



Iota Phi Theta

From the desk of
The Ohio Valley Regional Polaris

Iota Sweetheart Auxiliary Policy and Procedures for Membership

To remain in good standing, all financial brothers and "sisters" of the Ohio Valley Region, must fulfill the following responsibilities and adhere to the requirements.

The steps listed below **must** be completed in addition to the Auxiliary's New Member Policies and Procedures for recruitment, intake, and/or new member education programs. The following information is private and is only shared with the members of Iota Phi Theta Fraternity Inc. ® and/or Iota Sweetheart Auxiliary members. This is required in order to ensure the safety of members and new members while preserving the fraternal traditions.

Step 1: Only **chapters** in good standing within the Region will be approved for Sweethearts. You can confirm standing with State Director or Regional Polaris.

Step 2: An intake line during time of interest (current semester/quarter) before a Sweetheart Court can be established. Any other consideration or approval must be confirmed with written permission from the State Director and Regional Polaris.

Step 3: Upon receiving approval contact will be made to the OVR Sweetheart President and Vice President. After approval has been confirmed then applications will be given out to the Auxiliary President for each Potential Sweetheart to complete.

Step 4: Applications **MUST** be completed and received by the Sweetheart Chapter President by a designated date (which will be determined by OVR Sweetheart President); all applications will be scanned into PDF format and sent to OVR Sweetheart President and State Director.

Step 5: Once each form is correctly complete, you may set an interview date for the Potential Sweethearts with the brothers of the chapter, the Sweethearts of the chapter, and State Sweetheart Representative. (The Potential Sweetheart Process has been defined in the Ohio Valley Region and will be held as a guideline for this orientation process including a mixer with existing Sweethearts and the interview process as defined above.)



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Step 6: A second interview will then be set with the OVR Sweetheart President and Vice President. This interview will be conference call style with each individual candidate. At the completion of the second interview, a formal recommendation will be made to the Regional Polaris by the OVR Sweetheart President or Vice President.

Step 7: If Approval is granted a \$150 application fee per candidate will be submitted at the regional website (www.ovriotas.org). When all money have been received by the regional office the Sweetheart Court process can begin.

The Sweetheart Process:

The Potential Sweetheart Process has been developed by the OVR Sweetheart Council and Regional Council. Each Sweetheart Chapter President will be responsible to ensure the new members will be oriented and educated with this information and any additional information set forth by the OVR Sweetheart Council or Regional Polaris. On a weekly basis an assigned OVR Sweetheart Council member will contact a member of the Chapter Court to insure all major information is being taught and conveyed in the correct manner.

****A member of the Sweetheart Council *must* be present in order to conduct the final Coronation Ceremony.****

Failure by any chapter, brother, or heart to meet the above criteria will result in temporary suspension, fines (\$500 or more) or other penalties at the discretion of the Regional Polaris.