

MEMBERSHIP SELECTION PROCESS (MSP) OVERVIEW

Tenth District

Brother Edward James Payne – MSP Chairman

Oct. 27th 2018

10th District M.S.P. Committee Members

Brother Edward J. Payne..... Chairman

- **10th District State Representatives**

Agenda

- Introduction
- MSP Updates
- Future MSP Cycle Dates
- Membership Selection
- Form 1 Package
- Candidate Vote
- Form 105 Package
- Formal Informational Session
- MSP Initiation Fees
- MSP Application Submission Package
- Formal Interview
- Education Phase
- Initiation Phase
- Key Points / Summary

Introduction

GROUND RULES / HOUSEKEEPING

On the Sign In Sheet, Please Provide the following:

First Name	Last Name	Control Number	Chapter
XXXXX	XXXXX	XXXXX	XXXX

Failure to be Legible, adding your control number, and chapter will
Not be counted as being in attendance!

Cell phones on silent please

Do not add another brother's name to the attendance sheet!

Please save all questions until the end!

Introduction

- MSP is the only process through which new members are initiated into the fraternity.
- **Code of Conduct / Zero Tolerance For Hazing.** If you haze, then you WILL BE EXPELLED! If you haze, then you WILL BE PROSECUTED to the fullest extent of the law!
- **Key Roles:**
 - District Representative Fraternity Bylaws –Chapter I, Article I, Section 3: “...the **District Representative** shall manage the Intake of new members into the Fraternity in accordance with the policies and directives of the Fraternity.”
 - Fraternity Bylaws -Chapter III, Article 1, Section 1: **The District Representative’s duty** is to “approve candidates....” , “supervise ... all initiations”, and “declare any initiation held in his District void...”

Key Contacts for a MSP Cycle for Information:

- District MSP Chairman
- State Representative
- Chapter Basileus

Introduction

HAZING

- ❑ Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

- ❑ This includes, but is not limited to any situation which:
 - ✓ Creates a risk of injury to any individual or group
 - ✓ Causes discomfort to any individual or group
 - ✓ Causes embarrassment to any individual or group
 - ✓ Involves harassment of any individual or group
 - ✓ Involves degradation of an individual or group
 - ✓ Involves humiliation of an individual or group
 - ✓ Involves ridicule of an individual or group
 - ✓ Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization

- ❑ It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment and impairment of physical liberties which include curfews or other interference with academic endeavors. **University of Michigan Dean of Students.**

MSP UPDATES

Fraternity Policy

MSP Candidate Link Process

- Effective immediately, all candidates **MUST** complete the MSP Candidate Link process found on the fraternity website.
- MSP Candidate Link Requirements –Candidates **MUST**:
 1. Take and pass an anti-hazing exam;
 2. Submit basic contact information to the fraternity;
 3. Provide the last 4 digits of the sponsoring brother’s control number;
 4. Print, complete, sign, and notarize the Acknowledgement Agreement; and
 5. Bring completed, signed, and notarized Acknowledge Agreement to the Formal Informational Session (this is the candidate’s entry ticket).
- **Any candidate who does not complete** the MSP Candidate Link **shall be deemed ineligible for membership.**
- Sponsors must freely and unconditionally give candidates the last 4 digits of their control numbers! (i.e. no conditions or “**quid pro quo**” arrangements!)

Fraternity Policy

MSP Candidate Link Process

Spring MSP Cycle	MSP Candidate Link Completion Deadline
Spring 2019 MSP Cycle	Tuesday, November 17 th 2018
Fall 2019 MSP Cycle	Tentative - Saturday, July 14 th , 2019

IF THIS PAGE IS LISTED AS TENTATIVE, PLEASE USE THE DATES UNLESS OTHERWISE NOTIFIED

Fraternity Policy

General Definition of “MSP Qualified”

MSP Qualified – Definition

All major chapter officers (**Basileus, Vice-Basileus, KRS, and KF**) as well as any other brother who wishes to participate in MSP must be MSP qualified. That is to say, brothers must:

- 1. Be fully financial (at all levels of the fraternity); Including CEF and Insurance.**
2. Be MSP Classroom Trained (annual requirement);
3. Be MSP Online Certified (once every 5 years after 11/1/2014);
4. Sign and file (with the chapter KRS) a current Form 9A-11 -Certification/Recertification Form (annual requirement); AND
5. Sign, notarize, and file (with the chapter KRS) a current Form 9A-20 - Acknowledgement & Indemnification Agreement(annual requirement).

Utilize Form 53B (MSP Chapter Roster Validation) to track MSP qualified members for the chapter.

Fraternity Policy 4 Year Rule

4 Year Rule Update

Pursuant to action of the 79th Grand Conclave, the 4 year rule has been modified to reflect the following:

1. Any Candidate seeking membership into Omega Psi Phi Fraternity, Inc. through a graduate chapter must have received an undergraduate degree at least four (4) years prior to seeking membership, if the undergraduate school which he attended had an active undergraduate chapter during his time of enrollment at that institution. This section of the rule shall be waived if:

- a. The candidate qualifies as a legacy (see note 1); -OR -
- b. There was not an active chapter on campus during the time of the candidate's enrollment (see note 2); -OR -
- c. The DR decides to issue an exception to this section of the rule on a case-by case basis.

