



MEMBERSHIP INTAKE SCHEDULE/ IMPLEMENTATION CHECKLIST

The Membership Intake Program must proceed in the order listed below.

NOTE: Where institutional policies differ from those contained in this document, the affected collegiate chapter is required to present written documentation of conflicting institutional requirements to the regional director for approval.

Chapter: _____ # _____

Location: _____

President: _____

LMC: _____

Primary Advisor: _____

Phone Numbers: _____

MEMBERSHIP INTAKE PREPARATORY STEP 1 CHAPTER PREPARATION

Date(s), Time, Location	REQUIREMENT/ACTION
Date Completed:	Chapter submits reports required for corporate compliance <i>Constitution and Bylaws (2019 Edition), Bylaws—Article III – Chapters, Section 4C – Any chapter failing to remit the required fees, reports and forms shall be declared inactive immediately, and shall not proceed with the chapter program nor membership intake until all corporate requirements are met and the regional director declares that the chapter is in compliance.</i>
Date Received:	A Copy of the Corporate Compliance Letter (Appendix 1A) is received from the regional director This document MUST be received prior to the chapter moving forward with any activities or programs.
Date Completed:	If applicable, chapter submits and receives the approved Chapter Request for Special Dispensation (Appendix 1C) from the regional director

Date Completed:	If less than five (5) members in the chapter, submit the Request for Assisting Sorors (Appendix 1D) to the regional director
Date of Notification:	Chapter issues a 10-day written notification to its membership of the intent of the chapter to conduct a vote to proceed, or not to proceed with membership intake. The written notification may be submitted via email, the United States Postal Service, or other appropriate forms of communication deemed acceptable by the regional director
Place checkmark in box to indicate the chapter viewed the mandatory DVD:	Chapter shows mandatory video "Preparing for Membership Intake - Ready to Vote" during the chapter meeting when the vote to conduct membership intake will occur
Date of chapter vote:	Conduct chapter vote to proceed with membership intake. A two-thirds (2/3) vote is required of those chapter members present and voting to proceed with membership intake. The chapter vote to proceed with membership intake must be recorded in the meeting minutes Nominations for the Minerva Circle occur at the chapter meeting in which the vote to conduct membership intake passed
Date of Appendix 2A submission:	Chapters voting in the affirmative to conduct membership intake must submit the Certification of the Chapter Vote to Proceed with Membership Intake Form (Appendix 2A) to the regional director. The mandatory RUSH video is accessible via the Red Zone (Wi-Fi connection is required)
Date of Election:	Election of the Minerva Circle occurs at the next regular chapter meeting (or a Call meeting, collegiate chapters only , with approval by the regional director).
Date of Appendix 2B submission:	Minerva Circle Election Certification Form (Appendix 2B) is submitted to the regional director
Date of Appendix 3A and 3B submission:	Minerva Circle completes the initial draft of the Membership Intake Schedule/Implementation Checklist (Appendix 3A) and the Membership Intake Budget (Appendix 3B)

Date of Appendix 4A submission:	Complete the Delta Internal Development (DID) request via the appropriate regional process.
Date of Code of Conduct DID:	Two mandatory DID workshops (one of which must be the Code of Conduct DID), a minimum of 2 hours each, are completed
Date of DID #2:	
Date of Appendix 4A and 4B submission:	The <i>DID Workshop Completion Form (Appendix 4B)</i> , listing chapter members who completed each workshop, is submitted to the regional director within five (5) business days of completion of each workshop. Attach the Zoom Attendance Report to Appendix 4B.
Date of Appendix 5A submission:	The <i>Approval to Proceed with Membership Intake Training Memo (Appendix 5A)</i> is received from the regional director within five (5) calendar days.

