

REQUIRED DOCUMENTS FOR INITIATION APPROVAL

MAKE SURE YOU HAVE INITIATION APPROVAL

In order for your Chapter to have initiation approval, the following items **MUST** be in our office two weeks prior to your initiation.

- Report of Eligibility (should be in our office two weeks before the Report of Election).
- Report of Election.
- Catalog Cards. It is recommended that each electee fill them out, not the officers.

If you have **NOT** received an emailed eligibility acknowledgement from HQ and an emailed initiation approval, call 865/564-4578 for initiation approval **PRIOR** to holding your initiation. Do **NOT** wait until after your initiation to call. This **will** result in an unapproved initiation and your chapter will be fined \$50 and could be placed on probation.

Certificates and keys will only be ordered for those initiates whose catalog cards have been completed online. It is to your advantage to submit all catalog cards at one time. If a key or certificate is ordered later, your chapter will be responsible for those additional shipping charges.