2. Any candidate seeking membership into Omega Psi Phi Fraternity, Inc. through a graduate chapter within four years of obtaining his undergraduate degree must have graduated with a cumulative GPA of at least 2.5 on a 4.0 scale (or its equivalent on a different grading scale) from an accredited four year college/university. **The DR shall have no authority to exercise an exception to this section of the rule. (Page 16, bullet 'F' MSP Supplemental Policy)**

Note 1: Definition of a legacy: A candidate whose father or grandfather is a financial Omega Man.

Note 2: This section of the rule shall be waived only after a formal letter from the DR and IHQ confirms that no chapter was active at said campus during the candidate's time of enrollment.

Tenth District Sponsor and Mentor Eligibility Requirements

Under the MSP process, sponsors are financial members of the local chapter who complete a Form 9A-1 (Nomination Portfolio) and present a candidate to the chapter for consideration. Mentors are financial members of the local chapter who agree to provide guidance, support, and uplift to candidates during the MSP educational phase. In the Tenth District, sponsors and mentors **MUST** meet specific requirements. Prior to initiating any MSP activities, any brother aspiring to be either a sponsor or a mentor must meet **ALL** of the following criteria:

1. Sponsors and mentors must be **MSP certified**.
2. Sponsors and mentors must be financial and in good standing with the fraternity, district, and chapter for the last two fiscal years (i.e. both the current fiscal year and the fiscal year immediately preceding the current fiscal year). Financial undergraduate brothers within the first three years of their initiation are exempt from this requirement. (**see note below*)
3. Sponsors and mentors must have registered for and attended at least one (1) Grand Conclave / Leadership Conference / Undergraduate Conference or one (1) District Convention / Council Meeting within the past two (2) years.

Tenth District Sponsor and Mentor Eligibility Requirements

(continued..)

4. Sponsors and mentors must have attended at least 60% of their local chapter meetings over the past two (2) years (* see note below).
 5. Unless for the expressed purpose of chartering and/or re-activating an undergraduate chapter, a graduate member initiated as a graduate is NOT eligible to be a sponsor or mentor to any candidates for a period of no less than 2 years from his original initiation date.
 6. No brother shall sponsor or mentor more than two (2) candidates during any given MSP program without the expressed consent of the District Representative.
 7. Surrogate sponsorship shall be prohibited. In other words, no brother shall be allowed to sponsor any candidate on behalf of another brother who is not financial or not a member of the chapter seeking to conduct an MSP.
- (*NOTE: The 2 year requirement is waived for undergraduate sponsors. However, undergraduate sponsors are still required to be financial and to have attended >= 60% of their local chapter meetings.)

Fraternity Policy

Partnership with Universities

University rules and regulations shall supersede any fraternity or MSP rules!

- The District Representative and State Representatives must establish a partnership with all universities where the fraternity has a chapter presence or is intending to establish a chapter presence.
- DR and/or State Representatives must notify universities of any and all intentions to conduct MSP activities on their campuses PRIOR TO the start of any MSP-related activities.
- Individual brothers and chapter Basilei should NOT initiate contact with a university. Only the DR (or his designee, i.e. the State Representative) should be contacting university officials.
- Utilize Form 1-3 (MSP Contact Sheet) to record the contact names of key university officials.

MSP Updates –District Policy

To assist chapters with MSP compliance, the following checklists and policy documents are available:

1. Form 1 Package Checklist
2. Form 105 Package Checklist
3. MSP Application Package Checklist
4. MSP Application Package Submission Tips
5. MSP Policy - Chapter Accountability
6. MSP Supplemental Policies - 10th District

Notes

- These documents can be obtained (upon request), from the DMSPC.
- These documents can also be obtained online via the Tenth District's website as well as the International Headquarters Webpage under MSP
(<https://10thdomegas.org/wp2017/forms/district-forms/>)
- All Brothers are responsible for being familiar with the contents of these documents!

(Ignorance is no excuse!)

'Talented' Tenth District Ques

Illinois, Indiana, Michigan, Minnesota, Wisconsin

District Warrant Form TD22 (Adobe PDF – Fillable)

Manhood Committee Report Form (MS Word)