MEMBERSHIP INTAKE PREPARATORY STEP 2 CHAPTER TRAINING

Date(s), Time, Location	REQUIREMENT/ACTION
Date Membership Intake Trainer is contacted:	The chapter president follows the designated regional procedure for scheduling a chapter membership intake training date (Contact the MI Trainer, State Coordinator, or State/Regional MI Coordinator as designated).
Scheduled date for Chapter Membership Intake Training Workshop:	Schedule the chapter membership intake training

Scheduled date for Membership Intake Training Workshop for Minerva Circle:	Schedule the Minerva Circle training
Date notification sent to approved chapter members:	Notify approved chapter members of the date and time of the chapter membership intake training NOTE: Approved chapter members are those who have attended and completed both DID workshops as certified by the chapter president on the DID workshop completion form
Date Chapter Membership Intake Training is conducted:	Chapter membership intake training conducted by a certified membership intake trainer approved by the regional director (8 1/2 hours). (MUST BE COMPLETED BEFORE JANUARY 31 FOR SPRING INTAKE)
Date of completion:	Record chapter member's attendance at the chapter membership intake training on the Chapter Membership Intake Training Registration Form/Attendance Sheet (Appendix 6A) . Attach the Zoom Attendance Report to Appendix 6A.
Date Minerva Circle Membership Intake Training is conducted:	Minerva Circle training conducted by a Certified Membership Intake Trainer approved by the regional director (five (5) hours) within seven (7) calendar days of chapter membership intake training. (MUST BE COMPLETED BEFORE JANUARY 31 FOR SPRING INTAKE)
Date of completion:	Record the Minerva Circle's attendance at the Minerva Circle training on the Minerva Circle Training Registration Form/Attendance Sheet (Appendix 6D) . Attach the Zoom Attendance Report to Appendix 6D.
Date of completion:	Complete the <i>Chapter MIT Verification and Document Release</i> in the Red Zone. NOTE 1: Chapter must be in compliance in order to receive RUSH materials. NOTE 2: This step is important as it triggers the Member Policies and Procedures Department at National Headquarters to send the interview questions.

Date of completion:	Submit the Insurance for Membership Intake Activity (Appendix 10C) to Professional Insurers & Associates to obtain the applicable fees for membership intake activities. (Allow up to 3 business days)
Date of completion:	<p>The Minerva Circle reviews and finalizes, with the Certified Membership Intake Trainer, the prepared preliminary Membership Intake Schedule/Implementation Checklist (Appendix 3A) and the Membership Intake Budget (Appendix 3B) at the Minerva Circle training.</p> <p><i>These should be reviewed for accuracy, completeness, and finalization so that it can be presented to the chapter for a vote at the next regularly scheduled chapter meeting.</i></p>
Model selected:	<p>One of the listed Nine-Day Path Models (Appendix 7A, 7B, 7C, or 7D) must be utilized (without deviation). Collegiate chapters, whose institutional timelines differ from the timelines in these models, must present written documentation of the institution's policy to the regional director.</p> <ul style="list-style-type: none"> • Model Selected:
Dates entered:	<p>(Collegiate chapters only) Provide the following dates:</p> <ul style="list-style-type: none"> • Fall Break: _____ • Spring Break: _____ • Easter Break: _____ • Winter Break: _____ • (If applicable) Mandatory date for university for completion of MI: _____
Date of completion:	<p>Review and prepare, if applicable:</p> <ul style="list-style-type: none"> • New Initiate Presentation Letter of Intent (Appendix 8A); • New Initiate Presentation Run of Show (Appendix 8B); and • New Initiate Presentation Rehearsal Schedule (Appendix 8C)
Date Membership Intake calendar and budget is presented to chapter for approval:	<p>The Minerva Circle presents the finalized Membership Intake Schedule/Implementation Checklist (Appendix 3A) and the Membership Intake Budget (Appendix 3B) to the chapter for approval at the next regularly scheduled chapter meeting. The voting results to approve the calendar and the budget must be recorded in the meeting minutes.</p>

