

# Chapter Initiation Process Overview



## RECRUIT

- Identify eligible individuals through the [registrar's office](#), including graduate and secondary students.
- Find your chapter's unique link under Chapter Management–Chapter Profile when logged into [MyKDP](#).
- Utilize KDP's [three email invitations](#)—be sure to follow up with invitees at least once before your deadline.

## INITIATE

- [Collect local dues](#) to cover costs for your initiation ceremony.
- [Order supplies](#), including a Society Membership Certificate package for each new member.
- Create a [program for the ceremony](#).
- Determine the chapter's plan for makeup ceremonies, if any applicants are unable to attend the formal initiation.



## APPROVE

- Log into [MyKDP](#) to approve your pending applications (under Chapter Management) for the chapter's new members. NOTE: Society memberships are activated upon approval.
- Complete a [member survey](#) to find your new members' interests and skills.