

# Delta Chi Associate Member and Initiation Reporting

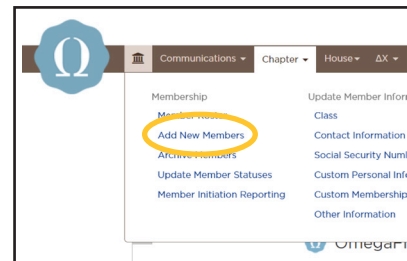
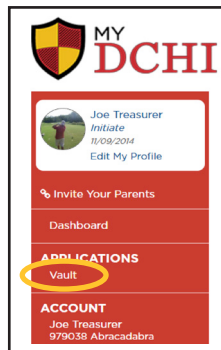
EASY AS 1, 2, 3...

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## REPORT ASSOCIATE MEMBERS

Report associate members via Vault **within 72 hours** of pinning.



To report associate members, log into Vault via MyDChi ([www.deltachi.org](http://www.deltachi.org)) > Chapter > Add New Members.

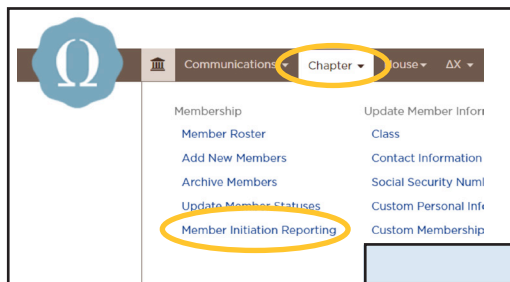
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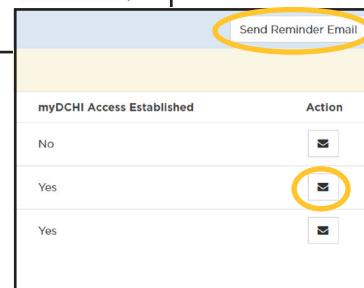
## MONITOR REGISTRATION

Associate members **complete associate member registration via MyDChi** within 72 hours of pinning. Associate members are not recognized by Delta Chi until (1) they complete registration in MyDChi and (2) the Grade Verification Form is submitted. After associate members complete registration and the Grade Verification Form is processed, pay the Associate Member and Initiation Dues via Delta Chi, Delta Chi Billing, Pay Now.

**[ TIP ]** Get associate members to complete registration during the first associate member meeting, (they can do so via their phones.)



Track associate members' registration statuses via Vault > Chapter > Member Initiation Reporting.



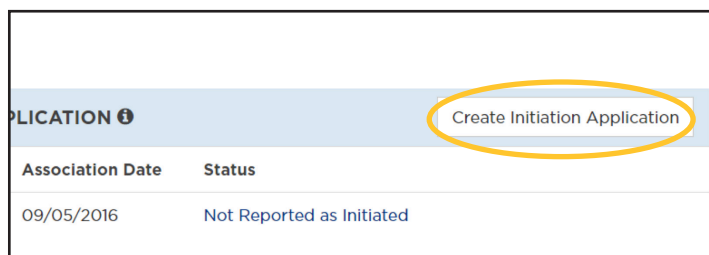
Select 'Send Reminder Email' or the envelope icon to email associate members a reminder to complete registration.

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## SUBMIT INITIATION REPORT

Submit an Initiation Application **no later than two weeks prior to each Initiation Ceremony**. You are unable to submit the application until associate members complete registration and grades are verified. If everything is in order, and all dues are paid, you will receive approval to initiate via email. The chapter is not permitted to hold initiation until Delta Chi Fraternity sends approval via email. *Chapters that hold an initiation without authorization are fined \$50/man.*



Submit Initiation Applications via Vault > Chapter > Member Initiation Reporting > Create Initiation Application

1. Select associate members who will initiate
2. Report hold overs and disassociated members
3. Review and submit the Initiation Application

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## HOW IT WORKS