MSP Form 1 Package

MSP Form 105 Package

MSP Application Packet



MSP Policies and Checklists

MSP Overview (Consolidated) October 2017

MSP Memo – Spring 2018 MSP Cycle – Form 1 Deadline Reminder

MSP Electronic Submission Guidelines for Form 1 and 105 Packages







MSP Initiation Fees

MSP Form 9A-11 – Certification / Recertification Form

MSP Form 9A-20 – Acknowledgement & Indemnification Agreement

MSP Candidate Link – Supplemental Instructions

MSP-Policies-and-Checklists-as-of-2016-01-06.zip

<input type="checkbox"/>	 1_Form 1 Package Checklist v1.3.pdf Type: Adobe Acrobat Document	Date modified: 11/21/2014 7:46 AM Size: 21.8 KB → 17.5 KB
<input type="checkbox"/>	 2_Form 105 Package Checklist v1.3.pdf Type: Adobe Acrobat Document	Date modified: 11/21/2014 10:41 AM Size: 22.4 KB → 18.2 KB
<input type="checkbox"/>	 3_MSP Application Package Checklist v1.1.pdf Type: Adobe Acrobat Document	Date modified: 10/13/2013 8:05 AM Size: 45.7 KB → 42.6 KB
<input type="checkbox"/>	 MSP Application Package Submission Tips v1.9.pdf Type: Adobe Acrobat Document	Date modified: 1/6/2016 6:02 PM Size: 322 KB → 265 KB
<input type="checkbox"/>	 MSP Electronic Submission Guidelines - Form 1 and 105 Packages.pdf Type: Adobe Acrobat Document	Date modified: 11/21/2014 7:45 AM Size: 17.8 KB → 13.7 KB
<input checked="" type="checkbox"/>	 MSP Supplemental Policies - 10th District v1.7.pdf Type: Adobe Acrobat Document	Date modified: 1/6/2016 5:13 PM Size: 368 KB → 318 KB

Failure to follow the guidelines of any of the Checklist and/or policies on this page will subject your chapter as being dismissed from the MSP cycle.

MSP Cycle Dates

MSP Updates Spring 2019

MSP Cycle Deadlines

Milestone	Responsible Party	Deadline	Submission Medium
MSP Candidate Link	Candidate	11/17/2018	Online (www.oppf.org)
Form 1 Package	Basileus	12/10/2018	Electronic / Email
Form 105 Package	Basileus	01/04/2019	Electronic / Email
MSP Application	State Representative	02/11/2019	Paper/Physical Documents
MSP Initiations	State Representative	03/25/2019	N/A

Notes:

All deadlines refer to the date on which materials must be in the physical possession of the DMSPC (not en route or on the way!) **NO EXCEPTIONS**

IF THIS PAGE IS LISTED AS TENTATIVE, PLEASE USE THE DATES UNLESS OTHERWISE NOTIFIED

MSP Updates Fall 2019

Cycle Deadlines

Milestone	Responsible Party	Deadline	Submission Medium
MSP Candidate Link	Candidate	07/14/2019	Online (www.oppf.org)
Form 1 Package	Basileus	08/01/2019	Electronic / Email
Form 105 Package	Basileus	08/30/2019	Electronic / Email
MSP Application	State Representative	09/27/2019	Paper/Physical Documents
MSP Initiations	State Representative	11/09/2019	N/A

TENTATIVE

Notes:

All deadlines refer to the date on which materials must be in the physical possession of the DMSPC (not en route or on the way!) **NO EXCEPTION**

Membership Selection

Membership Selection

Key Points *(points from Brother Kendall Franklin)*

- MSP is NOT a chapter fundraiser!
- MSP is a means to augment the brotherhood with new members.
- MSP-qualified chapter members should identify and select candidates who exhibit potential to be Omega Men.
- Remember: Omega isn't for everyone! (Members vs. Men!)
- Only select men of high character, moral integrity, and leadership potential!
- Sponsors complete Nomination Portfolio for each candidate.
- MSP-qualified chapter members vote on whether to submit candidate names to DR for consideration in MSP.

HOW WELL DO YOU KNOW THIS CANDIDATE?

- “Manhood means character” (Bishop Edgar A. Love)
- Avoid misuse of the “Law of Transitivity” **(if a =b, and b=c, then a=c)**
- Several brothers in the chapter should be familiar with each candidate –not just the sponsor!
- **Be wary of brothers who only get financial to recommend a candidate!**
- Invite prospective candidates to public chapter events where they can interact and mingle with other chapter members.
- But, do NOT haze candidates at these events! **DO NOT HAZE!**

Membership Selection

Sponsorship

Sponsor - An MSP '**Qualified**' brother who identifies a prospective candidate, presents a prospective candidate to the chapter for consideration for membership, and both compiles and submits a Nomination Portfolio (Form 9A-1) to the chapter.

It is the sponsor's responsibility (not the candidate's or any other brother) to compile the Form 9A-1 and submit the same to the chapter.

Under no circumstances are sponsors to “direct” or “ask” candidates or anyone else to compile and/or submit Form 9A-1 to the chapter.

Sponsors cannot sponsor more than two (2) candidates per MSP Cycle.

Note: MSP Qualified: Fully Financial, Online MSP Certified, In Class trained, signs 9A-1I, 9a-20

Membership Selection

Who is a mentor?

A member of the fraternity assigned with the concurrence of the undergraduate and graduate basilei who should be competent in the workings of the fraternity. He is committed to the shepherding of an individual brother through his fraternal and other life experiences. A mentor is someone who can patiently assist with someone's growth and development in a given area. This assistance may come in the form of advice, guidance, teaching, imparting of wisdom, experience, and etc.

