



Document # SP-BB-001	Title: DSP-BB Move-in SOP	Print Date: [Date]
Revision # 1.0	Prepared By: Greg Speno and Don McDaniel	Date Prepared: 7/25/2014
Effective Date:	Approved By: Dan Ward Active Chapter President	Date Approved:
	Approved By: Brian Brooks ACB Treasurer	Date Approved:
	Approved By: Dan Sitar Chapter Advisor	Date Approved:
	Approved By: Karl Adrian ACB President	Date Approved:

Policy: This Procedure shall be followed to ensure the fraternity house is filled to maximum capacity with members who have signed contracts and are financially up to date.

Purpose: This procedure documents lessons learned during prior move-in periods and shall be used for all future move-in periods, both fall and spring semesters.

Scope: This procedure shall apply to every fraternity member living in house.

Ownership: The Alumni Corporation Board President owns this procedure.

Responsibilities:

The Active Chapter Rush Chairman shall be responsible for providing a list of all new members to the Active Chapter President.

The Active Chapter President shall be responsible for compiling a list of new members and current members expected to live in the house during the subject semester and providing that list to the President and Treasurer of the Alumni Corporation Board.

The Chapter Advisor shall be responsible for working with the Active Chapter President to determine the suitability of each proposed member who will be living in the fraternity house. **MU grades, if any, ACT/SAT**



scores and high school GPA shall be taken into consideration, and members found deficient in those areas shall not be accepted.

The Alumni Corporation Board President shall be responsible for setting the policy regarding the number of numbers to live in the fraternity house subject to board approval.

The Alumni Corporation Board Treasurer shall be responsible for sending contracts, house rules and any other information regarding move-in to those planning to live in the house. He shall also be responsible for maintaining a list of those who have signed housing contracts and are financially current.

Alumni Corporation Board members or other active alumni shall be responsible for monitoring the move-in, ensuring that all members moving in have signed contracts, read and sign the house rules, and are financially current.

Definitions: 1. ACB means Alumni Corporation Board.

2. Fraternity house means 805 Richmond Avenue, Columbia, MO

Procedure:

1.0 IDENTIFYING FRATERNITY HOUSE OCCUPANCY

1.1 No later than 15 May prior to the Fall Semester and 15 December prior to the Spring Semester, the Active Chapter President shall provide the Alumni Corporation Board President and Treasurer with a list of those current members who are expected to move into the house the coming semester.

1.2 Between the fall and spring semesters, e.g. the summer rush season, the Rush Chairman shall provide the Active Chapter President, Alumni Corporation Board President and Treasurer with an updated list of new members no less than twice a month. The list shall identify which new members expect to live in the house.

1.3 Between the spring and fall semesters, e.g. the winter break, the Active Chapter President shall provide the Alumni Corporation Board President and Treasurer with an updated list of members expected to live in the house no less than one week after the close of the spring semester. The list shall identify any new members expected to live in the house.



2.0 OBTAINING SIGNED HOUSING CONTRACTS

- 2.1 The Rush Chairman shall provide those financially responsible for each new member with a copy of the housing contract and/or any other information as specified by the Alumni Board Corporation Treasurer within one week of pledging. The Rush Chairman shall also obtain information on each new member by having him complete the “New Member Data Form” Excel spreadsheet within one week of pledging.
- 2.2 The Alumni Board Corporation Treasurer shall identify the date on which signed housing contracts are due, **but that date shall be no later than 1 June for returning members**. The Alumni Corporation Treasurer or his designee shall contact each new member who fails to return a signed contract and payment within one week of the allotted time period.
- 2.3 The Alumni Board Corporation Treasurer shall assemble information packets for new member parents. The packet shall be mailed to new member parents 30 days prior to move-in.

