



**DELTA CHI HEADQUARTERS**  
PO BOX 1817  
IOWA CITY, IA 52244  
PH: 319-337-4811  
[www.deltachi.org](http://www.deltachi.org)

February 21, 2019

## **GENERAL LETTER TO CHAPTER/COLONY "C"s**

Dear "C":

Through the years, many "C"s have performed their jobs efficiently and helped their chapters avoid hundreds of dollars in potential fines and assessments. To help you do the best job possible, please read and comply with the "C" Reference Sheet. Also important is the "No One Ever Told Me!" reference sheet. These and other materials are located on our website: [www.deltachi.org](http://www.deltachi.org).

**MEMBER STATUS UPDATES** – Spring membership and officer updates must be completed via MyDChi as soon as possible. Men who are graduating in May OR graduated in December 2017 must have their status updated by **April 30, 2019** in MyDChi. Call us if you need a MyDChi refresher!

These updates are extremely important! It is the only way we have of keeping our records current and is used as a basis for the chapter's spring membership dues and to verify the precise number of men who must be covered under our liability insurance policy. Failure to submit the information may cause your chapter to be billed for more men than it should. Leaving out a member's name drops that individual from coverage, so accuracy is essential. Since Delta Chi must accurately report the numbers to the insurance carrier in late spring to receive the right rate quote, no adjustments can be made in the fall to correct errors.

**GRADES** – Grade Verification Form: According to Delta Chi Law "No person shall an Associate member or be initiated into an undergraduate chapter 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 4.0 scale), if he has completed no college work."

**You are required to submit a signed GRADE VERIFICATION FORM when reporting new Associate Members via myDCHI/Vault.** This form is available in the MyDCHI Communication module's Resources Center. The form must be typed and signed by your FSL 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 all individuals have registered via OmegaFi. It's important 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.

**\*Remember that 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.

It is essential that you go to <http://myDChi.org>, download and review:

- Your "C" reference sheet
- How To Avoid a Fine
- "No One Ever Told Me!"
- Schedule of Due

Thanks for your hard work to help keep Delta Chi's information accurate and up-to-date!

Sincerely,

Your IHQ Staff

FRIENDSHIP | CHARACTER | JUSTICE | EDUCATION

cc: "A", "BB", ABT President, Regent