

Undergraduate MIP Checklist with Timeline

| Task # | Task Description | Submit To: | Comments | Check when Completed |
|--------|---|--|--|--------------------------|
| 1. | Every chapter without an active sanction, such as Cease and Desist or Suspension, should conduct a membership intake process at least once during the school year. | N/A | Fall or Spring Semester as stated in chapter bylaws. | <input type="checkbox"/> |
| 2. | <p>Graduate Advisor utilizes the online MIP Request feature at aka1908.com to electronically submit <i>Request for Authorization to Conduct Undergraduate MIP</i> form with the following documents:</p> <ul style="list-style-type: none"> • <i>Chapter Health Check</i> • <i>Rush Flyer</i> • <i>MIP Budget</i> • <i>Undergraduate Timeline</i> (schedule of activities to include campus presentation) • Copy of college/university NPHC policy and Greek Life policy • School academic calendar for current semester or quarter | Regional Director | <p>Corporate Office will accept paperwork: Feb 1 - April 9 and Aug. 24 - Oct. 19</p> <p>Graduate Advisor must review entire MIP packet before Chapter submits to the Regional Director.</p> <p>Any changes to the MIP schedule must be approved by the Regional Director.</p> <p>Chapter may include fees for an upcoming conference in MIP budget.</p> <p>Allow 2 weeks to receive a response from the Regional Director.</p> | <input type="checkbox"/> |
| 3. | Graduate Advisor receives authorization electronically from Regional Director to proceed with approved Rush flyer, budget and timeline. The Corporate Office sends the Graduate Advisor a <i>Background Check</i> letter with a link for prospective candidates. | <p>Graduate Advisor</p> <p>Membership Chairman</p> | | <input type="checkbox"/> |
| 4. | The <i>General Information for the Collegian</i> brochure is available at aka1908.com and chapter stationery can be ordered from the Corporate Office. | Corporate Office | Chapter stationery cannot be photocopied. | |

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| 5. | <p>Chapter conducts virtual MIP Orientation Workshop.</p> <p>Each Sorors' commitment is affirmed by her attendance at the virtual orientation workshop.</p> | Regional Director | <p><i>See guidelines for Conducting MIP Orientation Workshop.</i></p> <p>A copy of the orientation attendance record and chat messages from virtual orientation workshop shall be sent as follows:</p> <ul style="list-style-type: none"> • Copy to Corporate Office with candidates' materials • Scanned copy to Regional Director • Copy in chapter files | <input type="checkbox"/> |
| 6. | <p>Chapter posts electronic Rush flyer two (2) weeks, or accordance with the college/university's Greek life policy.</p> <p>The Rush flyer instructs the applicant to download and submit the following items from the sorority website www.aka1908.com:</p> <ul style="list-style-type: none"> • General Information for the Collegian brochure. • Applicants Pre-Rush Instructions Checklist • Undergraduate Membership Interest Application • Legacy Application (if applicable) • Evidence of Community/Campus Involvement Form(s). • Official letter confirming full-time student status • Letter of Interest • Two (2) Recommendation Letters • Official transcript or <i>eScript</i> must be emailed/mailed to the Graduate Advisor • Copy of college/university ID | N/A | <p>Be prepared to post replacement flyers on campus if students take them down.</p> <p>Chapters may post Rush flyers on the college/university's electronic bulletin boards or forums.</p> <p>The flyer provides a deadline for application packet submission to the Graduate Advisor.</p> <p>The prospective candidate will send all of the documents in one PDF file to the Graduate Advisor by the provided deadline.</p> <p>If using an official letter from college/university, it must include the GPA and confirm prospective candidate is a full-time student.</p> | <input type="checkbox"/> |

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| 7. | The Graduate Advisor and her designees will receive and review the submitted packets and the Rush meeting details will be sent to ONLY those prospective candidates whose packet is complete and all eligibility criteria is met. | Graduate Advisor | <p>The Rush meeting details may be sent via email to the prospective candidates.</p> <p>Prospective candidate packets will not be accepted after the deadline provided on the Rush Flyer.</p> <p>If there are prospective candidates who do not meet the GPA and/or full-time hour requirement, they should receive a <i>Letter of Regret</i> at this time.</p> | <input type="checkbox"/> |
| 8. | The Epistoleus sends notice to active chapter members electronically regarding voting on prospective candidates. | Chapter | Active chapter members must be notified seven (7) days prior to voting date. | <input type="checkbox"/> |
| 9. | <p>Chapter hosts Formal Rush. Prospective candidates will have already submitted the following prior to the Formal Rush:</p> <ul style="list-style-type: none"> • <i>Undergraduate Legacy Application</i> (if applicable) • <i>Undergraduate Membership Interest Application</i> • <i>Letter of Interest</i> • <i>Two (2) Recommendation Letters</i> • <i>Evidence of Community/Campus Involvement Form(s)</i> • Official letter confirming full-time student status and sealed official transcript, embossed with college/university seal from the college or university Registrar. | Membership Chairman | <p>See attendance guidelines for Formal Rush.</p> <p>Prospective candidate packets will not be accepted after the deadline provided on the Rush Flyer.</p> <p>Undergraduate Sorors are ineligible to write letters of reference.</p> <p>Sealed transcripts are opened by Graduate Advisor to review GPA.</p> | <input type="checkbox"/> |

