



OΔK KEYS TO LEADERSHIP






Success

CHECKLIST FOR CHARTERING






Stage One: INSTITUTIONAL COMMITMENT



-  **SUBMIT** a request to meet with an OΔK representative to start the process.
-  **ESTABLISH** the chartering team, designating the point of contact for OΔK.
-  **SECURE** long-term institutional commitment from the president or chancellor.
-  **COMMIT** institutional resources and a divisional home for the proposed circle.
-  **HOST** a virtual planning meeting between OΔK and institutional officials




Stage Two: CIRCLE IN DEVELOPMENT



-  **SUBMIT** application and \$1,000 non-refundable fee to officially start the process.
-  **ESTABLISH** a Circle in Development (CID).
-  **SELECT** members, implements programs, and draft the Petition for Charter.





Stage Three: PETITION AND REVIEW



-  **SUBMIT** the draft Petition for Charter with the \$4,000 chartering review and charter fee.
-  **HOST** a site visit from the OΔK Chartering Review Team.
-  **FINALIZE** Petition for Charter after site visit.

Stage Four: APPROVAL AND CHARTERING



-  **SUBMIT** the final Petition for Charter.
-  **PREPARE** for chartering if approved by OΔK.
-  **COMPLETE** the charter class application process.
-  **HOST** the Chartering Ceremony and first official meetings of the circle.