfill these duties, they are responsible for sending a representative to take their place.

**General Rules**

Any organization participating in any Greek Week sponsored or associated event must abide by the following rules and regulations. Failure to abide by these rules may result in fines, disqualification, or other penalties.

1. Any national fraternity or sorority recognized by the Office of Fraternity & Sorority Life, in conjunction with the Interfraternity Council, National Collegiate Panhellenic Association, and National Pan-Hellenic Council may qualify for participation in Greek Week.
2. All Greek Week participants must be currently enrolled University of Pittsburgh students. Non-active chapter members are not permitted to participate in Greek Week events. Only those students who are listed on the current chapter rosters that are submitted to the Office of Fraternity & Sorority Life are permitted to participate in Greek Week Events.
3. All chapter members are responsible for following proper sign-in and sign-out procedures in order to ensure accurate awarding of points for participation.
4. Failure to participate in a major event can result in point deductions and/or will result in complete disqualification in Greek Week events, as determined by the Greek Week Executive Board.
5. Cancellation or postponement of an event is possible due to weather or other circumstances at the discretion of the Greek Week Board and the Office of Fraternity & Sorority Life staff. Notice will be made directly to each chapter’s Greek Week Chair.
6. The Greek Week Executive Board will follow and enforce the policies outlined in the Student Code of Conduct and Judicial Procedures handbook published by the University of Pittsburgh and Fraternity and Sorority Life policies and procedures.
7. During an event, all fraternity and sorority members participating and attending the event are expected to conduct themselves in a manner of responsible and respectful manner that will reflect positively upon the Fraternity Sorority Life community, the University of Pittsburgh, and the local community.
8. Disruptive and/or unruly behavior is not permitted. Violations can result in point deductions in overall competition scoring as well as other related judicial action.
9. Removing, destroying, damaging, and/or vandalizing any Greek Life or University of Pittsburgh property will not be tolerated. Any property damage caused by a member or members will result in a monetary fine to their respective chapter and can result in point deductions.
10. The Greek Week Executive Board and Office of Fraternity & Sorority Life staff reserves the right to expel any individual, group of individuals, or chapters at any time prior to, during, and/or after Greek Week for misconduct. Appropriate disciplinary action will be pursued, including and not limited to the deduction of points and disqualification from certain events and/or Greek Week as a whole.
11. Most events will take place with the teams assigned in the Fall of 2019. All events where teams are needed are outlined in the event descriptions below.
12. Any monetary registration or participation fee for a Greek Week event will count towards the chapter’s overall fundraising total.
13. Trophies will be awarded to the three top scoring pairings. Cumulative point totals will be used to determine the winners.
14. Exceptions to any of these policies and/or procedures prior to the start of Greek Week may be granted through vote of the Greek Week Board in conjunction with the Interfraternity Council, National Panhellenic Association, and National Pan-Hellenic Conference. A Greek Week Executive Board member will not partake in decisions regarding their respective chapter, allowing for impartiality for all organizations participating.
15. The Greek Week Executive Board and Office of Fraternity & Sorority Life staff reserves the right to amend any component of the Greek Week handbook at any given time. Notice of the changes will be made directly to each chapter’s Greek Week Chair.

**Drug & Alcohol Policy**

In accordance with federal, state, and local laws & policies set by the University of Pittsburgh, Interfraternity Council, Collegiate Panhellenic Association, National Pan-Hellenic Conference, the Office of Greek Life, and the Greek Week guidelines, all events will be alcohol & drug free events.

The Greek Week Board and Fraternity Sorority Life Office will have a zero-tolerance policy for all events concerning Greek Week for any member, regardless of age.

An organization may be penalized and/or disqualified from events if:

1. Any member is observed intoxicated at any Greek Week event, regardless of age.
2. Any member is in possession of alcohol or other illegal substances at any Greek Week event.
3. Any member is caught consuming alcohol or partaking in illegal substances at any Greek Week event.
4. Any member is observed or cited by law enforcement officials for any alcohol or drug violation at any Greek Week event.

Any violation of this policy will be subject to appropriate disciplinary action and/or deduction of points to the chapter. Compliance with this policy is required by all participating organizations in order to make Greek Week safe and enjoyable for every participant.

This policy is effective prior to, during, and after each Greek Week event.

The President and Greek Week Chair of each chapter and the Office of Fraternity & Sorority Life staff are required to sign and submit the Code of Conduct Agreement(at the end of the handbook) to the Logistics chair.

