Quick facts that you need to know about Phi Beta Sigma Fraternity’s MIP.

1. Phi Beta Sigma’s MIP at the collegiate level is to be executed within a 45 day timeframe. (Alumni chapters have up to 60 days to complete the intake process.)

2. MIP for collegiate chapters MUST be conducted within the window of opportunity designated by the Fraternity each fall and spring. Special requests outside of this time frame may happen for extenuating circumstances, and ONLY with the approval of the Regional Director.

3. Chapters must complete a PBS7c form to secure permission IN WRITING from their respective Regional Director.

4. ONLY financial and MIP certified Brothers are allowed to participate in MIP.

5. Our intake process is administered through an intake team, which may be comprised of collegians and alumni members.

6. Brothers who are cleared to participate in MIP may only interact with the candidates during educational modules. For collegiate chapters, they may also interact during (academic) study sessions. These are intended for candidates and Brothers to study school work (not MIP information), and MUST be approved (in writing) by the Regional Director.

7. The following forms must be completed:
   - PBS 1: PBS Internal Processing Form
   - PBS 2: Membership Application Form
   - PBS 3: Collegiate Membership Approval Form
   - PBS 4: Graduate Membership Approval Form
   - PBS 5: Academic Verification Form
   - PBS 5A-1: Candidate Anti-Hazing Form
   - PBS 6: Candidate Evaluation Form
   - PBS 6A: Candidate Evaluation Summary Form
   - PBS 7C: Chapter Request to Conduct Intake and Intake Schedule

8. The following are the components of MIP:
   - Informational meeting (To notify aspiring men interested in membership of the chapter’s intent to conduct an intake process)
   - Interviews (Candidates are notified of their acceptance or rejection)
   - Six modules (five educational sessions and the final exam)
   - Initiation

9. Candidates for membership are to learn Fraternity information, adhere to Fraternity regulations and expectations of new members, and plan a service project. **(NOTE: The service project is to be executed AFTER the candidates’ initiation. Implementing the service project is not a requirement to successfully complete MIP.)**

BELOW IS A BASIC OVERVIEW OF THE FIVE EDUCATIONAL MODULES:

**MODULE 1: FRATERNITY LANDSCAPE**
- Definition and explanation of Phi Beta Sigma’s Risk Management Policy
- Role of Phi Beta Sigma Men in the Intake Process
- Financial Obligations of being in a fraternity
- Importance of Business Attire in Greek Life & Professional Career
- Exchange of Information amongst the Membership Intake Group

**MODULE 2: FRATERNITY HISTORY**
- Review and discuss the Twelve Inch Rule.
- Planning an Effective Program
- M.I.P. Feedback Discussion
- Collegiate: Stress the importance of Study Hours and Academics
- Overview of the Membership Intake Process
- Time Management Workshop
- Distribution of Lists (National Headquarters, National Officers, Regional Officers, State Officers, Chapter Officers)
- Historical Overview of Greek Letter Organizations
- Philosophy & History of Phi Beta Sigma
- History of Local Chapter
MEMBERSHIP INTAKE PROCESS (MIP) AT-A-GLANCE
UPDATED: 3/29/2016

MODULE 3: NATIONAL PROGRAMS
• Review of Module 2, Assessment I, & Discussion of Assessment Results
• Fraternity’s Organizational Structure
• Roles & Responsibilities of the International Officers

MODULE 4: SERVICE PROJECT & ROLE OF A SIGMA MAN
• Presentation of Service Project Proposal
• Lecture on “The Role of Sigma Man and His Fraternity”
  ➢ Responsibilities of Sigmas
  ➢ Chapter Responsibilities to Regional and National
• Assessment 2
• Lift Every Voice and Sing
• We Are the Men of Sigma
• Membership and Candidates Roundtable Discussion (Discussion of Important Issues – Community or Campus)
• Information Review

MODULE 5: FRATERNITY GOVERNANCE
• Progress Report on Service Project Proposal
• Assessment 3
• Workshop on the Roles and Responsibilities of Chapter Officers
• Lecture on Parliamentary Procedure
• Discussion of National and Regional Reporting
  ➢ PIAA System
  ➢ Chapter Annual Report
• Review Assignments from Previous Session
• Assignments

MODULE 6: FINAL ASSESSMENT
• Collect Final Assignments
• Administer Final Assessment III

10. Current collegiate fees are $755.00, which includes a non-refundable application fee. Chapters may assess chapter dues. If a candidate for membership withdraws from the process, he is entitled to a refund of his membership fees ($555.00). If he decides to go through intake during a different semester, he will need to pay the $200.00 non-refundable application fee again. The candidate and chapter must document the reasons why the candidate was released from the process.

11. Adjustments to the intake schedule must be approved in writing by the regional director. The MIP timeline may NOT be extended beyond the 45 days.

For further assistance, please contact the local chapter or regional leadership, which can be found at http://www.phibetasigma1914.org/contact-us/university-info/ or call Phi Beta Sigma Fraternity, Inc. headquarters at (202) 726-5434 or email info@phibetasigma1914.org.

FOLLOW US:

MIP BLU PRINT TUTORIALS
Chapters can use Blu Print to complete all MIP administrative transactions. Click on the videos to learn more.
• Submit PBS-7C Form
• Submit Candidates for Membership Evaluations
• Submit Candidates for Membership as Applicants
• Submit Candidates for Membership MIP Forms
• Submit MIP Fees Payments

UPDATED: 3/29/2016