Mentors Shall NOT do the work for the prospective candidate, nor shall mentors accept responsibility for things that are squarely the responsibility of the prospective candidate.

Membership Selection

How does a brother become a mentor?

- A. The Graduate Chapter Basileus selects mentors with the concurrence of the Undergraduate Basileus.
- B. Match Graduate and Undergraduate
 - 1. Geographically, professionally, etc.
 - 2. Number of undergraduates and graduates
- C. Complete Membership Training program
- D. Complete Mentoring Training and Sponsoring Training
- E. The mentor will attest to the following:
 - 3. Sign an acknowledgement of the Fraternity's rule on Membership Selection Process 9A-20
 - 4. Attest he has not hazed or injured any candidate of the Fraternity
 - 5. Sign a hold harmless and indemnity agreement 9A-11
 - 6. Agree to take a lie detector test, if required.

A mentor must be MSP Qualified!

Form 1 Package

Form 1 Package

- All Form 1 Packages must contain the following items:

Form #	Title	Notes
Form 1	Notice of Chapter Request	Signed by the Chapter Basileus
Form 1 - 3	MSP Contact Sheet	List key contact information for chapter, district, and university officials (if applicable)
Form 53B	MSP Chapter Roster Validation	List all financial members of the chapter as well as their MSP qualification status
n/a	MSP Package Submissions Checklist – Form 1	Checklist signed by chapter Basileus and MSP chairman attesting to the fact that both persons have reviewed and verified all aspects of the submission.

Forms maybe subject to rejection if the DMSP Chair cannot read your document.

NOTICE OF CHAPTER REQUEST

TO: _____, District Representative

FROM: _____, Chapter

Please be advised that _____ Chapter, in a duly constituted meeting on _____, 20__, by a majority of financial brothers present voted to hold a Membership Selection Process.

If this meets your approval, please notify the Chapter Basileus and we will begin accepting portfolios.

Date

Date

Chapter Basileus Name

District Representative's Name

Signature Chapter Basileus

Signature District Representative

Failure to type the name of the correct D.R. dismisses your request.

Be prepared to validate chapter approval of your MSP request by minutes obtained from a chapter meeting.



Omega Psi Phi Fraternity, Inc

MEMBERSHIP SELECTION PROCESS CONTACT SHEET

Chapter: _____ **District #:** _____ **Chapter #:** _____

Location: _____
P.O. Box City State Zip

Chapter Type
(Select One)

- Undergraduate
- Graduate

MSP Cycle / Timeframe: _____
(e.g. Fall 2014; Spring 2015)

_____ **University Name (for undergraduates only)**

Chapter & Officer Info

	Member Name	Street Address	City	St.	Zip	Primary Phone	Mobile Phone	Email Address
Basileus:								
Vice-Basileus:								
KRS:	This Information must be completed							
KF:	This Information must be completed							

District Officer Info

	Member Name	Street Address	City	St.	Zip	Primary Phone	Mobile Phone	Email Address
District Representative:								
District Counselor:								
RMST Chair:	This Information must be completed							

Undergraduate Chapter Only

	Name	Address	City	St.	Zip	Primary Phone	Mobile Phone	Email Address
Chapter Advisor:	for an undergraduate candidate							
University Registrar:	for an undergraduate candidate							
Dean of Students:	for an undergraduate candidate							
Dean of Greek Life:	for an undergraduate candidate							
Local Graduate Chapter Basileus:	for an undergraduate candidate							
Faculty Advisor (if applicable):	for an undergraduate candidate							



Omega Psi Phi Fraternity, Inc

MEMBERSHIP SELECTION PROCESS - CHAPTER ROSTER VALIDATION

Failure to include a real date voids form 53B

Chapter: _____
 Location: _____

Chapter #: _____
 District #: _____

List all financial chapter members and complete all information requested beginning with the major chapter officers listed.

Major Chapter Officers

				Insert Y or N in these columns			
	First Name	Last Name	Control #	MSP Online Certification Date	MSP Classroom Trained?	Form 9A-11 Completed?	Form 9A-20 Completed?
Basileus:							
Vice-Basileus:							
KRS:							
KF:							

Information available on the chapter KRS page

Chapter Members

				Insert Y or N in these columns			
#	First Name	Last Name	Control #	MSP Online Certification Date	MSP Classroom Trained?	Form 9A-11 Completed?	Form 9A-20 Completed?
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Candidate Vote

Candidate Vote

Votes to submit candidates to DR for consideration must take place at an official chapter meeting in accordance with the following:

- Only MSP-qualified brothers may vote on candidates.
- Sponsors must compile and submit a Nomination Portfolio (Form 9A-1) for the candidate he is sponsoring.
- Sponsors (not a surrogate) must verbally present the case in support of why the fraternity should offer a candidate an opportunity at membership.
- MSP-qualified brothers of the chapter vote on each candidate one at a time (not en masse or in a group).
- Each candidate must receive an affirmative vote from more than 50% of the MSP-qualified members of the chapter in order to be afforded the opportunity to proceed to the next step in MSP.
- Chapter KRS must document the outcome of the vote on each candidate as a matter of record in the chapter meeting minutes of said meeting where the vote took place.
- Only names of approved candidates shall appear on the Form 1E.