Date of completion:	Submit to Professional Insurers & Associates the final Insurance for Membership Intake Activity (Appendix 10C) , the “Application for Organization Insurance Form”, and the appropriate fees for membership intake activities.
Date of completion:	<p>The chapter president and Leader of the Minerva Circle submit the following items to the regional director:</p> <ol style="list-style-type: none"> 1. The Membership Intake Schedule/Implementation Checklist (Appendix 3A) (as approved by the chapter), the Membership Intake Budget (Appendix 3B) (as approved by the chapter), and the Insurance for Membership Intake Activity (Appendix 10C) 2. The New Initiate Presentation Letter of Intent (Appendix 8A), the New Initiate Presentation Run of Show (Appendix 8B), and the New Initiate Presentation Rehearsal Schedule (Appendix 8C) (If applicable) 3. A copy of the RUSH agenda/program <ul style="list-style-type: none"> • Include the names of all RUSH program participants • RUSH Announcement(s) (flyer, invites, etc.) • RUSH PowerPoint (Must follow the RUSH PowerPoint Content Chart (Appendix 9A)) 4. The Delta Deadline Information Sheet (Appendix 11L) and the Membership Intake Procedural Chain Contact List (Appendix 11M)
Date Appendix 10A is received from the Regional Director:	The regional director sends the Approval to Proceed with Membership Intake Memo (Appendix 10A) within five (5) business days . (Upon receipt, the chapter proceeds with the membership intake activities as submitted and approved by the regional director)
Date of completion:	Submit the College/University Official Request for RUSH Attendance (Appendix 9C) requesting the appropriate college/university official attend the RUSH.

MEMBERSHIP INTAKE PREPARATORY STEP 3 RUSH ACTIVITY AND SCREENING

Date(s), Time, Location	REQUIREMENT/ACTION
Date of RUSH:	Conduct the RUSH Activity <ul style="list-style-type: none"> • Membership Application Documents are discussed, but distribution will be electronic.
Location of the RUSH: <b style="color: red;">VIRTUAL	
Time of the RUSH:	
<p style="color: red;">After the RUSH, ONLY the chapter president, Leader of the Minerva Circle, and primary chapter advisor (collegiate chapters only) are to interact with those who received access to the Membership Application Documents regarding any membership intake questions.</p> <p style="color: red;">Chapter members are to have NO CONTACT regarding membership intake with those who received access to Membership Application Documents until after the Pyramid Induction. Exception: An applicant may ask a chapter member to write a letter of recommendation.</p>	
Date for receipt of Application materials:	<p>Membership Applications (online submission), Letters of Recommendation/Verification (online submission), Background Screening (online submission), official transcripts (via email), Applicants Waiver Form (collegiate applicants ONLY) or Applicant's Agreement Parents/Guardians Acknowledgement Form (collegiate applicants ONLY) (online submission), Proof of Primary Residency (alumnae applicants only) (online submission), and Application processing fee (online submission) are received from 10 to 25 calendar days after the RUSH Activity.</p> <p>Alumnae chapters must allow at least 21 calendar days and a maximum of 25 calendar days for applicants to secure transcripts and other required documents.</p> <p>NOTE: Chapters can NOT provide a time of day the application packets are due on the deadline day.</p>

SCREENING

Allow 3-15 calendar days to complete the following:

Date Notification sent to chapter of vote on applicants:	Chapter issues a written notification (at least 10-days in advance) to its membership on the vote of applicants for membership. The written notification may be submitted via email, the United States Postal Service, or other appropriate forms of communication deemed acceptable by the regional director.
Date Minerva Circle meets:	Minerva Circle meets to open and process all membership application packets. The Minerva Circle can NOT begin opening packets until the calendar day AFTER the deadline date.
Location where the Minerva Circle will meet: VIRTUAL	
Time the Minerva Circle will meet:	
Date chapter president verifies financial status of members writing letters of recommendation:	The chapter president must verify the financial status of Deltas writing letters of recommendations via the Red Zone. (<i>Membership Intake > Actions > Financial Verification Form – Membership Intake</i>)
Date Minerva Circle verifies status of all applicants on Grand Chapter’s website:	The Minerva Circle reviews Grand Chapter’s website for applicants who may be barred from application for membership. (<i>Membership Tab > Disciplinary Action > Applicants Barred</i>)

