



**DELTA CHI HEADQUARTERS**  
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## GENERAL LETTER TO THE “A”

February 21, 2019

Dear “A”:

We hope your new academic term is going well so far. The Delta Chi IHQ staff is here to support you and your fellow chapter officers. We are sending reminders about important deadlines and responsibilities before the academic year comes to a close in a few months. Let's ensure that we maintain a line of communication to avoid issues, fines, or other disconnects along the way. Let's work together on any issues now before they develop into problems.

Like you, we all need current information in order to do our jobs effectively and the *majority* of that information must come from four key chapter officers: “A”, “C”, “D”, and “E”. The enclosed material gives you some idea of what we need. As “A”, it is *your* responsibility to ensure that each officer is doing his job. I hope you will take advantage of the officer reference sheets to keep track of your *and* your fellow officers' responsibilities. Your executive committee is a team – help the team achieve together! Please make special note of these two important areas:

- **Insurance:** Increasingly, colleges, universities, and even landlords are now requiring proof of liability insurance from fraternities. We send the chapter's **proof of insurance** to you **after receipt of the chapter's payment** of its risk management assessment.
- **Initiation: BEFORE** any initiation may take place, each man's associate member dues, initiation dues, individual registration complete, and Grade Verification Form **all must** be received by the Delta Chi IHQ and acknowledged by Debra Bilskemper ([dbilskemper@deltachi.org](mailto:dbilskemper@deltachi.org)). Our response will be in the form of an email (via OmegaFi) giving you permission to initiate if all requirements have been met. Failure to do so will result in a **\$50 fine** per initiate – a needless fine you can avoid by making sure you have our authorization to conduct each and every initiation. Your entire exec team together should have ownership of these important requirements!

*Let's make this spring the best it can be for Delta Chi!*

It is mandatory that you go to <http://mydchi.org/> resource center and download and review:

- The “A”s reference sheet
- How To Avoid a Fine
- “No One Ever Told Me!”
- Schedule of Dues

It is also mandatory that you review the Associate Member and Initiation Reporting document in your MyDChi account. It can be found in the Chapter Management Resources folder of the Resource Center under the Communications tab.

Thanks for your attention to these important matters! Any questions? If you can't find the answers you need, please call us!

Sincerely,

Your IHQ Staff

cc: BOR, “BB”, ABT President, IHQ staff