



How do I complete a Status Report?

Follow the instructions at the top of each page, but here are some answers to some commonly asked questions:

Chapter Information and Volunteer Section

Mark through any information, which is incorrect, and write the correction next to it. After you have completed the Active initiate sheet, count the number of men who have the word active circled next to their name and write that number next to the words Total Active Members *plus* any pledges from the pledge section whom you have indicated as initiated. Don't forget to include any names you have written in on the additional actives sheet. Also write this number on the Assessment worksheet line 2.

Don't forget to write in your grades from the Spring 05 semester. This determines your grade factor for your dues this spring.

Verification of Chapter Officers

This section shows any officers you have previously reported to us. Mark out any incorrect names and write the correct name next to that position. If an office is not listed please write it in on the next page. **DON'T FORGET TO UPDATE OFFICER E-MAIL ADDRESSES**

Active Initiates Sheet

Who counts as an undergraduate active member of my chapter?

Every member enrolled as an undergraduate student at your school whether full or part-time must pay dues to Headquarters with the following exceptions:

- If a member is on internship, co-op, or study abroad and receiving academic credit but is living over 100 miles from your school, he is not responsible for dues and circle Co-op/Study Abroad. No student taking courses at another school including community colleges is considered an undergraduate member. If this is the case, circle the word Left School. If he returns to your school, then he will once again be considered a member of your chapter.

There is no such thing as an inactive member in the Fraternity. If a member chooses not to participate in your chapter's activities and you do not wish to pay his dues, then you must expel him. The procedures for a financial expulsion can be found at <http://www.deltasig.org/undergraduates/index.html> **Expulsions**

- [Expulsion Form](#)
- [Expulsion Guide](#)
- [Hearing Certification](#)
- [Notification Letter](#)
- [Hearing Acknowledgement](#)

If you are planning on expelling one of your members, we must receive notice in writing by October 10 and circle expelled by his name on the status report. You will still be billed for that member's dues, but you will receive a credit when we receive the completed expulsion paperwork by the end of the current semester.

Remember: We audit your reports by randomly verifying rosters with your Greek Advisors.

Additional Actives

List anyone here who has been initiated but was not listed in the previous section. Common reasons for not being listed in the previous section are: not being enrolled in school the previous semester or transferring from another school. **Do not write in anyone who appears in the pledge section.**

Count all of the actives in these two sections and write that number on the first page of the status report as well as on the Assessment worksheet next to line 2, number of initiated members.

Verification of Pledges section

Who is listed in this section?

We have not received either an initiation fee or a pledge/initiation form or both for these men. If someone appears in this section with a **"no" beside pledge/initiation form received please have him complete the form and submit it as soon as possible.** This may be the only reason that he has not yet received his membership materials. You may download pledge forms at ([link to http://www.deltasig.org/undergraduates/index.html](http://www.deltasig.org/undergraduates/index.html) **pledge initiation form**).

Circle the words beside each pledge's name which best describes his status. If you circled **Initiated** please write in the correct date of the initiation ceremony. A **Holdover** is a pledge who has not yet initiated with his class but will initiate at a later date. A **Depledge** is a pledge who will never initiate and has dropped out of the chapter.

If a man has graduated or left school, but **has initiated** circle both **Initiated** and **Left School or Graduated** and give his initiation date. Also write in his new address, if you know it. He is still entitled to his pin, membership card and certificate once we receive his initiation form and his membership fees.

Count the initiated and holdover men and add this number to the total active count on the first page and Actives initiated line 2 on the worksheet.

New pledges section

New pledges should be reported on the Pledge Report. The direct link for the Pledge Report is: www.deltasig.org/pledgereport. List any new pledges in your chapter who have not been listed in the printed section. Only list men who have actually gone through the pledging ceremony. Don't forget to write in the pledging date. If you do not know who your new pledges are by the October 10 deadline, send us their names at a later time.

All pledges, regardless of when they are pledged during the semester, will be charged \$50 for dues. This is in addition to the pledge and initiation fees.