Form 105 Package

- all Form 105 Packages must contain the following items:

Form #	Title	Notes
Form 105	Request for MSP	REVISED FORM -Formal request for MSP by chapter to DR
Form 9A-1	Nomination Portfolio	REVISED FORM –States the case for why the prospective candidate should be approved for further membership consideration. Form 9A-1 must be completed by the sponsoring brother (i.e. not the candidate!)
Form 1E	List of Approved Candidates	REVISED FORM -List of all chapter-approved candidates.
Form 9A-1I	Certification / Recertification Form (scanned copies)	Must submit one for each major chapter officer, sponsor, and any other brother who wishes to participate in MSP.
Form 9A-20	Acknowledgment & Indemnification Agreement (scanned copies)	Must submit one for each major chapter officer, sponsor, and any other brother who wishes to participate in MSP.
SEC	Special Event Checklist (Note: Submit SEC directly to District Counselor – not to the DMSPC!)	Lists the planned dates, times, and locations of all MSP educational phase sessions as well as the initiation ceremony and post-initiation training.
Form 53B	MSP Chapter Roster Validation	Lists all financial members of the chapter as well as their MSP qualification status. <u>NOTE: Form 53-B only needs to be submitted with Form 105 package if information has changed since the original version was submitted with the Form 1 package.</u>
n/a	MSP Package Submissions Checklist – Form 105	Checklist signed by chapter Basileus and chapter MSP chairman attesting to the fact that both persons have reviewed and verified all aspects of the submission.

Formal Informational Session

Formal Informational Session

- To be conducted only after the District Representative approves a Form 105 package. From this point on, the Information and success of the MSP Application process is the result of full cooperation between the chapter and the State Rep.
- The State Representative Conducts Informational
 - No candidate should be invited to an informational session if he has not successfully completed the MSP Candidate Link process.
 - Only those candidates who have been invited by the State Rep and whose name appears on Form 1E may attend the Informational Session!
 - Candidates must bring a completed, signed, and notarized Acknowledgment Agreement (obtained from MSP Candidate Link on www.oppf.org).
 - This document serves as the candidate's entry ticket into the Informational Session!*
 - If a candidate doesn't have it, then he is ineligible for membership and must be turned away at the door -period!*
 - State Rep distributes following material to candidates:
 - Form 9A -Application for Membership
 - Fraternity Member Code of Conduct & Disciplinary Policy
 - Summary History Packet
 - Fraternity's Statement of Position on Hazing
 - State Representative shall explain the Tenth District Initiation Fee Policy to candidates.

Formal Informational Session

- Candidates shall be given five (5) business days following the Formal Informational Session to complete their application packages and submit ALL completed application package materials.
- The Formal Informational Session does NOT authorize the commencement of education phase activities!
 - The Education Phase cannot begin until IHQ approves all MSP applications and issues written authorization to the DR for the chapter to continue with its MSP.

MSP Initiation Fees

MSP Initiation Fees

Effective November 1st 2015

Money Order or Cashier's Check	Amount (Undergrad)	Amount (Grad)
Tenth District	\$1415.00	\$1745.00
Chapter Initiation Fees (see note)	TBD	TBD
Total (less chapter initiation fees)	\$1,415.00	\$1,745.00

NEW: IHQ Payments will be paid by the DISTRICT for the sum of the applicants in that cycle in the form of a single district business check.

NOTE: Chapter initiation fees are determined by the local chapter. Local chapter initiation fees shall increase the total amount due.

MSP Initiation Fees - Breakdown

Money Order /
Cashier's Check #1

Payable to: "Tenth District"

Amounts: \$1415 (UG) /
\$1745 (Grad)

Fees / Dues / Assessments	(Undergrad)	(Grad)
Fraternity Dues for 3 years	\$270.00	\$375.00
Fraternity Pin Rental Fee	\$150.00	\$150.00
Dreer History Book	\$40.00	\$40.00
Gill History Book	\$25.00	\$25.00
Initiation Processing Fee	\$415.00	\$415.00
IHQ Maintenance	\$100.00	\$200.00
Criminal Background Check Fee	\$25.00	\$25.00
Liability Insurance Fee	\$160.00	\$160.00
Fraternity Initiation Fee Total	\$1,185.00	\$1,390.00

Fees / Dues / Assessments	(Undergrad)	(Grad)
District Dues for 3 Years	\$45.00	\$105.00
District Initiation Processing Fee	\$50.00	\$50.00
District Printing / Paperwork Fee	\$50.00	\$50.00
District Meeting Registration Surcharge	\$85.00	\$100.00
District Representative's Contingency Fee	\$0.00	\$50.00
Tenth District Initiation Fee Total	\$230.00	\$355.00

