

DELTA CHI

FRATERNITY

OFFICER RESOURCE: INITIATION REPORTING

STEP ONE: ASSOCIATE MEMBER DUES PAYMENT

- Associate Member dues are \$125 each, and Initiation Dues are \$225 each.
- Associate Member dues should be paid 30 days after the invoice date or two weeks prior to Initiation, whichever comes first. Both Associate Member dues and Initiation Dues must be paid in full prior to Initiation, and are payable in Vault.
 - If an Associate Member disassociates (i.e. “drops”) within two weeks after they have associated, the chapter/provisional chapter can receive credit for their Associate Member dues ONLY if correctly reported.
 - Founding Fathers (i.e. first initiate class of a provisional chapter) are not charged Associate Member dues.

STEP TWO: COMPLETING AN INITIATION APPLICATION

- After a Grade Verification Form has been submitted and all Associate Members have completed their registration on MyDCHI, the “C” will receive an email from the Membership & Accounting Manager stating that they are ready to complete an 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 THREE: CEREMONY REPORTING & AM SHINGLES

Once an authorized Initiation ceremony has been held, the “C” has some final responsibilities, outlined below:

- 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.
- The “C” should verify the accuracy of the primary mailing address for the chapter/provisional chapter listed in OmegaFi.
- Only after an associate member is fully enrolled, will their shingle be ordered. Initiation Shingles are ordered from an external source. It usually takes eight weeks (depending on the time of year) from when they are ordered to when they arrive at the chapter.
- Shingles will be addressed to the “C” and mailed to the the chapter/provisional chapter primary address listed in OmegaFi. If initiations occur late in the spring semester, shingles will be held for shipment in early fall.