

COPORATE HEADQUARTERS PROCESSING FORMS

PBS – 1: Corporate Headquarters Internal Processing Form

Description:

This form is accompanies ALL monies that are sent to the Corporate Headquarters. It must be completed and sent in along with the corresponding payment. ***Note* When submitting payment for new member orders, please do not include other orders on this form.***

PBS – 8: Transfer/ Reinstatement Request Form

This form is used for members who wish to transfer from one chapter to another. It must be authorized by an officer of the chapter that the member wishes to transfer **out of**, verifying that there are no outstanding debts owed to that chapter. ***Note* If a member is reactivating on the alumni level and is listed in a collegiate chapter, chapter authorization is not required, however, the form must still be completed and sent to Corporate Headquarters.***

Credit Card Authorization Form

Description:

This form is used to process monies using a credit card. ***Note* This form may not be used when submitting payment for new members. New member payment must be made via cashier's check or money order.***

Additional Insured Request Form

Description:

This form is used to request an event insurance certificate. ***Note* ALL events (chapter activities and meetings, that have members and/or non-members in attendance), require this form to be sent to the Corporate Headquarters. Additionally, the form must be received at least 30 days prior to each requested event.***

MIP FORMS

PBS – 1: Corporate Headquarters Internal Processing Form

Description:

This form is used to process all monies that come into the Corporate Headquarters. It must be completed and sent in along with the corresponding payment. ***Note* When submitting payment for new member orders, please do not include other orders on this form.***

PBS – 2: Application for Membership

Description:

This form is used to apply for membership into the Fraternity.

PBS – 3: Collegiate Membership Approval Form (For Collegiate Use Only)

Description:

This form is given to the university registrar (along with the PBS-5 submitted by each applicant) to verify the academic status of the applicants. It should be mailed to the respective Regional Director on day 11 of the official MIP process. ***Note* This form will only be accepted if 1) it is signed by the university official AND 2) it is stamped with the raised seal of the university.***

PBS – 5: Academic Verification Form (For Collegiate Use Only)

Description:

This form serves as the collegiate applicant's release of their academic status to the chapter for application purposes. It should be completed by each collegiate applicant. This form is given to the university registrar and gives the institution permission to complete the PBS-3 form and submit it back to the chapter. ***Note* This form is not required to be mailed to the Regional Director with the application materials.***

PBS – 5A: Prospective Member Hold Harmless Agreement Form

Description:

This form serves to verify that the prospective members have read, understand and agree to the Fraternities written policies regarding anti-hazing. This form must be read completely and signed by the applicants by day 11 and must be sent to the respective Regional Director on day 27 of the official MIP process.

PBS – 5B: Member Hold Harmless Agreement Form

Description:

This form serves to verify that the members have read, understand and agree to the Fraternities written policies regarding anti-hazing. This form must be read completely and signed by each participating member and must be sent to the respective Regional Director on day 11 of the official MIP process.

PBS- 6: Candidate Evaluation Form

Description:

This form is used for members to evaluate candidates during interviews on day 22 of the official MIP process. ***Note* This form can only be given to members who have been certified for MIP.***

PBS – 6A: Candidate Evaluation Summary

Description:

This form is used to recap the rating of the total membership selection committee for each candidate after interviews on day 22 of the official MIP process. This form must be completed for each applicant being interviewed for membership. ***Note*The only scores that should be calculated into the scoring on this form should be from brothers who filled out the PBS-6 during the interviewing process and were MIP certified.***

PBS – 7C: Request to Conduct an Intake Program

Description:

This form is used for chapters to request approval from the Regional Director to conduct MIP. It must be submitted, along with the proposed schedule of intake, AT LEAST two weeks prior to the commencement of any intake activity. ***Note* The chapter must wait for approval by the Regional Director to process with MIP activities.***