**Attendance Procedure**

Many events require a record of attendance in order for participation points to be awarded. In most cases, Qualtrics surveys will be used to take attendance at events. Cheating of any kind will not be tolerated, and may result in penalties, up to and including disqualification from participation in any/all Greek Week events. Penalties are up to the discretion of the Greek Week Executive Board.

In the event of technical failure, other methods like sign-in sheets may be used. It is expected that members are honest about their participation, and that the attendance taken is accurate. The Greek Week Chair may also be responsible for assisting with attendance. Please contact the Logistics Chair with any further questions.

**Points System**

Points will be tracked by the Greek Week Executive Board Logistics Chair. These points are how attendance at, participation in, and contributions to Greek Week events are recorded. Points are awarded to individual chapters and organizations, but also to pairings as a whole. The total number of points earned by a pairing is the sum of the points earned by the pairing’s respective organizations and points earned by the pairing. Greek Week standings are determined by the total number of points earned by each pairing.

In order to participate in all Greek Week events and to be considered for awards, pairings must fulfill the minimum attendance requirements of required events. These events include Steel City Step Show, Hazing Awareness Event, PDM Fashion Show, Greeks Give Food Drive, Family Feud, Greek Sing, and Pitt Dance Marathon. A member of any council can count towards the total needed to attend, but there must be an equitable distribution of members from each council across events. A pairing will be disqualified if more than 75% of attendance at any mandatory event is from one council.

Please read below for details regarding how Greek Week points can be earned.

***Fraternity & Sorority Life Pride Events***

**Event Name Total Possible Points**

**Pairings Reveal**  **400 points**

Chapters and organizations can earn up to 250 points for attendance at the Pairing Reveal.

* 0% - 29% of members - 0 points
* 30% - 50% of members - 50 points
* 51% - 75% of members - 100 points
* 76% - 100% of members - 150 points

The pairing with the highest percentage of attendance will receive additional points.

* Highest percentage of attendance - 100 points

Volleyball Game

Organizations can earn up to 150 points for attendance at the volleyball game.

* 25% or more members - 100 points

Pairings with the highest percentage of attendance will receive additional points.

* Highest percentage of pairing attendance - 50 points

**Greek Week T-Shirt Fundraiser 250 points**

Pairings can earn up to 250 points during the Greek Week T-Shirt Fundraiser.

* 40% or more of members order t-shirts - 200 points
* Pairing with highest percentage of orders - 50 points

**Pairings Bonding Event 300 points**

Each pairing can earn 300 points by registering an event with the Fraternity and Sorority Life Office that promotes bonding between the pairing’s individual chapter(s) and organization(s).

* An event that successfully promotes bonding - 300 points.

***Community Outreach Events***

**Event Name Total Possible Points**

**Blood Drives varies**

Organizations can earn points by participating in the three annual Blood Drives. Points can be earned members and by non-members who donate on behalf of an organization.

Donations

Pre-registration bonus:

* 1 point for online appointment completed by the deadline.

Non-match days:

* ½ of a point can be earned for each participant who is deferred after going through the medical interview process.
* 2 points for each successful regular donation
* 4 points for each successful automation donation

Match days:

* 3 points for each successful regular donation
* 6 points for each successful automation donation

Volunteering

Canteening, flyering, or tabling:

* 1 hour of volunteering by a member - 1 point.

**Pitt Dance Marathon 750 points**

Please refer to the PDM Handbook for details regarding PDM.

**PDM Kickball Tournament 150 points**

Please refer to the PDM Handbook for details regarding the PDM Kickball Tournament.

***Greek Week Events***

**Event Name Total Possible Points**

**Steel City Step Show 1,000 points**

Pairings can earn up to 500 points by attending the Steel City Step Show.

* Pairings with 30% or more members attend - 500 points

Pairings can earn additional points by exceeding the minimum attendance requirements.

* Pairing with the highest percentage of attendance - 200 points
* Pairing with the second highest percentage of attendance - 100 points

Pairings can earn additional points by participating in the Unity Step.

* Pairings can also earn up to 300 points by participating in the Unity Step.

**Turning Tragedy into Progress**

* 60% or more members from each organization - mandatory

**PDM Fashion Show 300 points**

Please refer to the PDM Handbook for details regarding the PDM Fashion Show.

**Give Back & Get Together 300 points**

Pairings can earn up to 300 points by participating in the Give Back & Get Together event.

