Registering Your Membership Intake Process (MIP)/New Member Presentation

There are two complementary regsitration processes for chapters participating in membership intake - the registration of the Membership Intake Process itself, and the registration of the New Member Presentation. This flowchart can assist chapter leaders in understanding the needed actions and approvals to ensure their New Member Presentation is excuted successfully.

My chapter is planning on taking in members the following semester. Where do I start?

Registration of Membership Intake Process

Complete and submit the 'Membership Intake Request Form'

This form informs CFSL of a chapter's planned intake timeline, officers responsible for membership intake, and expectations of the membership intake process. **To be completed and approved before the start of any membership intake activities.**

CFSL reviews and approves request form

Chapter completes membership intake process up to selection of aspirants

Complete and submit 'Aspirant/Interest Verification Form'

This forms informs CFSL of the specific students approved to begin membership education. **To be submitted and approved before membership education begins.**

CFSL approves verification form

Chapter begins membership education process, leading towards initiation.

'Stakeholders Meeting' is held

The Stakeholders Meeting brings together campus partners to walk through event needs and logistics. **Stakehlders meetings must occur no later than 14 days before the event.**

Registration of New Member Presentation

Reserve your New Member Presentation space with the Conference and Reservation Services (CARS) Office.

While reservation will not be complete until the appropriate Event Registration is approved, this allows your organization to ensure your desired space is held.

Complete Event Registration through 'GetInvolved'

This process informs the university of the logistical elements of the planned New Member Presentation

CFSL provides final MIP approval to CSI

Without final approval from CFSL, Event Registration will not be reviewed and approved.

CSI reviews and approves Event Registration

Chapter promotes and executes a successful New Member Presentation!

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