<p>Date regional director and chapter president meets to discuss background screening results:</p>	<p>Upon receipt of results of the membership intake background screening, the regional director will communicate with the chapter president and the primary chapter advisor (<i>collegiate chapters only</i>) the status (meet or does not meet) of each applicant.</p> <p>NOTE: Any membership intake background screening that is returned as 'does not meet' must be reviewed by the regional director, the legal team at National Headquarters, the chapter president, and the primary chapter advisor (<i>collegiate chapters only</i>).</p>
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MEMBERSHIP INTAKE PREPARATORY STEP 4 AUTHORIZATION, SELECTION, AND APPROVAL

Date(s), Time, Location	REQUIREMENT/ACTION
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AUTHORIZATION

<p>Date application packets are submitted (mailed) to the Regional Director:</p>	<p>All membership application packets received by the chapter are submitted to the regional director bundled in one of three (3) groups.</p> <p>Additionally, each group MUST be accompanied by a typed, numbered (starting at 1), alphabetized (by last name) list of each applicant included in that group.</p> <p>Packet Group #1 – All applications that constituted a complete packet. MUST include Appendix 12A/12B (as appropriate) and Appendix 12C in the folder of each applicant.</p> <p>Packet Group #2 – All packet materials received by the chapter that did not constitute a complete or eligible packet. MUST include Appendix 12A/12B (as appropriate) and Appendix 12C in the folder of each applicant.</p> <p>Packet Group #3 – Anything received that does not comply with Group #1 or #2 (miscellaneous items).</p> <p>NOTE 1: The chapter must retain a copy of each applicant's electronic application, transcript, Appendix 12A/12B (as appropriate), and Appendix 12C for input into the Red Zone (as appropriate) and reference.</p> <p>NOTE 2: The chapter does NOT send the application processing fees to the regional director or National Headquarters.</p>
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Date Regional Director completes review of all received materials:	Regional director completes review of all received materials and scoring of all completed applications (Allow up to 15 calendar days).
Date Regional Director and MC Leadership discuss any discrepancies:	Regional director, chapter president, and/or Leader of Minerva Circle, the regional representative and the primary chapter advisor (<i>collegiate chapters only</i>) discuss any scoring discrepancies and then agree upon those applicants who are eligible for an interview.
<p>SELECTION</p> <p>Allow 2-10 calendar days to complete the following:</p>	
Date letters are mailed to ineligible and emailed applicants:	<p>Send the Letter to Ineligible Applicant – NO Interview (Appendix 13A) via email and the USPS to all applicants whose packets are ineligible, notifying them of their ineligibility.</p> <p>NOTE: The Letter to Ineligible Applicant – NO Interview (Appendix 13A) and the Letter to Eligible Applicant for an Interview (Appendix 13B) MUST be mailed at the same time.</p>
Date phone calls are made to applicants eligible for an interview:	<p>Phone calls are made (48 hours in advance) <u>and</u> send the Letter to Eligible Applicant for an Interview (Appendix 13B) via email <u>and</u> mail (USPS) to applicants whose packets are complete, notifying them of their eligibility for an applicant interview.</p>
Date letters are mailed and emailed to applicants eligible for an interview:	<p>NOTE: The Letter to Ineligible Applicant – NO Interview (Appendix 13A) and the Letter to Eligible Applicant for an Interview (Appendix 13B) MUST be mailed at the same time.</p>

Date(s) of applicant interviews:	Conduct applicant interviews.
Location of applicant interviews: VIRTUAL	
Start time of applicant interviews:	
Date of chapter review:	The calendar day after the last interview, applicant packets are available for chapter members to review (if applicable). (A minimum of 4-hours must be allocated.)
Location of chapter review: VIRTUAL	
Start time of chapter review:	
Date of chapter vote:	Two (2) calendar days after the last interview and the calendar day after the chapter's review of the application packets, conduct chapter vote on applicants using Membership Intake Ballot (Appendix 14A) .
Location of chapter vote: VIRTUAL	
Start time of chapter vote:	

