

Guide to Intake & Check List

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Survivors Guide

Lambda Kappa Omega Guide to Intake

Fall Membership Intake Timeline		
Step 1	Planning & Approval	Objective: Obtain approval to conduct Fall Intake. Responsible Officers • Chapter President • Membership Intake Chair Tasks ☐ Complete the Permission for Intake Request ☐ Create the Chapter Rush and Learn Flyer ☐ Create the Chapter Intake Calendar ☐ Submit all required documents for approval ☐ Make any requested revisions ☐ Receive written approval before proceeding
Step 2	Rush & Learn Preparation	Objective: Prepare for recruitment events. Responsible Officers • Membership Intake Chair • Chapter Members Tasks ☐ Advertise Rush and Learn ☐ Reserve meeting location ☐ Prepare informational materials ☐ Finalize presentation ☐ Assign chapter volunteers
Step 3	Rush & Learn Session	Objective: Introduce prospective members to the organization. Responsible Officers • National President • Chapter Officers Tasks ☐ Host Rush and Learn ☐ Explain membership expectations ☐ Answer questions ☐ Provide application timeline ☐ Share official application link ☐ Send all application sales to chapter Treasury
Step 4	Application Submission	Objective: Receive completed applications. Responsible Officers • Membership Intake Chair Tasks ☐ Verify payment records ☐ Review submitted applications ☐ Follow up on missing Documentation ☐ Send reminders before deadline ☐ Confirm receipt of applications

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		☐ Submit completed application to Membership
Fall Membership Intake Timeline		
Step 5	Interview Preparation	Objective: Organize applicant interviews. Responsible Officers • Intake coordinator Tasks ☐ Schedule interviews ☐ Notify applicants ☐ Prepare interview questions ☐ Confirm interview locations
Step 6	Interviews	Objective: Interview with all qualified applicants. Responsible Officers • Chapter Members Tasks ☐ Conduct interviews ☐ Complete evaluation forms ☐ Maintain confidentiality ☐ Compile interview scores
Step 7	Membership Selection	Objective: Select membership candidates. Responsible Officers • Intake coordinator • Chapter Secretary Tasks ☐ Review interview evaluations ☐ Calculate totals (2/3rd) Required ☐ Submit Finalize List to Membership
Step 8	Applicant Notifications	Objective: Notify all applicants of their status. Responsible Officers • Chapter Secretary Tasks ☐ Send acceptance notifications ☐ Send regret notifications ☐ Provide next-step instructions ☐ Confirm receipt of notifications via National
Step 9	Membership Intake Begins	Membership Intake Begins Objective: Welcome and orient selected candidates. Responsible Officers • Intake coordinator • Assistant- Intake coordinator • Chapter Members Tasks ☐ Hold initial Meeting ☐ Collect remaining fees ☐ Review expectations ☐ Begin intake activities According to Calander

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Step 10	Completion & Reporting		Objective: Complete intake and submit final documentation. Responsible Officers • Intake coordinator • Chapter President • Chapter Secretary Tasks ☐ Submit Line Names to Membership for Approval ☐ Submit Line Names to Membership for Approval ☐ Evaluate intake process for future improvements