Fraternity & District Initiation Fee Totals	\$1,415.00	\$1,745.00
--	-------------------	-------------------

MSP Application Package Submission

MSP Application Package Submission

- All MSP Application Packages must contain the following items:

Form #	Title	Notes
Form 9A	Application for Membership	One per candidate. All pages must be completed properly and accurately. Please refer to the MSP Application Package Submission Tips document for further details.
n/a	College Transcripts	One per candidate. College transcripts from the university. For graduate candidates, transcripts must be from the institution where the candidate earned his bachelor's degree.
n/a	Money Order or Cashier's Checks	Three (3) money orders and/or cashier's checks per candidate for fraternity, district, and chapter initiation fees.
n/a	Passport Photos MUST WEAR SUIT COAT	Two (2) passport photographs per candidate. Photographs MUST conform to guidelines. Please refer to the MSP Application Submission Tips document for further details.
Form 10	Certification of Men for Initiation	Certifies men for initiation. All candidates must sign page 2. For undergraduates, the university must stamp page 1.
Form 3	Fraternity Pin Order Form	Order form for fraternity pins. All candidates must sign page 2. Chapter KRS must sign page 1.
n/a	MSP Package Submissions Checklist - MSP Application Package	Checklist signed by chapter basileus and chapter MSP chairman attesting to the fact that both persons have reviewed and verified all aspects of the submission.
n/a	Acknowledgement Agreement	One per candidate. Must be signed and notarized. Must be collected by the State Representative at the Informational Session.

Key Forms / Documents

Form 10 – Certification Of Men For Initiation

- MUST BE INCLUDED IN MSP PACKAGE! CANDIDATES MUST SIGN PAGE 2!
- State Representative (or District MSP Chairman) should have prospective candidates sign page 2 at the Informational Session.
- **If undergraduate candidates are involved, then page 1 must also be stamped/signed by the registrar's office at the university.**
- **If undergraduates are from more than one university, then include one Form 10 per university.**
- DO NOT COMPLETE INITIATION DATE FIELDS. Leave blank for District MSP Chairman and DR to complete.

Sample Form 10 - Undergraduate

OMEGA PSI PHI FRATERNITY, INC.
Certification of Men for Initiation
TENTH DISTRICT

FORM 10
Revised Aug., 1989
PREVIOUS EDITIONS
ARE OBSOLETE

Name of Chapter ALPHA BETA GAMMA Reported By CHRISTOPHER PRIMUS KRS
 Chapter's Address P.O. BOX 123 CHICAGO IL 60601
Street/P.O. Box City State Zip Code

REGISTRAR/DEAN OF COLLEGE OR UNIVERSITY

Undergraduate candidates for membership must be registered full-time and be pursuing a Bachelors degree. Please complete Columns B, C, and D for each candidate; certify the information by placing the University Seal and your signature hereto; and indicate the number of persons for whom you have provided information. Each candidate is required to sign the release statement on the reverse side of this page.

OMEGA PSI PHI FRATERNITY - CHAPTER KEEPER OF RECORDS AND SEAL

Type the name of each candidate in column A. If the candidate is an undergraduate, he must complete the release statement on the reverse side of this page. Then, the registrar of the college or university must complete columns B, C, and D.

If the applicant is a college graduate, you need to only write the words "graduate" in column B opposite his name.

	A	B	C	D	E
	Name of Candidates for Initiation Print or Type	Academic Classification (Fr. So. etc)	Enrollment Status (Full/Part Time)	Cumulative Grade Point Average	DR Use Only Approved or Disapproved
1	ALSHON BAKER	SO.	Full Time	2.75	
2	CHARLES DAVIS	JR.	Part Time	3.06	
3	EDWARD FULLER	SO.	Full Time	2.49	
4	GEORGE HAYES	JR.	Full Time	2.94	
5					
6					
7					
8					
9					
10					
11					
12					

CHAPTER KEEPER OF RECORDS AND SEAL - DO NOT WRITE BELOW THIS LINE

For Registrar's Use Only

*Official Stamp - Registrar's Office
Chicago Lakefront University
M. Bolden - Registrar*

4

Seal and signature of Registrar or Dean

Number of Candidates Processed

FORM 10

Page 2 of 2

RELEASE OF INFORMATION

By my signature which appears below, I do hereby authorize release to Omega Psi Phi Fraternity, Inc. representative(s) the information requested on the reverse side of this form, for the purpose of assessing my candidacy for membership in said organization.