APPROVAL

<p>Date completed:</p>	<p>Within twenty-four (24) hours, the Leader of the Minerva Circle and/or the chapter president completes the Candidate Approval Form (Appendix 14B), obtains the appropriate signatures on the completed Candidate Approval Form (Appendix 14B), and completes the Regional Officers Summary Sheet (Appendix 14C). All three (3) documents should be submitted via email to the regional director.</p> <p>Additionally, ALL Membership Intake Ballots (Appendix 14A) must be emailed directly to the regional director within twenty-four (24) hours.</p>
<p>Date all information is entered into the Red Zone:</p>	<p>Within three (3) calendar days, the chapter president enters the information of the applicants who received the majority vote of the chapter into the Red Zone. <i>(Membership Intake > Actions > Submit Applicants)</i></p>
<p>Projected date for receipt of Appendix 15A:</p>	<p>Receive Action on Applicants Form (Appendix 15A) and notification of Candidate Approval in the Red Zone from the regional director. (Allow up to 5 calendar days)</p>
<p>Date approved applicants are notified by telephone:</p>	<p>Notify approved candidates by telephone. Send all approved candidates the written Letter of Invitation to Membership (Appendix 16A) via the USPS.</p> <p>NOTE: Letter of Regret (Appendix 16B) must be sent on the same calendar day as notification is sent to approved applicants.</p>
<p>Time approved applicants are notified by telephone:</p>	
<p>Date approved applicants are notified by mail:</p>	

Date letters of regret are mailed:	<p>Send the Letter of Regret (Appendix 16B) via the USPS to all applicants who did not receive the majority vote or approval from the regional director.</p> <p>NOTE: Letter of Regret (Appendix 16B) and Letter of Invitation to Membership (Appendix 16A) must be sent on the same calendar day to all applicants (as applicable).</p>
Date of Candidate Orientation:	<p>Conduct Candidate Orientation and collect initiation fees from approved candidates.</p> <p>Disseminate and collect Notice to Candidate/Pyramid of Non-Disclosure Agreement (Appendix 17A)</p>
Location of Candidate Orientation: VIRTUAL	<p>Disseminate and collect Fee Concession Agreement (Appendix 17B)</p> <p>Disseminate and collect Special Soror Form (Appendix 18A)</p>
Time of Candidate Orientation:	<p>NOTE: No less than fourteen (14) calendar days prior to Pyramid Induction and no less than fourteen (14) calendar days prior to Initiation the chapter must contact the sorors listed on the Special Soror Form (Appendix 18A) with dates, times and locations for Pyramid Induction and Initiation using the Letter of Invitation for Special Sorors (Appendix 18B).</p> <p>Disseminate and collect Emergency Data Sheet (Appendix 19A)</p>
Date completed:	<p>The chapter president updates the applicant status from applicant to candidate (or declined) in the Red Zone. (<i>Membership Intake > Actions > Manage Applicants</i>)</p> <p>NOTE: The selection of the Sorority pin is made by the Minerva Circle for each candidate in the Red Zone.</p>
Date fees are submitted and receipt of deposit faxed to National Headquarters:	<p>Submit Initiation Fees (within 24 hours of receipt)</p> <ul style="list-style-type: none"> • Mail Cashier's Check or Money Order to the Sorority's Lock Box, utilizing the Remittance of Funds Procedures (Appendix 15B); or • Wire Transfer/Direct Deposit initiation fees into National Headquarters' Bank of America account, utilizing the Wire Transfer Form (Appendix 15C) <p>NOTE: Immediately email the receipt of deposit and a copy of the transmittal form from the Red Zone to National Headquarters' Finance Department (MIfees@deltasigmatheta.org).</p>