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| 10. | The Grammateus in collaboration with the Technology Chairman prepares ballot, in accordance with the Pandemic Guide to Virtual Chapter Operations, for voting based on prospective candidates with all required documents. | N/A | Prospective Legacy candidates do not go on the ballot. Note: Once all of the packets submitted by the prospective candidates have been reviewed and at the direction of the Graduate Advisor, the ballot may be prepared prior to the Formal Rush. | <input type="checkbox"/> |
| 11. | During CALLED Chapter meeting, Grammateus reads MIP materials listed below to active chapter members before voting. <ul style="list-style-type: none"> • <i>Application</i> • <i>Letter of interest</i> • <i>Two (2) reference letters</i> • <i>Evidence of Community/Campus Involvement form(s)</i> | N/A | There should be two virtual meetings set up – one for the Formal Rush and another for the meeting where voting will occur. The same meeting link should not be used for the Formal Rush and for the voting meeting. This is necessary to protect the privacy of the chapter during voting. Ballots are distributed only to active chapter members attending the meeting. | <input type="checkbox"/> |
| 12. | Sorors vote by secret ballot on all prospective candidates, except prospective legacies. | N/A | Prospective Legacy candidates are not voted upon. Tellers Committee is appointed by the Basileus. Favorable vote is determined by guidelines outlined in the <i>Manual of Standard Procedure</i> . The Technology Committee should work closely with the Tellers Committee. | <input type="checkbox"/> |

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| 13. | Graduate Advisor sends voting tally sheets electronically to the Regional Director. | Regional Director | This should be done immediately after voting. Graduate Advisor must wait until she receives authorization from the Regional Director to proceed with MIP. | <input type="checkbox"/> |
| 14. | Membership Chairman along with Graduate Advisor contacts prospective candidates and prospective legacy candidates with favorable vote to provide Background Check letter with link for processing. <i>Letters of Regret and Background Check letters are electronically distributed simultaneously.</i> | Prospective Candidates | Prospective candidates complete the <i>Background Check</i> online with required fees for processing. | <input type="checkbox"/> |
| 15. | Membership Chairman along with Graduate Advisor mail all completed MIP packets to the Corporate Office no later than 48 hours after official Rush. Include the following: <ul style="list-style-type: none"> • Evaluation Coversheet • Undergraduate MIP Form • Undergraduate Legacy MIP Form (if applicable) • Orientation Attendance Sheet • Rush Attendance Sheet • Official transcript embossed with college/university seal or an official letter from college or university registrar • Undergraduate Legacy Application • Undergraduate Membership Interest Application • Full-time student status letter from Registrar or Student Clearinghouse | Corporate Office | Allow 20 days for processing candidates' materials after they are received in the Corporate Office. | <input type="checkbox"/> |

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| 16. | Upon notification from Corporate Office that MIP packets and background checks have cleared, the Regional Director sends final approval electronically, to proceed with MIP. | Graduate Advisor | Chapter must allow sufficient time for communication from the Regional Director. | <input type="checkbox"/> |
| 17. | Membership Chairman along with Graduate Advisor electronically distributes <i>Letters of Acceptance</i> to prospective candidates and <i>Letters of Regret</i> simultaneously. | Prospective Candidates | | <input type="checkbox"/> |
| 18. | Pecunious Grammateus, Membership Chairman and Graduate Advisor collect MIP fees from prospective candidates and order <i>Undergraduate MIP Candidate</i> and <i>Protocol manuals</i> . | N/A | Allow up to one (1) week from notification to receive fees from prospective candidates. | <input type="checkbox"/> |
| 19. | Membership Chairman prepares MIP documents and Tamiouchos submits the <i>MIP Remittance Summary Form</i> . | Corporate Office | | <input type="checkbox"/> |
| 20. | Membership Committee purchases items for rituals and prepares materials for prospective candidates (binders, ivy plants, candles, etc.). | N/A | | <input type="checkbox"/> |
| 21. | Membership Chairman requests names of active guest Sorors from candidates and sends invitations to Final Commitment Ceremony. | N/A | Invitation to Final Ceremony should include required attire. | <input type="checkbox"/> |
| 22. | Chapter conducts MIP sessions for eight (8) days. | N/A | | <input type="checkbox"/> |
| 23. | Membership Chairman sends the <i>Candidate Commitment Statement and Waiver of Liability forms</i> and <i>MIP Not Completed Report</i> (if applicable) electronically to the Regional Director and Corporate Office. | Regional Director Corporate Office | The MIP Not Completed Report must be available during the process if a candidate does not complete the MIP. Submit this report immediately. | <input type="checkbox"/> |

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| 24. | Membership Chairman sends the <i>Soror MIP Evaluation link</i> to the current chapter members and she also sends the <i>Candidate MIP Evaluation link</i> to the new members. | International Technology Committee | <p>The evaluation forms are completed by the new initiates and current chapter members.</p> <p>Mentors are assigned to the new initiates.</p> <p>Evaluation Results are sent to the Regional Director, International MIP Committee.</p> | <input type="checkbox"/> |
| 25. | Chapter holds virtual campus presentation/introduction of new members (optional) as approved by the Regional Director and in accordance with the college or university's student activities policy. | N/A | The Graduate Advisor is required to see the candidates' entire campus presentation and attire beforehand. | <input type="checkbox"/> |