



Register – Initiate – Approve: A Guide for Chapter Officers

Following these steps will help chapter leaders navigate the initiation process.

Register

- Pre-approve students on campus—either [through the Registrar](#) or by an unofficial transcript & other chapter criteria.
- Invite candidates using your chapter’s unique registration link in the email invitations to potential members. In the series of three emails, include a deadline for completing the application and Society payment (\$47/1 year or \$82/2 years, plus a \$1 First Year KDP Fee).
 - Find this link on your Chapter Profile in the Chapter Management section of [MyKDP](#).
 - There are three [invitation email templates](#) available to you on the KDP website on the Initiations page.
 - NOTE: Do not post your chapter-specific link on a public website or on social media, as it is always open and can be completed by anyone who has access to the link. Only send this link to those who may be eligible to join your chapter up to 45 days before your initiation date.
 - There is a \$1 First Year KDP Fee that is added to the order at time of check-out. The fee covers the cost of chapter insurance coverage through Kappa Delta Pi.
- Collect [local dues and one-time initiation fees](#) (if applicable) from each initiate.
- Plan an [Informational Meeting](#) for initiates prior to the Initiation Ceremony.
- Review the Pending Membership Applications in [MyKDP’s](#) Chapter Management section. Do not approve or deny pending members until after the ceremony; rather, use this list to determine who has registered to be initiated). Follow up with the [reminder emails](#) to anyone who is eligible but has not yet applied.

Initiate

- Print membership certificates for new initiates.
 - Order the membership certificate package for each of your initiates from the [KDP Store](#) at least two weeks before the ceremony. Use KDP’s [certificate template](#) to print names on the certificates.
- Consult the [Initiation Guidebook](#) for ideas. All members must be initiated using the official Society ritual.
- Determine the chapter’s plan for make-up initiations if an applicant is unable to attend the initiation.

Approve

- Immediately after initiation takes place, approve the initiates from the Pending Membership Applications section of [MyKDP’s](#) Chapter Management.
 - Make sure the initiation date field at the top matches your ceremony date.
 - If anyone did not attend initiation or is otherwise not eligible to join the chapter, deny the application and the dues will be refunded to the applicant. An email from Headquarters will go to both approved and denied applicants letting them know of their status.
 - If no action is taken, at 60 days all pending applicants will be automatically approved by Headquarters.
- Plan an Orientation Meeting for new members to give more information about member benefits and chapter involvement.

INITIATION CHECKLIST

		Dates/Notes:	Task Delegated To:
Determine Recruitment Methods			
<input type="checkbox"/>	Get a list from the Registrar of students who meet membership criteria of local and Society bylaws. A Counselor or a staff representative may need to make this request.		
<input type="checkbox"/>	Identify additional ways to get the message about joining to potential members. Consider visiting classes, or using a department listserv or a mass email, online information portals, or social media. Download flyer templates from www.KDP.org . Prepare your invitation emails the dates for sends.		
Plan Initiation Logistics			
<input type="checkbox"/>	Set the date, location, and time of both the Informational Meeting and Initiation Ceremony.		
<input type="checkbox"/>	Set Initiation agenda (invite speakers, officers to conduct initiation).		
<input type="checkbox"/>	Determine chapter budget for initiation expenses and place orders for supplies (chapter supplies from store.kdp.org , catering, etc.). Order certificates and supplies at least 2 weeks before ceremony.		
<input type="checkbox"/>	Determine calendar for sending out invitations and publicity.		
Execute Recruitment Methods			
<input type="checkbox"/>	Send the invitations and include the online registration link so that initiates can register and pay Society dues prior to the ceremony. Be sure to include the deadline date.		
<input type="checkbox"/>	Hold Informational Meeting approximately 2 weeks before Initiation Ceremony. Remind members to pay Society dues when they apply online and pay local dues to the chapter (if applicable).		
<input type="checkbox"/>	Check the list of Pending Membership Applications online to ensure initiates have registered (do not approve pending members until after the ceremony). Follow up with anyone who was invited but did not appear on the Pending list.		
<input type="checkbox"/>	Provide any final details about the Initiation Ceremony to the initiates.		
Ceremony and Collection of Dues			
<input type="checkbox"/>	Collect local dues and one-time initiation fee (if applicable).		
<input type="checkbox"/>	Print certificates for the initiates that have registered for the ceremony.		
<input type="checkbox"/>	Create and print the program for the Initiation Ceremony. There is a template for this program on the KDP website.		
<input type="checkbox"/>	Hold the Initiation Ceremony and give each initiate a copy of the creed and a membership certificate.		
Membership Approval & Engagement			
<input type="checkbox"/>	Immediately following the Ceremony, chapter officers should approve applicants online. This action begins the benefits for the new member. Log in to the chapter management section of My KDP and follow the instructions under Pending Membership Applications.		
<input type="checkbox"/>	Make sure your members get involved. Start with an Orientation Meeting.		

