



# Fraternity Membership Process

In order to receive information and materials in a timely fashion, please follow this step-by-step guide for processing each New Members Class. Information not submitted on time or submitted incorrectly, may result in a delay in delivery of material and/or additional fees. Please reach out to IHQ by emailing [headquarters@pilambdaphi.org](mailto:headquarters@pilambdaphi.org) if you have any questions.

## **SUMMARY**

1. Report all New Members within 24 hours of New Member Pinning
2. Submit Post-Recruitment Report
3. Mail \$75 New Member Fee (per New Member) to IHQ within two weeks of beginning New Member Education
4. Two weeks prior to Initiation, mail \$200 Initiation Fee (per Initiate) to IHQ
5. Change Brotherhood Status of newly initiated brothers ChapterSpot

## **STEP ONE: NEW MEMBER REPORTING**

As of Fall 2018, all New Member reporting will be done in the ChapterSpot Recruitment App.

Within 24 hours of the New Member Pinning Ritual being conducted, the Vice President of Education and Development (or his designee) is required to report the New Member in the RecruitmentApp by moving the PNM to Bid Accepted, and then clicking the "Report New Members" button. Note, once the New Member has been reported, the New Member will receive an email asking him to complete the New Member Registration and set up his account in ChapterSpot. The New Member Pinning Ritual is the beginning of the New Member Education process. No New Member activities or meetings will be conducted until after the Ritual is completed and all New Members are reported.

## **STEP TWO: POST-RECRUITMENT REPORT**

The Vice President of Recruitment (or his designee) will submit the Post-Recruitment Report in the ChapterSpot ChecklistApp within 24 hours of the New Member Pinning Ritual being conducted. Within 3 business days of the Post-Recruitment Report being submitted and all New Members reported, New Members will receive an email to join PLPU.

### **INTERNATIONAL HEADQUARTERS**

PO Box 8176, #1895, Greenwich, CT 06836 • Phone: 203-740-1044 • Fax: 203-740-1644 • [www.pilambdaphi.org](http://www.pilambdaphi.org)

New Member Manuals will be shipped directly to the Chapter's mailing address as listed in ChapterSpot.

New Member Pins can be purchased directly from Herff Jones at [hjgreek.com](http://hjgreek.com).

### **STEP THREE: NEW MEMBER FEE PAYMENT**

New Member Fee Payment is required within two weeks of the start of the New Member program via check or money order mailed to IHQ. The cost of the New Member Fee is \$75.00 per New Member. Deadline for New Member Fee Payments are **October 15 (Fall Semester)** and **March 15 (Spring Semester)**.

### **STEP FOUR: INITIATION FEE PAYMENT**

Initiation Fee Payment is required to be paid two weeks prior to Initiation via check or money order mailed to IHQ. The cost of the Initiation Fee is \$200.00 per Initiate. Regardless of when Initiation is scheduled, the deadlines for Initiation Fee Payments are **November 15 (Fall Semester)** and **April 15 (Spring Semester)**. Initiation Fees not received annually by 12/5 or 5/5 are subject to a \$25.00 per person late fee penalty as outlined in the Fraternity Collections Policy.

### **STEP FIVE: INITIATION REPORTING**

The Chapter is required to report initiations within 24 hours of initiating New Members. The Vice President of Education and Development (or his designee) will change newly initiated Brothers' ChapterSpot Brotherhood Status from New Member to Undergraduate Brother. Status changes will be verified by IHQ upon receipt of Initiation Fees.

Brother Badges will only be shipped once ChapterSpot Brotherhood Statuses are updated, and both New Member Fee and Initiation Fees are received. *Please note that this means Brother Badges will be shipped post-initiation.* Herff Jones will ship Brother Badges directly to the Chapter's mailing address as listed in ChapterSpot.

Membership Shingles are ordered two times a year in January and June. Membership Shingles are mailed direct from our vendor to the Chapter's mailing address as listed in ChapterSpot.

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