Date completed:	<p>Within 48–hours of the Candidate Orientation, submit the following New Initiate Presentation documents to the regional director:</p> <ul style="list-style-type: none"> • <i>The New Initiate Presentation Run of Show (Appendix 8B)</i> • <i>The New Initiate Presentation Rehearsal Schedule (Appendix 8C)</i>
Projected date for receipt of Authorization to hold Pyramid Induction and Initiation Ceremony:	<p>Receive from National Headquarters the <i>Authorization to Hold Pyramid Induction and Initiation Ceremony (Appendix 20A)</i>.</p> <p>NOTE: Allow up to eighteen (18) business days to include four (4) days for electronic payment processing/merchant account processing and four (4) days for bank processing.</p>
Date completed:	<p>No less than fourteen (14) calendar days prior to Pyramid Induction, contact the sorors listed on the <i>Special Soror Form (Appendix 18A)</i> with dates, times and locations for Pyramid Induction <i>Letter of Invitation for Special Sorors (Appendix 18B)</i></p>
Date of Distribution:	<p>Distribute the Pyramid Box.</p> <ul style="list-style-type: none"> • <i>Curbside, Contactless Pick-Up OR Contactless Drop-off Distribution</i> • MUST adhere to Delta’s Social Distancing Guidelines <p>Note: For Contactless Drop-Off Distribution, location is “Drop-Off”</p>
Location of Distribution:	
Time of Distribution:	

MEMBERSHIP INTAKE COMPONENT I PYRAMID INDUCTION AND FIRST NIGHT MEETING

Date(s), Time, Location	REQUIREMENT/ACTION
Date of Pyramid Induction Ceremony:	View the Code of Conduct video by the National President for all sorors in attendance. This must take place before the Pyramid Induction Ceremony. The mandatory Code of Conduct video is accessible via the Red Zone (Wi-Fi connection is required).
Location of Pyramid Induction Ceremony: VIRTUAL	
Time of Pyramid Induction Ceremony:	
Location of First Night: VIRTUAL	Conduct the FIRST Night Meeting .
Date of submission of NIP paperwork (if applicable):	If applicable, submit the <i>New Initiate Presentation Letter of Consent (Appendix 21A)</i> within 48-hours of the FIRST Night meeting. NOTE: These should be emailed to the regional director.

MEMBERSHIP INTAKE COMPONENT II & III PYRAMID PREPARATION PERIOD & DELTA ACHIEVEMENT TEST *

* All Membership Intake Components II and III related activities must conclude
by 11:30 p.m. nightly

REQUIREMENT/ACTION

Date of PPP Day 1:	Pyramid Preparation Period Day One <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 1: VIRTUAL	
Time of PPP Day 1:	
Date of PPP Day 2:	Pyramid Preparation Period Day Two <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 2: VIRTUAL	
Time of PPP Day 2:	

Date of PPP Day 3:	Pyramid Preparation Period Day Three <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 3: VIRTUAL	
Time of PPP Day 3:	
Date of PPP Day 4:	Pyramid Preparation Period Day Four <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 4: VIRTUAL	
Time of PPP Day 4:	
Date of PPP Day 5:	Pyramid Preparation Period Day Five <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 5: VIRTUAL	
Time of PPP Day 5:	

Date of PPP Day 6:	Pyramid Preparation Period Day Six <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 6: VIRTUAL	
Time of PPP Day 6:	
Date of PPP Day 7:	Pyramid Preparation Period Day Seven <i>(Refer to the Membership Intake Program for PPP outlines.)</i>
Location of PPP Day 7: VIRTUAL	
Time of PPP Day 7:	
Date of PPP Day 8 Review and DAT Prep:	Pyramid Preparation Period Day Eight <ul style="list-style-type: none"> • Review and Preparation for Delta Achievement Test (DAT)
Location of PPP Day 8 Review and DAT Prep: VIRTUAL	
Time of PPP Day 8 Review and DAT Prep:	

