**MEMBERSHIP CHECKLIST**

**Please have each officer sign and date their section upon completion.**

**Your join date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your checklist is due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (2 weeks after join date)

**PRESIDENT** – Matthew Symonds | (720) 331-7255 | matthew.symonds@berkeley.edu

1. REGISTER WITH CALMUSE (login for new members at bottom): [http://campuslife.berkeley.edu/greek/calmuse](http://campuslife.berkeley.edu/greek/calMUSE)
2. Go over membership expectations

**VP DEVELOPMENT** – Milan Amin | (415) 306-4379 | [milanamin@berkeley.edu](mailto:milanamin@berkeley.edu)

1. Ask him about the development program.
2. EMAIL HIM A COPY OF YOUR UNOFFICIAL BEARFACTS TRANSCRIPT

**VP RECRUITMENT** – Jordan Gilles | (916) 715-7779 | jgilles@berkeley.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Welcome to the chapter! Take the new member survey at [tiny.cc/newmember](file:///C:\Users\Matthew\Downloads\tiny.cc\newmember).

**VP FINANCE** –Aidan Clark | (845) 240-5204 | [aidan.b.clark@gmail.com](mailto:aidan.b.clark@gmail.com)

1. PAY ONE-TIME LIFETIME MEMBERSHIP FEE of $275 & EMAIL HIM YOUR RECEIPT OF REGISTRATION PAYMENT: <http://www.sigep.org/registration/>
2. Ask him about semester dues and optional payment plans
3. House key: Sign key release form (can be found on website) & obtain a key from Spencer Ponce
4. Ask him to about living in the house

**VP COMMUNICATIONS** – Divit Sood | (510) 882-0582 | [divit2@berkeley.edu](mailto:divit2@berkeley.edu)

1. Create a profile on calsigep.com and complete all contact information, biography, and include a profile picture.
2. Add [sigepucberkeley@gmail.com](mailto:sigepucberkeley@gmail.com) on your Google account calendar.

**CHAPLAIN** – Keane Ellis | (559) 560-6195 | [keanellis@berkeley.edu](mailto:keanellis@berkeley.edu)

1. Ask him about academic, house, and attendance standards
2. Ask about drug and alcohol policy
3. Submit Membership Agreement Form (find on website; leave President and VP Standards signatures blank)

**VP PROGRAMMING** – Eric Liu | (909) 327-1317 | [liu.eric@berkeley.edu](mailto:liu.eric@berkeley.edu)

1. Ask him about set up and cleanup for all events.
2. Ask him about alcohol expectations at all events.

**NOTE:** Items in ALL CAPS must be completed and confirmed before passing through the Sigma Rite of Passage.