3.0 MOVE-IN

- 3.1 At least 1 week prior to move-in, the Active Chapter President shall update the “DSP In-House_Out-Of-House Summary” Excel spreadsheet to reflect the current status of each member (both in-house and out-of-house). Prior to completion of this activity, the Active Chapter President shall coordinate with the Alumni Corporation Board President and Treasurer to ensure they are all in agreement on the contents of that spreadsheet.
- 3.2 At least 24 hours prior to the start of move-in, the active chapter president shall upload the “DSP In-House_Out-Of-House Summary” Excel spreadsheet to the Keep and Share site and transmit copies to all Alumni Corporation Board members and any other alumni designated to be move-in monitors.
- 3.3 The Alumni Corporation Board Treasurer shall prepare move-in packets for each member moving into the house. He shall also prepare packets for each member living out of the house. The Alumni Corporation Board Treasurer shall ensure that such packets are available prior to the opening of the house.
- 3.4 Thirty days prior to move-in, The Alumni Corporation President shall make arrangements with Alumni Corporation members and/or other alumni to ensure that there are at least two alumni members present for the entire duration of the move-in period. He shall make similar arrangements with the Active Chapter



- Executive Board such that there is at least one member of that group present for the entire duration of the move-in period.
- 3.5 During the fall semester move-in, the move-in monitors shall inspect each and every living area to ensure that there is no damage, and to ensure that members have not moved in without prior authorization of the Alumni Corporation Board President and Treasurer. The monitors shall keep written notes of any discrepancies identified.
- 3.6 All members moving into the fraternity house must check in with the move-in monitors located in the dining room prior to bringing any possessions into the house. During that check in, they will be given combinations to their room locks, will be required to read the house rules in the presence of the move-in monitors and sign one copy, and pay any outstanding balances that they may owe the fraternity.
- 3.7 No member shall be allowed to move into the house without having a signed contract and without having all up-to-date financial balances paid in full. The only exception to this rule will be students expecting to pay their house bills using financial aid.
- 3.8 No member shall move into the fraternity house either before or after the official move-in period without the express signed permission of the Alumni Corporation Board President and Treasurer obtained at least 15 days prior to move-in. Any member receiving such express signed permission shall not enable other members to move into the house by providing door combinations or any other form of assistance.

4.0 AFTER ACTION REPORT

- 4.1 Within one week of the close of each move-in., the Alumni Board President and Treasurer, the Chapter Advisor and all move-in monitors shall engage in a teleconference. During that teleconference, a written log of lessons learned during the move-in shall will be created and used to further improve this process.

EFFECTIVENESS CRITERIA:

- All members moving into the house have signed contracts and zero outstanding balances.
- No members shall have moved in to the house prior to or subsequent to the official move-in period, without express written permission from The Alumni Corporation Board President and Treasurer.



Schedule:

Milestone	Tasks	Start Date
1	Identifying fraternity house occupancy	
1.1	AC-P List of returning in-house members	1-Jun-14
1.2	RC Provide New Member Lists	30-May-14
1.2.a	New Member list 1	15-Jun-14
1.2.b	New Member list 2	30-Jun-14
1.2.c	New Member list 3	15-Jul-14
1.2.d	New Member list 4	1-Aug-14
1.2.e	New Member list 5	15-Aug-14
1.2f	New Member list 6	1-Sep-14
1.2.g	New Member list 7	15-Sep-14
1.3	AC-P Winter Break List	27-Dec-14
2	Obtaining Signed Housing Contracts	
2.1	RC Provide New Members Contract within 1 week and Obtain New Member Information within 2 weeks of pledging	1-Jun-14
2.2	ACB-T Announce Date Contracts Due	16-Jun-14
2.2.a	ACB-T Contact Delinquent Members	1-Aug-14
2.3	ACB-T Mail New Member Info to Parents	20-Jul-14
3	Move-In	
3.1	AC-P Final "In House/Out of House Summary" Coordination	15-Aug-14
3.2	AC-P Upload "In House/Out of House Summary"	21-Aug-14
3.3	ACB-T Prepare Move in Packets	1-Aug-14
3.4	ACB-P Arrange Move-in Monitors	1-Aug-14
3.5	Move-in Monitors Inspect Rooms	22-Aug-14
3.6	All Members Check in with Monitors	22-Aug-14
3.7	Financial Aid Members Provide Promissory Note	22-Aug-14
3.8	Non-Standard Move-in Permission Obtained	8-Aug-14
4	After Action Report	
4.1	Submit AAR	1-Oct-14



Revision History:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	