

## How To Begin Membership Selection Process

The deadline for submitting Form 1 to the DR is as follows:

**Fall Semester: September 15, 2017**

**Spring Semester: February 9, 2018**

**Step #1** All chapter must update their MyPage with current officers (Undergraduates, must be actively enrolled in school)

- All quarterly reports done and submitted on time for reporting purposes via MyPage
- Updates made to District Payment portal to ensure our records are active as to who is actually in school.
- All mandated programs completed
- CEF and Insurance paid in Full
- Attended State, District, Conclave or Leadership Conference

**Bro. George Cooke DKRS** will validate and work with the States to ensure all the above has been completed before the State Representative sends their approval back to me with Form 105AA.

**Step #2** Form 1 (Request to the DR for your chapter to participate in MSP) - Fill out and send to the District Representative James Cistrunk <[jcistr4@gmail.com](mailto:jcistr4@gmail.com)>

The District Representative has 3 days to respond  
Once the District Representative approves proceed to Step #3

**Step #3** Forms 105 (District Requirements) - Fill out and send to the District Representative James Cistrunk <[jcistr4@gmail.com](mailto:jcistr4@gmail.com)>

Form 105a (Mandated Program Requirements - Fill out and send to the District Representative James Cistrunk <[jcistr4@gmail.com](mailto:jcistr4@gmail.com)>

Form 105AA\*\* - (State of Georgia Requirements) - Fill out and send to the Georgia State Representative Marvin Broadwater, Sr. <[mbroadwatersr@yahoo.com](mailto:mbroadwatersr@yahoo.com)> copy the District Representative James Cistrunk <[jcistr4@gmail.com](mailto:jcistr4@gmail.com)>

Form 1E (approved names from chapter to become candidates in MSP) - Fill out and send to the District Representative James Cistrunk <[jcistr4@gmail.com](mailto:jcistr4@gmail.com)>

The District Representative has 3 days to respond  
Once the District Representative approves proceed to Step #4

Your Regional MSP chairman shall contact you at this point

**Step #4** Fill out Special Event Checklist (SEC) and send to Raju Aundre Branson <[RajuAundre@Hotmail.com](mailto:RajuAundre@Hotmail.com)> and copy Ms. Judy Spencer <[IHQ-Paralegal@oppf.org](mailto:IHQ-Paralegal@oppf.org)> for the information session, 4 MSP sessions and initiation. All on the same form. If dates change that is fine. Let the District Counselor know the date changes.

**Step #5** Send Form 1C or Form 1D to the interested prospective and copy your regional MSP chair on the email.

Form 1C (acceptance invitation to the information session as a candidate)

Form 1D (denial of acceptance to the information session as a candidate)

Once the Regional MSP chairman has contacted and the Information Session is scheduled your chapter should be well on its way to a successful MSP process.

**\*\* Form 105AA – MAKE SURE THAT THE UNDERGRADUATE ADVISOR SIGNS THE FORM 105AA AND CHECK THE APPROPRIATE BOX PRIOR TO SUBMISSION TO STATE REPRESENTATIVE\*\***