

CANADIAN EXCHANGE

Canadian Chapters should pay invoices in CAD. When making payments in CAD, chapters should indicate which invoice, or invoices, they are paying in addition to writing a separate check for Loss Prevention payments. Educational program registration fees should be paid in USD. Global Service Initiative fundraising goals are recognized in USD.

ADMINISTRATIVE REPORTS DUE

Online Bio Card- Due to IHQ at time of pledging	Member Expulsions- Immediately with documentation	News Articles for Quarterly Aug. 31, Jan. 1, May 15	Leadership Institute Registration - By June 15
Associate Member Report- Due within seven (7) days of pledging	Member Resignations- Immediately with documentation	Officer List- Due immediately after officer elections	President's Academy Registration- By December 1
Initiation Report- Due within seven (7) days of initiation			Regional Leadership Academy Registration- Date determined by region

PROCEDURES FOR REPORTING ASSOCIATE MEMBERS AND INITIATES

WHEN YOU INTAKE AN ASSOCIATE MEMBER CLASS:

Send to the Fraternity:

1. A completed biographical profile for each man at time of pledging
2. \$85 per man associate member fee must be submitted electronically or postmarked within seven (7) days of pledging. *Late fees are \$10 per man for associate member fees that are seven (7) days past due.*

Fraternity will send you:

1. *Cornerstone* for each associate member
2. *You may order associate member pins at any time for \$3 per pin plus shipping by contacting the executive assistant.*

WHEN YOU INITIATE A GROUP OF MEN:

Send to the Fraternity:

1. A completed Initiation Report for each initiation date within seven (7) days of initiation.
2. \$250 per man initiation fee prior to or within seven (7) days of the Initiation ceremony. *Late fees are \$20 per man for initiation fees that are seven (7) days past due.*

Fraternity will send you:

1. A goldklad member badge for each man.
2. A membership certificate and membership card. *Certificates and cards are ordered and will be sent as soon as possible (approx. 6-8 weeks).*

WHEN YOU INITIATE AN ALUMNUS MEMBER

The By-Laws of the Fraternity provide for the initiation of an "Alumnus Member of the Fraternity". The By-Laws of the Fraternity also provide for the method to be followed to elect an alumnus to membership in the Fraternity.

Send to the Fraternity:

1. Alumnus's biographical profile
2. A completed initiation report for each initiate
3. \$250 per alumnus initiate

Fraternity will send you:

1. A goldklad member badge for each man
2. A membership certificate and membership card