



Kappa Delta Pi Initiation Cover Sheet

Information & Checklist for Submitting New Members

For Office Use Only
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Please fill out the following information and complete the checklist below to submit your chapter's new members:

Chapter Greek Name and Number:	Regional Chapter Coordinator Name:
College/University Name and State:	Initiation Date:
Chapter's Local Dues (per member): \$	Chapter's One-Time Initiation Fee (per member): \$
List Names of any Honorary Members below: 1. _____ 2. _____ (Honorary Members should not be working or studying in the field of education. An Initiate Application must be submitted for each Honorary Member. The chapter pays the \$51 honorary membership fee the first year. In subsequent years, it is the responsibility of the Honorary Member to renew membership by paying annual Society dues.)	_____ # New Members (1-year National membership) @ \$39 each = \$ _____ _____ # New Members (2-year National membership) @ \$72 each = \$ _____ <i>(Verify names on second page of this form)</i> 0 1 2 Honorary Members @ \$51 each = \$ _____ <i>(please circle one)</i>
Counselor Name: <i>I hereby certify that the New Member names being submitted were initiated by the chapter.</i>	Total amount of enclosed check: \$ _____

All the items below must be completed to process your initiation. Submission of initiation paperwork with a missing, outdated, or incomplete Cover Sheet or Initiate Application Forms will result in the chapter being charged a \$25 processing fee.

Initial each upon completion:

- _____ 1. Collect a completed *Initiate Application/Initiate Information Form* for each new member of the chapter that was initiated. On the bottom right of each form, the check amount field should indicate National Society dues the member paid (either \$39 or \$72) – no other amounts should be included.
- _____ 2. Indicate the names of those new members that opted for a **2-year** Society Membership on the back of this form, or attach a list.
- _____ 3. Compile the following items into one envelope to mail:
 - One** check made out to *Kappa Delta Pi* for all National Society Dues collected from new members
 - The **original** top sheet of each *Initiate Application/Initiate Information Form*
 - This *Initiation Cover Sheet* completely filled out
 - A copy of your initiation ceremony program
- _____ 4. Mail packet to: Kappa Delta Pi • 3707 Woodview Trace • Indianapolis, IN 46268-1158

Please verify the names of all new members who selected a 2-year Society Membership. You may attach a typed or legible handwritten list. Please add additional names as necessary.

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