# Alpha Kappa Alpha Sorority, Incorporated® Graduate Membership Intake Process (MIP)

## The Graduate Schedule of Activities is the who, what, where and how of the Membership Intake Process. Chapters should look at each of the seven (7) days and include the following on your schedule:

1. **Date each day of the (seven) 7 sessions**
2. **Use times provided**
3. **Assign presenters for each section**
4. **Bold any reference to CDC, state and local COVID-19 Guidelines**

### Please remember, any changes from the schedule in the January 2021 Manual must have the approval of the Regional Director.

*(****CDC, State, and Local Requirements must be adhered to: Facility ventilation, social***

***distancing, face covering (masks), sanitizing surfaces and hand washing.)***

**Distribution of Materials from Chapter and Corporate Office Notebook Provided by Graduate Chapter**

* List of Chapter Members
* List of Chapter Officers
* List of Candidates
* Chapter Bylaws
* Chapter History

#### Commitment/Attendance Form

* Waiver of Liability Form

**Materials from the Corporate Office:**

**Candidate Handbook, Protocol, and Anti-Hazing Handbook**

**(These items should be given on Day 1 – Face-to-Face.)**

* **MIP Evaluation form for candidates and sorors (sent on last day)**

**Alpha Kappa Alpha Sorority, Incorporated® Graduate Membership Intake Process (MIP) Schedule of Activities**

**Week 1 – Friday and Saturday**

**Day 1 – Friday – 6:00 pm - 10:00 pm Face to Face**

#### Business Attire: \*Candidates Black suit (no pants) or dress w/ sleeves with plain black mask and Sorors White suit (no pants) or dress with sleeves with plain white mask –no adornments.

**Activities**

5:00 pm - 6:00 pm – COVID-19 Screening

**Part I – Ritual: Alpha Kappa Alpha Sorority Commitment Ceremony**

6:00 pm – 6:45 pm – Candidate Orientation to Alpha Kappa Alpha Sorority, Incorporated

* Greetings and Statement of Occasion
* Introduction of Chapter Officers, MIP Committee Chairman/Members
* Introduction of Candidates
* Brief Review of Materials Distributed
	+ Overview of Candidates Commitment Statement and Wavier of Liability Form

6:45 pm – 7:45 pm - **Informational Presentations** (Candidate should be given the link to submit the Candidate Contact Information. This ensures that they receive all links.)

* Supreme Basileus Video Message
* Alpha Kappa Alpha’s Organizational Structure
* Role and Responsibilities of the Regional Director 7:45pm – 8:30pm - Risk Management Workshop
* General Overview
* Risk Management (Video)
* Review of Anti-Hazing
* Review of MIP Dos and Don’ts (Handout) 8:30 – 8:45 Break

#### 8:45 – 9:45 Expectations and Commitment:

* Part I: Alpha Kappa Alpha Commitment Ceremony
* Signing of Candidate Commitment Statement 9:45 pm – 10:00 pm - Q & A and Closing Remarks

**Day 2 – Saturday Virtual – 9:00 am – 6:00 pm Business Casual Attire**

#### A Study of Alpha Kappa Alpha: Its Beginning, Its Contributions

9:00 am – 9:30 am – Discuss Basic Membership Information & Expectations of Being a Member

9:30 am - 11:00 am - Sorority Video – Twenty Pearls: The Story Alpha Kappa Alpha Sorority,

 Incorporated®

11:00 am – 11:15 am - Break

11:15 am – 12:00 pm – Connection

* Social Justice, Advocacy and Community Engagement Action
* AKA Political Activity Guidelines
* AKA Day at the Capitol 12:00 pm - 1:00 pm – Lunch

#### 1:00 pm – 5:45 pm – Workshops

1:00 pm – 2:30 pm - How We Are Governed

* Charter of Alpha Kappa Alpha Sorority, Inc.®
* Sorority Constitution and Bylaws
* Sorority Manual of Standard Procedure
* Soror Code of Ethics
* Robert’s Rules of Order, Newly Revised – 12th Edition
* Basic Parliamentary Procedure 2:30 pm – 2:45 pm - Break

2:45 pm – 4:15 pm Alpha Kappa Alpha Programs of Service

* A Historical View of the Alpha Kappa Alpha Programs
* The Current International Programs
* Rendering Service through Local Chapter Programs
* Regional History / Chapter History

4:15 pm – 5:45 pm - Sisterly Relations Overview 5:45 pm – 6:00 pm Q & A and Closing Remarks

#### Week 2 Friday and Saturday

**Day 3 (Friday Evening) Virtual – 6:00 pm – 10:00 pm - Business Casual Attire**

6:00 pm – 6:45 pm – Self Study Part 1: Structure & Governance (Practice Test)

#### 6:45 pm – 9:15 pm – Workshops

6:45 pm – 7:45 pm - EAF Overview

* Charitable contributions, Gifts, Endowed Funds
* Scholarships; Youth PAC: Partners Accessing Capital
* Fellowships and Grants 7:45 pm – 8:00 pm - Break

8:00 pm – 9:15 pm – Chapter Financial Operations/Duties of Financial Officers and the Finance Committee

* Chapter Finances

o Chapter Dues, Assessments and Other Obligations

* Financial Officers’ Certification
* Bonding, Etc.