* Pairings with 25% attendance - 200 points
* Pairing with highest number of canned good donations - 100 points

**Family Feud Event 300 points**

Pairings can earn up to 300 points by participating in the Family Feud event.

* Pairings who participate in the Family Feud event - 200 points.
* First place pairing - 100 points
* Second place pairing - 50 points

**Greek Sing 1,000 points**

Pairings can earn up to 1,000 points by participating in and attending Greek Sing

* 30% or more members attend - 500 points
* First place pairing - 500 points
* Second place pairing - 300 points
* Third place pairing - 200 points

**Events Descriptions and Expectations**

**Pairings Reveal**

Pairings can earn up to 400 points by attending the Pairings Reveal and the volleyball game following the reveal.

Attendance

* Attendance will be tracked using a Qualtrics survey at both the pairings reveal and the volleyball game.
* Members must sign in using their mobile device, or an electronic device registered with the Greek Week Executive Board.

**Greek Week T-Shirt Fundraiser**

Pairings can earn up to 250 points by participating in the Greek Week T-Shirt Fundraiser. Funds raised from the event will be donated to the Children’s Miracle Network.

* Orders must be submitted using the Greek Week T-Shirt Order Form.
* Individual organizations are responsible for collecting payment from their members.
* Organizations must submit payments via check to Taylor Erickson’s mailbox 72 hours following the close of the order form. The mailbox is located on the 6th floor of the WPU in the Greek Office.
* Shirts will be picked up and distributed by each organization’s Greek Week chair.
* Questions can be sent to the PR Chair, Katie Welch ([KAW216@pitt.edu](mailto:KAW216@pitt.edu))

**Pairings Bonding Event**

Pairings can earn up to 300 points by planning and attending a bonding event for the organizations within their pairing.

* Events should adhere to all rules and guidelines outlined in this document and set forth by the Fraternity Sorority Life Office and the University of Pittsburgh.
  + This includes registering social events or other social space events with the Fraternity Sorority Life Office.
* More than 75% of attendees cannot be from one organization. Each organization within the pairing must be represented in order for the event to qualify.
* Events that are already planned for another aspect of Greek Week will not be counted.
  + For example, Greek Sing practices or rehearsals will not qualify.
* Events should allow ample time for members to form bonds. The event must last at least an hour and may not take place past midnight.
* Here are some examples of acceptable pairings bonding events:
  + Going canning with your pairing for a PDM Fundraiser
  + Reserving a social space for holiday cookie decorating
  + Attending another university sponsored event together, like attending a Pitt sports game.
  + Doing community service together
* A sign-in sheet, a photograph of attendees, and a short description of the event must be sent to the [pittgwpresident@gmail.com](mailto:pittgwpresident@gmail.com) email in order for the event to be tracked and the pairing to be awarded points.
* A pairing may not do more than one bonding event for Greek Week points. However, similar types of events are encouraged, as they promote a better experience for members and a stronger working relationship between organizations.

**Blood Drives**

Pairings can earn points by participating in the three annual Greek Week Blood Drives. The Blood Drives will occur on the following dates:

October Drive

* Tuesday, October 15th
* Wednesday, October 16th
* Thursday, October 17th

January Drive

* Tuesday, January 21st
* Wednesday, January 22nd
* Thursday, January 23rd

March Drive

* Tuesday, March 24th
* Wednesday, March 25th
* Thursday, March 26th

Pairings may be required to table for the week prior to the Blood Drive to help promote the event within the community. Pairings will be provided with materials, times and locations of promotional tables as needed.

Vitalant partners with the Greek Week Board to plan and execute the Blood Drives. As such, members must adhere to both Greek Week rules and expectations, and any guidelines set forth by Vitalant.

Vitalant incentivizes meeting blood drive goals through charitable contributions, so meeting drive goals is highly encouraged. Each drive has a goal of 350 donors.

Rules and Expectations

* In order for individuals to earn points for a pairing, they must sign in and out of the Blood Drive on the paper registration sheets at the door.
* Individuals who are participating in the event by running the registration table, supervising the snack table, or distributing promotional flyers must also provide a start time and end time.
  + Members will only earn 1 point for each full hour of service they complete.
  + Members may not split the time with other members, but a member can participate for as many full hours as they would like.
* Individuals who are members of the Fraternity Sorority Life community or individuals who attend on behalf of a fraternity or sorority may earn Greek Week points by attending.
* Members who arrive to volunteer may be assigned to volunteer duties as needed. This means that a member of the Greek Week Executive Board or Vitalant staff may direct members to complete certain volunteer activities in order to earn points.

