

## CHAPTER/COLONY "A" REFERENCE SHEET

<b>OCTOBER 15</b>	"C": Fall Membership Status Updates
<b>NOVEMBER 1</b>	"C": "BB" Status Report Form
<b>DECEMBER 1</b>	"C": ABT List (it is required by the Constitution that each chapter have an ABT) & House Corporation List. If you do not have a House Corporation, or its membership is identical to that of your ABT, please indicate so on the form.  "E": Winter/Spring Quarterly Material (Campus Scene, Keeping In Touch, Farewell & Parting); magazine out Feb/Mar
<b>DECEMBER 31</b>	"BB": "BB" Semi-annual report
<b>FEBRUARY 15</b>	"C" Spring Membership Status Updates
<b>APRIL 15</b>	"C": Summer Addresses of Officers & House Plans
<b>APRIL 30</b>	"BB": "BB" Semi-annual Report  "C": Update Statuses on Graduates
<b>MAY 1</b>	"C": Awards Packet (If on semesters. Deadline extended to June 1 if on quarters.)  "E": Summer/Fall Quarterly Material (Campus Scene, Chapter Luminary, Keeping In Touch, Farewell & Parting); Magazine out in August

**REMEMBER: BEFORE A MAN CAN BE INITIATED**, all of the following must be received by Headquarters and the chapter must be granted permission to initiate, (as delegated to Debra Bilskemper, [dbilskemper@deltachi.org](mailto:dbilskemper@deltachi.org)). There will be \$50 fine per man for violating this policy.

1. His associate member dues of \$100
2. His initiation dues of \$205
3. Grade Verification Form According to Delta Chi Law "No person shall be initiated as a student member unless he has a cumulative college grade point average of 2.5 or better (on a 4 point scale), or a high school grade point average of 2.75 or better (on a 4 point scale), if he has completed no college work." CONSTITUTION, ARTICLE V, SECTION 2. You are required to submit a signed GRADE VERIFICATION FORM when reporting new Associate Members via OmegaFi. This form is available under the chapter resources tab of MyDChi. The form must be typed and signed by your Greek Advisor after he or she verifies the GPA of each Associate Member. **The Associate Members will not be recognized, recorded or billed until this form has been submitted via email to Debra AND the Associate Members have each registered via OmegaFi (Vault).** Remember, performing an unauthorized initiation will result in a fine of \$50 per man. Please contact Debra Bilskemper at 319-341-3131 or [dbilskemper@deltachi.org](mailto:dbilskemper@deltachi.org) with questions.
4. Initiation Application submitted and verified (MyDChi>Chapter tab>Member Initiation Reporting>Select men>Date & Semester)

It is required that the names and date of initiation of everyone who went through the Ritual be turned in with the next Chapter/Colony Meeting Report #5 for verification. We will then credit the chapter's account \$205/ea for those individuals who did not go through initiation. Only after the man is officially enrolled will his shingle be ordered, and status moved from AM to Initiate.

September 2018