<p>Date of PPP Day 9 Administer the DAT:</p>	<p>Pyramid Preparation Period Day Nine</p> <ul style="list-style-type: none"> Administer Delta Achievement Test (DAT)
<p>Location of PPP Day 9 Administer the DAT: VIRTUAL</p>	
<p>Time of PPP Day 9 Administer the DAT:</p>	
<p>Date of DAT Re-Test and/or Odyssey Prep:</p>	<p>Delta Achievement Test – Retest</p> <ul style="list-style-type: none"> Administer Delta Achievement Test (DAT) – Retest (if necessary) MUST OCCUR prior to start of The Odyssey Experience
<p>Location of DAT Re-Test and/or Odyssey Prep: VIRTUAL</p>	
<p>Time of DAT Re-Test and/or Odyssey Prep:</p>	
<p>Date completed:</p>	<p>Within 7 calendar days of FIRST Night, if applicable, submit the New Initiate Presentation Letter of Declination (Appendix 21D) or New Initiate Presentation Letter of Late Participation (Appendix 21E).</p> <p>NOTE: These should be emailed to the regional director.</p>
<p>Date completed:</p>	<p>No less than fourteen (14) calendar days prior to Initiation, contact the sorors listed on the Special Soror Form (Appendix 18A) with dates, times and locations for Initiation (Sisterhood Reception/Banquet and NIP as applicable) Letter of Invitation for Special Sorors (Appendix 18B).</p>

COMMUNITY SERVICE PROJECT

Date(s), Time, Location	REQUIREMENT/ACTION
Date of Community Service Project:	Pyramid Community Service Project <ul style="list-style-type: none"> The pyramids will plan and execute a community service project together. The execution of the project must occur after the successful completion of the DAT and prior to the Initiation Ceremony. The President and/or Leader of Minerva Circle must be included as the Pyramids plan this activity
Location of Community Service Project: VIRTUAL	
Time of Community Service Project:	

MEMBERSHIP INTAKE COMPONENT IV ODYSSEY EXPERIENCE, RIBBON PINNING

* The Odyssey Experience activities do NOT have to conclude by 11:30 p.m.

Date(s), Time, Location	REQUIREMENT/ACTION
Date of the Odyssey:	The Odyssey Experience (1 day)
Location of the Odyssey: VIRTUAL	
Time of the Odyssey:	

Date to be completed:	Naming of a special soror and assigning of line numbers must occur during the Odyssey Experience
Date of The Ribbon Pinning:	Conduct the Ribbon Pinning
<p>MEMBERSHIP INTAKE COMPONENT V</p> <p>THE NINE-DAY PATH *</p> <p>* All Membership Intake Component V related activities must conclude by 11:30 p.m. nightly. This includes practicing for the NIP.</p>	
Date(s), Time, Location	REQUIREMENT/ACTION
Date of Jewel Day 1:	<p>Jewel Day 1 – Compassion <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i></p>
Location of Jewel Day 1: VIRTUAL	
Time of Jewel Day 1:	

Date of Jewel Day 2:	Jewel Day 2 – Courtesy <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i>
Location of Jewel Day 2: VIRTUAL	
Time of Jewel Day 2:	
Date of Jewel Day 3:	Jewel Day 3 – Dedication <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i>
Location of Jewel Day 3: VIRTUAL	
Time of Jewel Day 3:	
Date of Jewel Day 4:	Jewel Day 4 – Fellowship <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i>
Location of Jewel Day 4: VIRTUAL	
Time of Jewel Day 4:	

Date of Jewel Day 5:	<p>Jewel Day 5 – Fidelity <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i></p> <p>NOTE: ALL modifications to NIP content and/or attire must be submitted to the regional director for approval prior to the conclusion of Jewel Day 5.</p>
Location of Jewel Day 5: VIRTUAL	
Time of Jewel Day 5:	
Last date to modify NIP content and/or attire:	<p>ALL modifications to NIP content and/or attire must be submitted to the regional director for approval prior to the conclusion of Jewel Day 5 via New Initiate Presentation Notification of Changes (Appendix 21F) and the updated New Initiate Presentation Run of Show (Appendix 8B) and New Initiate Presentation Rehearsal Schedule (Appendix 8C) (as appropriate).</p> <p>NOTE: These should be emailed to the regional director and must be done prior to the conclusion of Jewel Day 5. Chapters MUST receive written approval prior to proceeding</p>
Date of Jewel Day 6:	<p>Jewel Day 6 – Honesty <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i></p>
Location of Jewel Day 6: VIRTUAL	
Time of Jewel Day 6:	

