

DELTA CHI

FRATERNITY

OFFICER RESOURCE: ASSOCIATE MEMBER AND INITIATION REPORTING

STEP ONE: REPORT AND REGISTER ASSOCIATE MEMBERS

- Within 72 hours of an AM ceremony, the “C” should Log In to Vault and click on and click on Chapter > Membership Roster > “Add Member”
- Input each Associate Member’s Legal First and Last Name, Email Address, Member Status of “Associate Member,” and their association date (i.e. date of pinning ceremony).
- Associate Members will get an email and must complete their registration within 3 days of participating in a pinning ceremony.

STEP TWO: GRADE VERIFICATION

- The “C” needs to submit the [Grade Verification Form](#) to membership@deltachi.org for all registered Associate Members. The form may also be accessed in Vault by clicking on Communications > Resource Center > Chapter Management Resources > Grade Verification Form.
- The Membership & Accounting Manager will send an email to the “C” after this step stating when they are ready to submit an Initiation Application

STEP THREE: DUES PAYMENT

- Associate Member dues (\$125 each) and Initiation Dues (\$225 each) must be paid in full via Vault prior to Initiation

STEP FOUR: COMPLETE INITIATION APPLICATION

- At least two (2) weeks prior to a ceremony being held, the “C” should submit the Initiation Application in Vault under Chapter > Member Initiation Reporting.
- Once submitted, the chapter/provisional chapter will receive written approval to conduct initiation within a few business days.
 - Chapters/Provisional Chapters are not permitted to hold an Initiation Ceremony until they receive written authorization, or they will be fined \$50 per initiate.

STEP FIVE: CEREMONY REPORTING

- The “C” should report that Initiation was held via the [Chapter Meeting Report](#) (CMR) for the meeting held after the ceremony.
- Once reported on the CMR the “C” should email membership@deltachi.org with the date of the ceremony and the first and last names of all initiates. Newly initiated members will then be accurately enrolled.