Delta Gamma
1873

Initiation Authorization Guide

Authorization Process Overview

In order for your chapter's Initiation to be authorized, chapter officers must complete four tasks in [Anchorbase](#):
- Ensure all Initiation-related events are on the chapter's Anchorbase calendar.
- Add new members to the roster via the Add New Members task.
- Complete the Inspiration and Initiation Outline.
- Complete steps 3 – 5 of the Manage New Members task.

The deadline for finalizing all tasks is one week prior to the date of your chapter's Initiation. Final authorization is granted by your Collegiate Development Specialist (CDS) at Executive Offices.

Initiation-Related Events

Each Initiation scheduled by the chapter should consist of:
- Inspiration ceremony (typically held the night prior to Initiation),
- Initiation ceremony
- Initiation celebration

These events must be added to the chapter's Anchorbase calendar via the vp: member education calendar task. If you have questions or concerns about scheduling these events, please contact your advisory team chair (ATC). As these are anchored events, the expectation is that all members except those with approved absences attend all three events.

Add New Members Task

All new members should be added to your chapter's Anchorbase roster within 24 hours of Bid Day. New members can be added to the roster via the Add New Members task (Roster > Tasks > Add New Members.) Specific instructions for how to complete this task can be found within the task itself and in the [How to Update Your Roster resource](#).

Inspiration and Initiation Outline

The Inspiration and Initiation Outline is due six weeks prior to the date of the Initiation ceremony. This task should be completed by the director: rituals and must be approved by the Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC). For specific guidance on how to complete the Inspiration and Initiation Outline, please refer to the help text of the task. Questions about the Inspiration and Initiation Outline should be directed to your RCS/CAC/NCC.

Manage New Members Task

Steps 3 – 5 of the Manage New Members (Roster > Tasks > Manage New Members) are due one week ahead of the date of Initiation. This task is wtheme all relevant officers will verify that each new member meets the Initiation requirements outlined below. The chapter president and ATC do not contribute to this task but are encouraged to monitor progress to ensure the task is completed prior to the deadline.

Initiation Requirements:

- **New Member Claim Account:** Once a new member has been added to the chapter's Anchorbase roster, they will receive an automated email prompting them to claim their Delta Gamma account. During this process, the new member will provide basic biographical information, emergency contact information, contact information for their support system, and will review and sign the Statement of Obligation. The Unclaimed New Members report (Roster > Reports > Unclaimed New Members) provides the list of new members who have not yet claimed their accounts. This report also includes the unique web links and invite codes needed for each new member to claim their account.
- **Confirmation of Sponsorship:** A confirmation of sponsorship must be submitted for each new member prior to their Initiation.
- **Met Financial Obligations:** Each new member must sign a Dues and Fees contract and pay all Initiation-related fees. The Initiation-related fees include a new member fee, an Initiation fee, and per capita dues.
- **Xcelasone:** Each new member must complete the Xcelasone program in its entirety in order to be eligible for Initiation. New members must claim their Delta Gamma account in order to access Xcelasone
- **GPA Requirement:** All new members must meet the minimum GPA requirements outlined in the Fraternity Constitution, the chapter's Bylaws and Standing Rules (BLSR), and if applicable, the university or college Panhellenic's requirements.

Each of the above requirements must be met by the new members in order for them to be eligible for Initiation. In order to verify that the above requirements have been met, the steps of the Manage New Members task outlined below must be completed by the authorization deadline. The vp: member education should collaborate with the officers indicated to ensure that each requirement is appropriately verified. Questions about completing the Manage New Members steps should be directed to your CDS.

Step 3: Confirmation of Sponsorship

The director of new members should collaborate with the vp: membership to obtain copies of Recommendation Form or a screenshot containing a sponsor tag from MyVote for each member. The confirmation of sponsorship can be uploaded via the third action bubble of the Manage New Members task. Once this has been uploaded, the bubble will turn a light grey and will not be able to be selected again.

For additional information about how to upload the recommendation form, please refer to this resource.

