

2015-2016 VP Membership Reminder



MIT supplies to distribute are enclosed-Manuals & Songbooks

The names of your MITs appear on the Report of Pledging/Invoice. **Give it to the chapter Treasurer to send payment to National Headquarters for MIT supplies.** This statement is also available in the Officer Portal, under the Chapter Information icon.

The **membership education period expires if the member-in-training is not initiated by the end of the academic year** (June 30). If a member-in-training withdraws from the MIT process, she must be reported "withdrawn" by the treasurer in the Officer Portal (OP) **immediately**. She may be invited to membership again next school year. Should she accept an invitation to membership, she must **pay a new MIT fee** and will receive new MIT materials.

DO NOT INITIATE WITHOUT BADGES AND APPROVAL!!

All initiation fees and approval from your Province Officer must be received at National Headquarters **BEFORE** badges and member copies of the Ritual ship! Initiation fees, including any badge upgrades, must be collected at the time of the exam. Be sure the treasurer sends payment with a copy of the chapter statement (found on OP) or submits payment online **AT LEAST** two weeks prior to the initiation date so you will have the badges in time.

If you have not received the badges **4 business days** prior to the scheduled initiation, **CALL National Headquarters immediately.**

Helpful Reminders:

- You may access the Officer Portal (OP) at <http://op.sai-national.org>
- The membership exam/answer key can be found on the OP, in the Document Library, in the VP Membership Resources folder.
- Collegiate initiation fees can be paid online through the Officer Portal** (by the chapter treasurer) using a credit/debit card or an electronic check. **NO CASH, NO PERSONAL CHECKS!!**
- The required Membership Training Curriculum and forms such as the SAI Hazing & Substance Abuse Policy are available on the OP, in the Document Library.
- Tell your MITs about the price of the two badge styles: the superior quality of the 10k gold full crown badge is available for just \$80 more than the vermeil badge. Pass out the jewelry brochures so they see guards, too. **Your MIT will select her desired badge during self validation- this is the badge for which she will be charged. Be sure the correct amount is collected and sent/submitted to NH by the treasurer.**
- Educate your MITs about letter guards. **A guard helps protect the badge** from damage or loss, should it come unfastened. Letter guards can be ordered through the chapter Treasurer.
- You may NOT use the badges of other SAIs for initiation-each MIT must have her badge!!**
- Questions? Contact your Province Officer – she is a valuable resource.

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