How to Submit Governing Documents and Assess Your IFC's SOP Alignment

- Log into to <u>FS Central</u> and navigate to the IFC's page. You will need to be listed as an IFC Officer in order to access the page.
- On the left-hand side, click Documents.
- In the Governing Documents folder, upload the most recent version of your IFC's constitution. If it is not already there. If it is there, it will be listed as an entry. If nothing is uploaded, it will say Folder is empty.

Name
Minutes
Miscellaneous Other
Annual Reports
Governing Documents
Showing 1 to 4 of 4 entries



- The third option is "IFC SOP Compliance Report 2021-2022. Click Access Report to the right.
- Confirm you have submitted the most updated version of your governing documents.
 - Once you click Yes, I confirm, it will auto-populate the report for alignment.
- Navigate through each category and compare the IFC SOP to your governing documents.

If you have questions email your Campus Support contact.



	🛱 Home / 🖿 Governing Documents		
Contacts	Create folder	🕰 Uploa	ed a File
🛙 Chapter Listing			
Documents	Name	Туре	
🗈 Profile			
Reporting	IFC_ConstitutionBylaws (1).pdf	File	Ð
🖻 Submit Reports	Showing 1 to 1 of 1 entries		
End of Term Report			
Billing			
	🛱 Home / 🖿 Governing Documents		
🛎 Contacts	Create folder	🛆 Upi	oad a Fil
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Documents	router is empty		
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Reporting			
Submit Reports			
# End of			
Term Report			



Contacts	2021-22 IFC SOP Alignment Report		
Chapter Listing	IFC Name In order to complete the alignment reporting, the NIC staff will need a copy of your constitution and by-laws. This should be		
Documents	uploaded to FS Central (on the left side of your screen go to "Documents" and then choose the "Governing Documents" folder to upload). Below is a count of the number of files currently in the "Governing Documents" folder. It is up to you to ensure that		
Profile	the most current copy of your IFC's constitution and by-laws is uploaded to FS Central.		
Reporting	Number of Governing Document Files 0		
Submit Reports	* By secting "Yes, I confirm" in the dropdown below, you are confirming that your IFC's most recent constitution and by-laws have been subladed and are visible in the 'Governing Documents' folder in FS Central.		
End of Term Report	select •		
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