**Pitt Dance Marathon (PDM)**

Refer to the PDM Handbook for rules and regulations regarding Pitt Dance Marathon. Participants must adhere to all Greek Week Rules and Regulations, as well as any guidelines set forth by PDM.

**PDM Kickball Tournament**

Refer to the PDM Handbook for rules and regulations regarding the PDM Kickball Tournament. Participants must adhere to all Greek Week Rules and Regulations, as well as any guidelines set forth by PDM.

**Steel City Step Show**

Pairings will earn up to 1,000 points by participating in and attending the Steel City Step Show. Attendance at this event is MANDATORY.

* Attendance will be tracked using the number of tickets indicated on the ticket order form and Qualtrics surveys.
* The number on the form must match in monetary value to the payment received with it.
* Pairings must send at least 30% of their members in order to fulfill the attendance requirement.
* Pairings may earn extra points by sending members to participate in the Unity Step portion of the event. Pairings may send up to two members, one from IFC and one from Panhel. This is not considered mandatory, but is highly encouraged.

**Turning Tragedy into Progress**

60% of each chapter must attend. This event is MANDATORY.

Hazing is something that deeply affects our community, and we all must commit to ending and preventing such hurtful and negative behavior. The family of Timothy Piazza will speak to our community regarding the impact his death and of hazing, reminding us of what we as a community can do to change our culture for the better.

Members will be expected to be respectful and courteous throughout the event. This event is absolutely considered mandatory, and no exceptions will be made.

Attendance will be tracked by the Fraternity & Sorority Life Staff.

**PDM Fashion Show**

Please refer to the PDM Handbook for rules and regulations regarding the PDM Fashion show.

**Give Back & Get Together**

Pairings will earn up to 300 points by participating in the Give Back & Get Together event during Greek Week. This event is considered MANDATORY.

This event is intended to celebrate the positive work our members do for our community and in the classroom. There will be an opportunity for individuals to donate food items to the Pitt Food Pantry. A photo booth will be available for members to take photos to celebrate their affiliation and friendship. Finally, the Office of Fraternity & Sorority Life will provide free cookies to celebrate the academic achievements of our members, as we are all “smart cookies”.

* Pairings must send at least 25% of their members to the William Pitt Union Ballroom from 4:00 p.m. - 7:00 p.m. to participate.
  + Guidelines for food donations will be updated and sent out closer to Greek Week in terms of quality and value

**Family Feud Event**

Pairings will earn up to 300 points by participating in and attending the Family Feud event during Greek Week. This event is considered MANDATORY.

Pairings will have an opportunity to compete against each other in a Family Feud style event.

* Pairings must send a team of 6, with at least one member from each organization within the pairing, to the event.
* Pairings must have at least 25% of their members attend.

**Greek Sing**

Pairings will earn up to 1,000 points by participating in and attending Greek Sing. Attendance for each organization is considered MANDATORY.

Load-in, which occurs the day prior to Greek Sing, and Load-out, which occurs the day following Greek Sing, is MANDATORY. Each team must send at least 4 people per time slot.

Rules and Expectations

Performance

* Acts may not exceed 11 minutes on stage.
* Dances are expected to be choreographed for a ten-minute period. The extra minute allotted should be used for in-performance set changes, video clips, etc.
* Acts exceeding the 11-minute time limit will face point reductions. Notice the additional minute is a “grace period”.
* There will be an allotment of 5 - 7 minutes after an act is over in order to transition to the next act.
* All choreography must maintain a PG-13 appropriate viewing standard. The performance must be appropriate for audiences of all ages. Inappropriate, sexually explicit dancing, including grinding, is prohibited. Teams who engage in inappropriate dancing will face point reductions and/or will be disqualified.
* 34 people are allowed on the dancer roster, but only 24 dancers are permitted on the stage at any time.
  + Singers do not count toward the 34 person limit for the roster or the 24 person limit on stage.
  + This rule is a safety precaution, and as such, no exceptions will be made.
* All props and costumes must be approved by the Greek Sing Overalls.
  + Performers should not wear clothing that is suggestive, obscene, or offensive, that belittles other based on race, religion, gender, sexual orientation, national origin, disability, or other immutable characteristic. Clothing promoting drugs, alcohol, or violence is strictly prohibited.
* The stage dimensions are 24 feet x 40 feet for reference.
* The winners of the Steel City Step Show will perform at the event to showcase their talent.