	NAME (TYPE OR PRINT)	I.D. NUMBER	SIGNATURE	DATE
1	ANTHONY BAKER		<i>[Signature]</i>	1-26-15
2	CHARLES DAVIS		<i>[Signature]</i>	Jan 21-15
3	EDWARD FULLER		<i>[Signature]</i>	01/31/15
4	GEORGE HAYES		<i>[Signature]</i>	1-11-15
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

ALPHA BETA GAMMA (#059901)

Chapter

Sample Form 10 - Graduate

OMEGA PSI PHI FRATERNITY, INC.
Certification of Men for Initiation
TENTH DISTRICT

FORM 10
Revised Aug., 1989
PREVIOUS EDITIONS
ARE OBSOLETE

Name of Chapter ALPHA BETA GAMMA Reported By CHRISTOPHER PRIMUS KRS
 Chapter's Address P.O. BOX 123 CHICAGO IL 60601
Street P.O. Box City State Zip Code

REGISTRAR/DEAN OF COLLEGE OR UNIVERSITY

Undergraduate candidates for membership must be registered full-time and be pursuing a Bachelors degree. Please complete Columns B, C, and D for each candidate; certify the information by placing the University Seal and your signature hereto; and indicate the number of persons for whom you have provided information. Each candidate is required to sign the release statement on the reverse side of this page.

OMEGA PSI PHI FRATERNITY - CHAPTER KEEPER OF RECORDS AND SEAL

Type the name of each candidate in column A. If the candidate is an undergraduate, he must complete the release statement on the reverse side of this page. Then, the registrar of the college or university must complete columns B, C, and D.

If the applicant is a college graduate, you need to only write the words "graduate" in column B opposite his name.

	A	B	C	D	E
	Name of Candidates for Initiation Print or Type	Academic Classification (Fr. So. etc)	Enrollment Status (Full/Part Time)	Cumulative Grade Point Average	DR Use Only Approved or Disapproved
1	ALSHON BAKER	GRADUATE	n/a	n/a	
2	CHARLES DAVIS	GRADUATE	n/a	n/a	
3	EDWARD FULLER	GRADUATE	n/a	n/a	
4	GEORGE HAYES	GRADUATE	n/a	n/a	
5					
6					
7					
8					
9					
10					
11					
12					

CHAPTER KEEPER OF RECORDS AND SEAL - DO NOT WRITE BELOW THIS LINE

For Registrar's Use Only

Seal and Signature of Registrar or Dean	4
	Number of Candidates Processed

FORM 10

Page 2 of 2

RELEASE OF INFORMATION

By my signature which appears below, I do hereby authorize release to Omega Psi Phi Fraternity, Inc. representative(s) the information requested on the reverse side of this form, for the purpose of assessing my candidacy for membership in said organization.

	NAME (TYPE OR PRINT)	I.D. NUMBER	SIGNATURE	DATE
1	ANTHONY BAKER		<i>[Signature]</i>	1-26-15
2	CHARLES DAVIS		<i>[Signature]</i>	Jan 21-15
3	EDWARD FULLER		<i>[Signature]</i>	01/21/15
4	GEORGE HAYES		<i>[Signature]</i>	1-21-15
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

ALPHA BETA GAMMA (#059001)

Chapter

Form 103A – DR Cover letter –

will be provided to the State Representative from the DMSP to complete any text fields as an out come to the Application Phase. It is this form that determines where the new member certificates, membership cards, history books, and fraternity pins are to be shipped.

Make sure that the address of the State Representative is secure and acceptable for this information.

**OMEGA PSI PHI FRATERNITY, INC.
COVER LETTER FOR INITIATION
MEMO TO: DISTRICT REPRESENTATIVE**

RE: _____ CHAPTER _____

FROM: _____, Chm'n _____

Name (Print)

REGIONAL INTAKE TEAM NAME

Address _____

Street P.O. Box

City

State

Zip

Telephone _____

Signature _____

Date _____

1. The Regional Intake Team is presenting the name(s) of _____ candidates for membership. They have complied with the necessary requirements up to this point, and we recommend that the initiation be held

Day of Week

Month

Date

Year

Hour

Place (Building or Address and City, etc.) _____

2. Forms attached: Form 9A (____ persons) plus an official transcript for each prospective; and Form 10

-----FOR D.R. USE ONLY-----

OFFICE OF _____ DISTRICT REPRESENTATIVE

Address _____

City

State

Zip Code

Number of Candidates Submitted _____

Number of Candidates Approved _____

Proposed Date of Initiation _____

Date of Initiation (By D.R.) _____

THE FOLLOWING INDIVIDUAL WILL PERFORM INITIATION

Name _____

Title _____

(Print District Representative's Name _____)

District Representative's Signature _____

Comments _____

-----FOR REGIONAL INTAKE TEAM CHAIRMAN USE ONLY-----

To Executive Director: Please find enclosed material(s) for Initiation

Forms Submitted: { } Form 2 { } Form 3 { } Form 9A (____ persons) { } Form 10

Date Sent to International Office _____

Certified Mail# _____

Date Received by International Office _____

Key Forms / Documents

- Form 3 –Fraternity Pin Order Form
 - MUST BE INCLUDED IN MSP PACKAGE! CANDIDATES MUST SIGN PAGE 2!
 - Chapter KRS must sign page 1.
 - State Representative (or District MSP Chairman) should have prospective candidates sign page 2 at the Informational Session.
 - One Form 3 can be used for all candidates (graduate and undergraduate).