Date of Jewel Day 7:	Jewel Day 7 – Justice <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i>
Location of Jewel Day 7: VIRTUAL	
Time of Jewel Day 7:	
Date of Jewel Day 8:	Jewel Day 8 – Purity <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i>
Location of Jewel Day 8: VIRTUAL	
Time of Jewel Day 8:	
Date of Jewel Day 9 and assigning of names:	Jewel Day 9 – Temperance <i>(Refer to the Membership Intake Program for Jewel Day Components.)</i> <ul style="list-style-type: none"> • Assign line names and selection by the pyramids of the name of the line.
Location of Jewel Day 9: VIRTUAL	
Time of Jewel Day 9:	

MEMBERSHIP INTAKE COMPONENT VI CROSSING-OVER AND INITIATION CEREMONY

Date(s), Time, Location	REQUIREMENT/ACTION
Date of Initiation:	<p>Conduct the Crossing-Over and Initiation Ceremony (Refer to the Official Ritual for ceremonies.)</p> <p>NOTE: Both of these ceremonies are open to all sorors who are not under disciplinary action by the Sorority.</p>
Location of Initiation: VIRTUAL	
Time of Initiation:	
Date of Distribution:	
Location of Distribution:	<p>Distribute the Initiation Box. <i>Curbside, Contactless Pick-Up OR Contactless Drop-off Distribution</i></p> <ul style="list-style-type: none"> • <i>Curbside, Contactless Pick-Up OR Contactless Drop-off Distribution</i> • MUST adhere to Delta's Social Distancing Guidelines • MUST occur within 72-hours of the Initiation Ceremony <p>Note: For Contactless Drop-Off Distribution, location is "Drop-Off"</p>
Time of Distribution:	

**Membership Intake Wrap Up
Sisterhood Reception/Banquet,
New Initiate Presentation, New Member Orientation**

Date of Sisterhood Reception/Banquet:	If applicable, Sisterhood Reception/Banquet (Optional) <ul style="list-style-type: none"> • MUST occur on the same calendar day as the Initiation Ceremony
Location of Sisterhood Reception/Banquet: VIRTUAL	
Time of Sisterhood Reception/Banquet:	
Date of New Initiate Presentation:	If approved and applicable, conduct New Initiate Presentation (Optional). <ul style="list-style-type: none"> • MUST be posted within 72-hours of the Initiation Ceremony • MUST adhere to the virtual NIP guidelines
Location of New Initiate Presentation: Posted on at least one of the chapter's official online platforms ONLY	
Time of New Initiate Presentation:	

<p>Date Membership Intake paperwork is to be submitted to National Headquarters:</p>	<p>Within three (3) calendar days complete and submit all membership intake paperwork to National Headquarters (MembershipIntake@deltasigmatheta.org):</p> <ul style="list-style-type: none"> • Material Verification of Receipt and Destruction (Complete in the Red Zone) • Line Numbers and Individual Line Names (Enter into the Red Zone) • Complete all Red Zone Management of Applicants procedures including moving each candidate to 'Initiate Step 1' in the Red Zone • Candidate/Pyramid Declination/Rescission Form (Appendix 25A)
<p>Date of New Member Orientation:</p>	<p>Within seven (7) calendar days, conduct the New Member Orientation.</p>
<p>Location of New Member Orientation: VIRTUAL</p>	
<p>Time of New Member Orientation:</p>	
<p>Date of Chapter DIDs:</p>	<p>New Initiates must participate in two (2) mandatory chapter DID workshops</p> <ul style="list-style-type: none"> • Fall Initiates: by February 28 • Spring Initiates: Alumnae: by June 30; Collegiate: by September 30
<p>Location of Chapter DIDs: VIRTUAL</p>	
<p>Time of Chapter DIDs:</p>	

Signature _____
Chapter President Date

Signature _____
Leader of the Minerva Circle Date

Signature _____
Primary Chapter Advisor (*collegiate chapters only*) Date

cc: Regional Representative