



# Omega Psi Phi Fraternity, Inc.

## Tenth District

### MSP Electronic Submission Guidelines Policy Form 1 and Form 105 Packages

#### Introduction

Electronic submission of Form 1 and Form 105 packages via email is acceptable and preferred for chapters in the Tenth District. Electronic submission helps to speed up the review and approval process for packages. It also contributes to paper reduction, thereby reducing the negative impact on planet earth and the environment.

#### Package Eligibility

Not all MSP packages are eligible for electronic submission. The following table summarizes the eligibility of each MSP package type.

| MSP Package             | Eligible for Electronic Submission? | Comments   |
|-------------------------|-------------------------------------|--|
| Form 1 Package          | Yes                                 | Electronic submissions accepted and preferred.   |
| Form 105 Package        | Yes                                 | Electronic submissions accepted and preferred.   |
| MSP Application Package | No                                  | Not eligible for electronic submission due to the fact that MSP Applications and accompanying forms must be submitted in paper format to the International Headquarters. |

#### Guidelines

The following electronic submission guidelines should be followed for Form 1 and Form 105 packages:

1. If documents are scanned, then PDF is the ONLY acceptable format.
2. For Form 1 packages, please submit the Form 1 (Notice of Chapter Request) in a separate, stand-alone document.
3. For Form 105 packages, please submit the Form 105 (Request for Membership Selection Program) in a separate, stand-alone document.
4. Individual PDF file sizes should NOT exceed 5 MB. This constraint may require submissions to be divided into separate, multiple documents. Also, depending upon email client restrictions on email sizes, this constraint may require multiple emails to be sent.
5. Form 1-3 and Form 53-B must be submitted in MS Excel format. Neither additional document attachments nor alternative file formats are acceptable.
6. When submitting Form 1 or Form 105 packages electronically via email, the email subject line should read "Form <form #> Package Submission for <Chapter Name>", where:
  - a) <form #> = The form number of the package being submitted (i.e. either "1" or "105")
  - b) <Chapter Name> = The name of the chapter for whom the package is being submitted

For example, an appropriate subject line for the Form 1 package submission of Pi Psi chapter would be: "Form 1 Package Submission for Pi Psi". If multiple emails are necessary (pursuant to #4 above), then each email should be appended with "(Email <X> of <Y>)". A sample subject line would be: "Form 1 Package Submission for Pi Psi (Email 1 of 3)".

Please refer to the Tenth District website ([www.omega10thdistrict.org](http://www.omega10thdistrict.org)) for a list of documents that must be included in Form 1 and Form 105 package submissions.