MSP Application Package Submission

Key Points

- Candidates have **five (5) business days to complete** and submit all application materials to State Representative.
- State Representative submits application materials to District MSP Chair (DMSPC).
- DMSPC reviews applications, obtains DR approval, and submits applications & money orders to IHQ.
- IHQ **MUST** approve applications before Educational Phase can begin.

Application for Membership

Application Notes

- Validate that candidates are using the correct version of the Form 9A (Application for Membership).
- The latest (and only) acceptable version is on the Tenth District Website.
- Any submission of prior versions of Form 9A shall be immediately rejected!

Application for Membership

Do's

- Use the Tenth District MSP Application Submission Tips Guide to review candidate applications PRIOR TO submitting application packages to the DMSPC.
- Double check all application pages to make sure all relevant documents have been properly signed and notarized.
- Ensure that each candidate's fully-executed (i.e. initialed, signed, and notarized) Acknowledgement Agreement (from the MSP Candidate Link) is included as the last page of their MSP application (behind the transcript).
- Ensure that all notary public stamps are affixed directly on all original documents. Notary public stamps affixed on separate sheets of paper are not acceptable.

Application for Membership

Don'ts

- ❑ **Do NOT** affix **ANY STAPLES** for any of the documents in the application package! Use a binder clip or paper clip.
- ❑ **Do NOT** use tape, glue, or any other adhesive material to affix passport photographs to the Form 9A. Use a binder clip or paper clip.
- ❑ **Do NOT** submit any **handwritten letters** or recommendation! All letters of recommendation must be typed in business letter format on a separate sheet of paper (not on the recommendation cover sheet!)
- ❑ **Do NOT** submit photocopies of documents requiring signatures and/or notary public stamps. Only submit **original documents** with original signatures and notaries.

Formal Interview

Formal Interview

- Shall be conducted by the State Representative.
- Interview Panel –Shall consist of:
 - State Representative (chairman of interview panel)
 - Chapter Basileus
 - Chapter Vice-Basileus
- Note that DR reserves the right to add or remove brothers from the Interview Panel at his discretion.
- State Representative shall invite candidates to attend designated interview session.

Formal Interview

- State Representative shall pose all questions to candidates.
- Only **MSP qualified chapter** members shall be permitted to attend and watch the formal interview, but under no circumstances shall they directly interact with any candidates.
- MSP qualified chapter members may submit written questions to State Representative to pose to candidates (at State Representative's discretion)
- DR or State Representative may ban any brother from attending and watching the formal interview, or may ask any brother to leave the formal interview.

Education & Initiation Phases

Education Phase

Key Points

- No Education Phase meetings shall take place until IHQ has notified the DR that the chapter may continue with its MSP!
- Until IHQ approval is issued to the DR for the educational phase to proceed, then brothers **shall NOT:**
 - Meet with candidates (either individually or as a group);
 - Conduct “study sessions”, “physical training” (PT), or “hop practice” with candidates (either individually or as a group);
 - Have candidates (either individually or as a group) participate in “service projects” or other activities.
- The education phase shall last a maximum of four (4) weeks in duration.
- Durations may be shorter based upon college or university requirements.
- In the 10th District, State Representative conducts education phase sessions.
- If State Representative is unavailable, then only the DR (not the Basileus, State Rep, or anyone else) can appoint another brother to conduct an education phase session.
- State Representative shall maintain direct interactive control over candidates at all times.

Education Phase

Key Points

- Candidates should be evaluated weekly on the four criteria:
 1. Fellowship, Brotherhood, & Scholarship
 2. Information & Knowledge
 3. Projects & Programs
 4. Character
- During the educational phase sessions candidates shall be taught:
 - Fraternity History
 - Poems
 - Fraternity Structure & Organization
 - Basic Parliamentary Procedure / Robert's Rules of Order
 - Order of Business
 - Basic Chapter Operations
 - Basic Budgeting & Financial Management
 - Meeting Minutes
 - Officer & Committee Reports
- Candidates may be dismissed from MSP for failure to meet any of the four criteria.

Education Phase

Key Points

- Candidates are required to complete at least one community service project during the education phase.
- State Representative administers written examination to candidates.
- Candidates must pass written examination with passing grade of 80% or higher. Failure to do so shall result in the candidate's dismissal from the process.

Initiation Phase

Key Points

- Only the District Representative or his designee has the authority to conduct a formal initiation ceremony.
- All participants (candidates & especially brothers) **MUST** be adorned in dark suit, jacket, collared shirt, and tie.
- Decorum should prevail at all times -this is one of the most solemn ritualistic events in the fraternity.

Summary

- Follow the process!
- Only the DR, State Representative, or District MSP Chairman are authorized to conduct the Informational Session and the initiation ceremony!
- Education Phase can only begin after the DR has received approval from IHQ.
- **DO NOT HAZE!**
- **If you haze, you will be EXPELLED and PROSECUTED to the fullest extent of the law!**