
Membership Intake Process Things to Know

- Timeline of MIP Sessions – The Sessions will be conducted for nine (9) days over three (3) weekends. The three (3) weekends do not have to be conducted consecutively; however, they cannot span more than (4) weeks in elapsed time. The Schedule of Activities has been updated to reflect additional workshops and activities.
- Chapters should not enter into any contracts, place deposits, schedule voting or any activities for membership intake until they have received notification of approval of their request to conduct membership intake.
- Prospective Candidate Application Forms are to be emailed to the candidate prior to the Information Session. The membership committee must review the forms **thoroughly to make sure all items are included prior to submission to the Corporate Office.** The forms are collected at the Information Session. **Candidates should not complete the forms at the Information Session.**
- Chapters should note that teaching certifications or licensing certificates for advanced degrees are not acceptable forms of degrees when a candidate does not meet the undergraduate Grade Point Average (GPA) requirement.
- A candidate must submit an official transcript (NO COPIES) that indicates a GPA and that a degree has been conferred when she attends the Information Session or a letter from the registrar's office that certifies a degree has been conferred with the GPA indicated.
- The MIP Form should be sent to the Corporate Office. The Regional Director does not sign this form until it has been evaluated by the Corporate Office and then approved by her.
- Sponsors should make sure to the best of their ability that Legacy family members are eligible. If a soror is not eligible, the candidate's name cannot be resubmitted under another category and where a vote is submitted. If the legacy candidate is out of state, then the legacy sponsor should contact the Corporate Office prior to submitting the application to ensure she is eligible.
- The MIP test is to be administered in three parts and should be designed to test the candidates on the information that has been covered prior to the test.
- Chapter Orientation Workshop. The Supreme Basileus has produced a video message emphasizing the requirements and expectations of the membership intake process – this message must be shown to the workshop attendees. The Membership Chairman should also ensure that a review of the “Preamble” is also conducted at the workshop.

Membership Intake Process Things to Know (continued)

- Letters of Recommendation. The letters should be typewritten/computer generated in a business format, including date and original signature of the soror writing the letter. Computer-generated signatures and handwritten letters will not be accepted.
- MIP Sessions-Week 1-Day 1- The Membership Chairman should ensure that the Supreme Basileus' video message is included as a part of the Informational Presentations from 7:00 pm to 9:00 pm.
- *The **Graduate Candidate MIP Handbook** will be the document each candidate receives during the MIP instead of the Graduate Membership Intake Process Manual. The Graduate Membership Intake Manual is now only used by the Graduate Chapter members.*
- *After the Final Commitment and Reaffirmation ceremonies, it is required that all candidates remain in ritual white (the same attire worn during initiation). The MIP Luncheon program must follow the outline sample program provided in the MIP Manual. The presentation of new members during the public luncheon must include the introduction of sorors by name and profession only. Each new member is expected to stand and be acknowledged by the audience. Any and all types of performances, as well as accessories added to white attire for the MIP Luncheon are prohibited by new initiates. The decorum must reflect the purpose of the celebration, while maintaining the Alpha Kappa Alpha brand.*
- The sample of the New Member Luncheon (See Appendix E)
- The Sponsor of a prospective candidate shall present to the chapter Grammateus, one Sponsor Membership Recommendation Form signed by the sponsor and two (2) Co-Sponsors (Letter Writers) letters of recommendation.
- Graduate MIP Timeline and Checklist reflects that after the vote the letters of regret and background check letters would be sent simultaneously.
- Chapter's Retention Rate serves as a self-assessment of the chapter retention rate over past five years after the chapter has conducted MIP. The membership retention rate will be determined by the Corporate Office.