9:15 pm – 9:45 pm - Community Service Project Planning 9:45 pm - 10:00 pm - Q & A Candidates and sorors.

**Day 4 -- Saturday –Virtual --9:00 am – 6:00 pm - Business Casual Attire**

9:00 am – 10:00 am **-** Personal Responsibilities

* Academic Achievement/Education –Professional Development
* Emotional Intelligence
* Time Management

10:00 am– 10:30 am - Alpha Kappa Alpha’s Brand & Protecting the Sorority Image/ Public Awareness

* Use of Alpha Kappa Alpha Logos and Trademarks
* Social Media Policy

10:30 am - 11:00 am - Conflict Resolution 11:00 am – 11:30 am - Rituals Overview

11:30 am – 12:15 pm – Alpha Kappa Alpha Protocol 12:15 pm – 1:00 - pm - Lunch

1:00 pm – 5:45 pm – Workshops

1:00 pm – 2:00 pm Standards Chapter Evaluation and End of Year Reporting

* Chapter Operations
* Evaluations
* Accountability
* End of Year Reports

2:00 pm –3:00 pm Mock Chapter Meeting 3:00 – 3:15 Break

3:15 – 4:15 pm - Membership

* What it means to be an Alpha Kappa Alpha Member
* How your actions can build the sorority
* What you have to offer
* Lifelong Active Membership
* The Alpha Kappa Alpha Mentoring Program
* Building Leaders

4:15 pm – 5:00 pm - Membership Intake Process

* Development Recruitment Models
* Soror, Chapter, Candidate Friendly Environments
* The Role of the Corporate Office in Membership Intake Process (MIP)

5:00 pm – 5:45 pm – Sisterly Relations Activity

5:45 pm –6:00 pm – Q & A and Closing Remarks

#### Week 3 (Friday - Saturday – Sunday)

**Day 5 (Friday) – Virtual 6:00 pm – 10:00 pm – Business Casual Attire**

**6:00 pm – 10:00 pm – Workshops**

6:00 pm – 7:00 pm - Conferences/Meetings

* Chapter Level: Chapter Meeting, Retreats, Founders’ Day, etc.
* Regional Level: Regional Conference, Clusters, Undergraduate Roundups
* International Level: Boule, Leadership and National Founders’ Day

7:00 pm – 7:30 pm - Leadership Opportunities

* Running for Office – Chapter, Regional and International Levels
* Appointments – Chapter, Regional and International Levels
* Chapter Basileus Certification Training
* Leadership Fellows – Undergraduate Program
* AKA University 7:30pm – 7:45 pm - Break

7:45 pm – 8:45 pm - Alpha Kappa Alpha Music

* National Hymn
* Initiation Hymn
* Founders’ Day Hymn
* Ivy Hymn

 8:45 pm – 9:45 pm – Self Study Part II: History, Programs, Operations and Protocol

 9:45 pm – 10:00 pm - Q & A and Closing Remarks.

**Day 6 (Saturday) Virtual – 9:00 am – 5:00 pm - Business Casual Attire**

9:00 am – 10:00 am - Alpha Kappa Alpha **MIP FINAL TEST**

10:00 am – 5:00 pm – Workshops

10:00 am – 11:00 am – Relationship Building/ Networking

* Networking within the Chapter
* Networking within the Region
* Networking at Leadership Conference and Boule

11:00 am – 12:00 pm - Final Community Service, e.g. Town Hall 12:00 pm – 1:00 pm - Lunch

1:00 pm – 2:30 pm - Candidates and Mentoring Program 2:30 pm – 3:30 pm - Discussion: Working together as Sorors 3:30 pm – 3:45 pm - Break

3:45 pm – 4:45 pm - Review AKA Music

4:45 pm – 5:00 pm - Q and A and Closing Remarks

#### Day 7: Sunday -Rituals Day--(FACE-TO- FACE) – 8:00 am – 12:30 pm

**INITIATION CEREMONY AND FINAL COMMITMENT CEREMONY**

**Part II – Ritual: Business Attire - Candidates wear Black and Sorors wear White**

\***\*MIP Evaluation: Sorors in attendance will be provided a link. The candidates will receive a link to complete the evaluation.**

8:00 am – 8:45 am – COVID-19 Screening

8:45 am - 9:45 am – **Ritual Part II - Initiation Ceremony**

9:45 am – 10:00 am – Break **(Candidates Change Attire to White)**

10:00 am – 10:45 am - Worship Service

10:45 am - 11:15 am - Review of the Alpha Kappa Alpha Pledge 11:15 - 11:30 - Break

11:30 am – 12:30 pm - **Ritual Part III – Final Commitment Ceremony**

#### (Candidates and Sorors in White).

**(Must adhere to CDC, state, and local requirements.)**

**THERE SHALL BE NO INTERACTION BETWEEN CANDIDATES AND SORORS AFTER THE WORKSHOPS/ACTIVITY DAY HAS CONCLUDED.**