Step 4: Met Financial Obligation

The vp: finance must verify that each new member has met their financial obligations. To confirm this, the vp: finance must complete the fourth action bubble of the Manage New Members task. Once this step has been completed, the bubble will turn a light grey and will not be able to be selected again.

Step 5: Met Initiation Requirements

The vp: member education must verify that each new member has completed Xcelasone, has passed the vote to initiate, and meets scholastic requirements. The vp: member education or director of new members should confirm each new member's progress in Xcelasone through Anchorbase, collaborate with the director: scholarship to confirm their GPA meets the minimum requirements, and with the chapter president to confirm each new member passed the vote to initiate. Once this step has been completed, the bubble will turn a light grey and will not be able to be selected again.

If a new member intends to resign prior to Initiation, them resignation paperwork can be uploaded at any point during this process. New member resignation paperwork that has been completed by the new member and signed by the necessary chapter officers and ATC can be uploaded in Step 1 of the Manage New Members task. Please see the How to Update Your Roster for specific instructions on how to complete this step.

Post-Initiation

Following Initiation, the vp: member education or director: new members should complete Step 6 of the Manage New Members task to certify that all new members who were authorized for Initiation and participated in the ceremony are officially marked as initiated. This step will update their member type on your chapter's roster and will ensure that they are removed from the Manage New Members task. Once complete, your chapter will be invoiced for new member per capita fees, Initiation fees, new member fees and Web fees.

Any new members who are not able to participate in the Initiation will remain in the Manage New Members task until they are able to participate in a make-up Initiation and are authorized by your CDS.

Unauthorized Initiations

An Initiation is considered unauthorized if any one of the following criteria is met:
- **The required Initiation-related tasks in Anchorbase were not completed prior to the deadline.** Both the Manage New Members task and the Inspiration and Initiation Outline must be finalized a week ahead of Initiation. If eitthem one of these tasks is not completed, the Initiation will not be authorized by your CDS and the ceremony will have to be rescheduled or voluntarily held without authorization.
- **New members who were not authorized participate in the ceremony.** Each new member must meet the Initiation-related requirements outlined previously. Your CDS will notify you of the new members who are not eligible to participate in the Initiation ceremony. If these new members are initiated during the ceremony

for which they have not been authorized, the entire Initiation will be considered unauthorized.

- **The Initiation ceremony is not on the chapter's Anchorbase calendar.** All Initiation-related events must be approved and added to the chapter's Anchorbase calendar. If the ceremonies are not on the Anchorbase calendar, your RCS/CAC/NCC and CDS will have no knowledge of the event taking place and will not be able to send reminder emails about authorizing the Initiation. If you are rescheduling an Initiation, new dates for the Initiation-related events must be approved by the ATC and added to the chapter's Anchorbase calendar.

Your chapter will receive official notice from your CDS when an Initiation is considered unauthorized. Unauthorized Initiations are reviewed by the Fraternity Director: Member Education and may result in an escalation in chapter status; multiple offenses will result in the chapter being reviewed by Council.

Rescheduling /Scheduling a Make-Up Initiation

An Initiation may need to be rescheduled or a make-up date ceremony may be necessary for women who eitthem are not eligible to participate or whose schedules force them to miss the initial ceremony. If the chapter must postpone Initiation or schedule a make-up ceremony, dates for the three Initiation-related events should be selected by chapter management team (CMT) to accommodate those new members who were not able to attend the initial ceremony and the dates must be approved by the ATC. In the event the new members are able to participate in the Inspiration ceremony but not the Initiation ceremony, a second Inspiration Ceremony does not need to be planned. Once the ATC approves the new dates, the vp: member education should add the events to the vp: member education calendar task in Anchorbase and send an email to the CDS to confirm that a new Initiation date has been approved. Please consult your RCS/CAC/NCC in the event CMT witheys to hold the events on the same night, as part of anotthem anchored event, or if the participation of the entire chapter poses a challenge.

FREQUENTLY ASKED QUESTIONS

Our vp: membership is not certain how to access copies of the new members' recommendation forms. Wtheme do we go?