FREQUENTLY ASKED QUESTIONS

How can I send paper registration forms to Headquarters for our new initiates? We cannot accept hard copies of new initiate applications for processing. As of July 1, 2015, since we have moved our process entirely online, Kappa Delta Pi will charge a fee of \$5 per paper form sent to Headquarters. Under certain circumstances permission to submit payment and forms can be granted by KDP Headquarters if requested in writing at least a month before the initiation date.

Can KDP Headquarters collect our local dues for us from new members? No. The online initiate process does not allow for the collection of local dues for new members. All chapters collect their local chapter dues and/or one-time initiation fee from their initiates prior to initiating them. Renewing members will have the option to pay their local dues with their Society dues.

Since you're collecting Society membership dues before Initiation, what happens if they don't show up or work with chapter leaders to attend a make-up ceremony? If a student registers and pays Society dues using the chapter-specific link but fails to attend the Initiation ceremony, chapter leaders have the ability to deny their application which refunds the membership dues. Following the ceremony, chapter leaders will log in to Chapter Management and Approve or Deny their candidates. If students are marked as "Denied", that is when their money will be refunded.

Can we still conduct a pre-approval process or local application form? Absolutely! All chapters should identify the most effective way to recruit and approve members based on their eligibility requirements. Many chapters simply pull a list of eligible students from the registrar and send a mass invite to all eligible candidates. However, we do have chapters that have a local application process, and this can absolutely still work. This local process should take place before the eligible candidates are given the chapter-specific link to register.

Why are initiates charged an extra dollar on the online invoice? This one-time fee covers the cost of chapter insurance coverage through Kappa Delta Pi. The policy provides payment in the event of a "liability" loss that caused injury or property damage. It protects the chapter and its members against liabilities that arise from its daily operations, meetings, and other officially sanctioned chapter events that do not involve potentially hazardous or dangerous activities. This is a \$1 charge, which renewing members will not need to pay.

How long can my candidates for membership remain in "Pending" status? We recommend that candidates for membership remain in the "Pending" status no more than 45 days, so please have them register as close to the initiation date as possible! If no action is taken, at 60 days all pending applicants will be automatically approved by Headquarters.

Can I deny applications before the initiation if I know that they are not eligible or are no longer being considered for membership? You are able to deny applications for membership as early as you notice them in "Pending Membership Applications." If you do this, please use the appropriate initiation ceremony date in the field for initiation date. However, you should not approve any applications for membership before they have attended the initiation ceremony. All candidates for membership must be initiated using the official Society ritual.

How can I see a list of who has been approved or denied? All approved new members within a specific timeframe can be viewed by clicking on "Pending Applications to Approve or Deny" within the Chapter Management section of MyKDP. If you would like to run this information in a format that is easy to print, you can do so by running the Chapter Roster. Before running the report, check the "Pending Applicants" button.

When does membership begin? Membership begins immediately upon approval by the chapter leader.