Theme

* Theme requests can be submitted as early as October 13th at 7:00 pm and will be approved on a first come first serve basis.
  + All themes are due at the latest on October 18th at 9:00 pm
  + Submit top 3 themes with a 2-3 sentence description of the theme

Songs

* Each pairing will only be allowed to reserve 20 songs total for their performance at a time.
* Pairings will be allowed to request song changes/replacements, but the total songs reserved must remain at 20 or below. Song requests/change can be emailed in and will be addressed on a first come, first serve basis.
* All music must be clean. There may not be any inappropriate lyrics with references to drugs, alcohol, weapons, or swearing.
  + If a song is not clean overall, but the part of it that you want to use is clean, send the timestamps of the part of the song you plan on using for approval.
* If a song is on the “do not use” list because it has been used in the last 2 years, you cannot use a different version or remix of it.
* Song requests can start as soon as you are given your theme.
  + The 20 song limit still applies
  + Song lists become final on one month prior to Greek Sing on January 28th, 2020

Rehearsals

* Rehearsals may begin as soon as songs are tentatively approved in the fall semester.
  + Auditions may occur prior to this time, but choreography cannot be taught.
* Dress rehearsal will be conducted the day of the event beginning very early in the morning. Performers should prepare well in advance, as a team’s assigned time slot is the only time prior to the performance that permits access to the stage.

Attendance & Logistics

* Each pairing must submit a $400.00 entrance fee. Payment must be submitted using a check.
  + The check should be made out to “The University of Pittsburgh” and in the memo line, write “[Name of Organizations] Greek Sing Entry Fee”
  + The check should be placed in Taylor Erickson’s mailbox in the Greek Office.
  + Please note that this fee is for the team, not each organization participating.
* Tech materials must be submitted to the Greek Sing Mailbox when directed to do so by the Greek Sing Overalls.
  + This includes videos and a hard copy (printed) of your cue sheets.
  + Questions can be directed to Jeff Baxter from Hughie’s at [jbaxter@hughies.com](mailto:jbaxter@hughies.com)
  + The cue sheet template will be sent to Greek Sing and Greek Week chairs closer to the performance date with instructions and guidelines about how to complete them. The other tech requirements are:
    - The movie should be a .mov file in 1920 x 1080 resolution.
    - Music needs to be in the video file.
  + The lighting sheet should have spotlight cues on them and be limited to 18 cues each. Hughie’s will assist with lighting cues during the dress rehearsal and further instructions will be sent as needed.
  + Incorrectly formatted or late materials will only hinder performance, so it is advised that any required materials are submitted as soon as possible.
* Tickets are free for parents and University of Pittsburgh students.
  + Once ticket arrangements are made, the Board will block off the appropriate number of seats. Each pairing will be allotted the appropriate number of seats for their organization totals. If an organization wants extra seats included in the section beyond their allotted total, it will cost additional funds to purchase the seats.

**Code of Conduct Agreement**

The Greek Week Board, Office of Fraternity and Sorority Life, the Interfraternity Council, Collegiate Panhellenic Association, and National Pan-Hellenic Conference will follow and enforce the policies outlined in the Student Code of Conduct and Judicial Procedures handbook published by the University of Pittsburgh.

During an event, all Greek members participating and attending the event are expected to conduct themselves in a manner of responsible sportsmanship and respect that will reflect positively upon the Greek community, University of Pittsburgh, and the local community.

In accordance with federal, state, and local laws and policies set by the University of Pittsburgh, Interfraternity Council, Collegiate Panhellenic Association, National Pan-Hellenic Conference, and Greek Week guidelines, all events will be drug and alcohol-free events. Any violation of this policy will be subject to appropriate disciplinary action and/or penalty of points to the chapter.

Compliance with this policy is required by all participating organizations in order to make Greek Week safe and enjoyable for every participant.

Our chapter understands that our actions reflect the Greek community and University of Pittsburgh as a whole; therefore, our members will not attend, participate, or spectate in any event while intoxicated, as defined by the Greek Week handbook’s rules and regulations.

Our chapter understands that there will be disciplinary action for any violation of the drug and alcohol policy and acknowledge that our chapter may be disqualified from certain events or Greek Week events altogether.

By signing below, the President and Greek Week Chair from each chapter acknowledge and understand that their respective houses have read and understand the terms outlined above.

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President Organization Date

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Greek Week Chair Organization Date

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Representative of FSL Office Organization Date