Copies of all recommendation forms submitted via the online platform appear in the Recommendation Forms report in Anchorbase (Recruitment & Panhellenic > Reports > Recommendation Forms.) Specific instructions on how to utilize this report and download copies of each new member's recommendation form are outlined in the Uploading Recommendation Forms to the Manage New Members Task resource.

A few of the new members cannot find the email to claim their Anchorbase accounts. How do we resend that information?

If a new member accidentally lost or deleted the verification email, the vp: member education can resend this information. The new member unique links and invite keys can be found in the Unclaimed New Members report. Please note that the links and invite keys are specific to the individual new members. Additionally, this report will only show new members who have not claimed their accounts. Once a new member claims their account, they will be removed from the report.

We have completed Steps 2 – 4 but the vp: member education cannot select Step 5. What do we need to do?

Step 5 will appear as a light grey circle that cannot be selected until after the new member has claimed their account. If the vp: member education is unable to select Step 5, the new member has not claimed their account and has not yet signed the Statement of Obligation. If the new member does not have the original email that was automatically sent to them, please refer to the Unclaimed New Members report to send them the unique link and invited code so that they can claim them account.

One of the new members who is not authorized for our Initiation intends to resign. What should we do?

The vp: member education should collaborate with the vp: social standards to send a copy of the new member resignation paperwork to the new member. Once that paperwork has been filled out by the new member and signed by the appropriate chapter officers and ATC, it must be uploaded in Anchorbase via Step 1 of the Manage New Members task. After the paperwork has been submitted in Anchorbase, the CDS will review it and will eitthem approve the paperwork, or follow-up with the vp: social standards to correct any concerns. Following the CDS's approval of the resignation, the new member will be removed from the chapter's roster.

We have a new member who cannot participate in our Initiation. What do we need to do?

If the new member meets all Initiation requirements, the vp: member education should partner with the appropriate officers to complete Steps 3 – 5 of the Manage New Members task. If the new member does not meet all Initiation-related requirements, chapter officers should complete as many steps in the Manage New Members task as is appropriate and complete the otthem steps when the new member meets the requirement(s). Following the initial Initiation, the vp: member education should mark all

women who participated in the ceremony as initiated. The new member who was not able to participate will remain in the Manage New Members task until they is eligible to participate in a future authorized Initiation.

We need to schedule a make-up Initiation because some of our new members had class conflicts during the initial ceremony. What steps do we need to take?

CMT should work togetthem to determine a date for the make-up Initiation events, and the ATC must approve the new dates once chosen. Upon them approval, the vp: member education must add the new event dates to the Anchorbase calendar via the vp: member education calendar task and should notify the CDS of the new Initiation date. Once these steps have been taken, the chapter can proceed with the steps of the authorization process as outlined previously.

*Note: Some universities have restrictions on the length of the new member period. Please partner with your Fraternity/Sorority Advisor (FSA) to ensure that the make-up date does not violate any university policies or procedures.

*Note: A new member's bid expires a calendar year after it is initially extended. Please ensure you are mindful of this when determining the date of the rescheduled or make-up Initiation.

Our Initiation was not authorized by Executive Offices. What are our options?

The chapter may proceed in holding the Initiation ceremony. If this is the option you choose, the entire Initiation will be considered Held without Authorization. The chapter can also consider rescheduling the Initiation events. If this is the option you choose, the ATC must approve of the date changes and the CDS should be notified of the approved Initiation date. Once the new dates have been approved and added to the chapter's Anchorbase calendar, the chapter can proceed with the authorization process as outlined previously.

A woman received a bid from Delta Gamma and was added to our chapter's roster, but they has not come to any new member meetings and will not respond to emails and texts from chapter officers. What can we do?

Chapter officers and fellow new members or members of the chapter who know the woman should continue to try and contact them. If the new member has been absent for at least one term and continues to not respond to outreach, the vp: social standards can submit a Remove No Resignation Form roster change for the new member. This roster change is submitted in the Manage Roster task (Roster > Tasks > Manage Roster) and must be approved by the ATC and the CDS. Once approved, the new member is removed from the chapter's roster.