

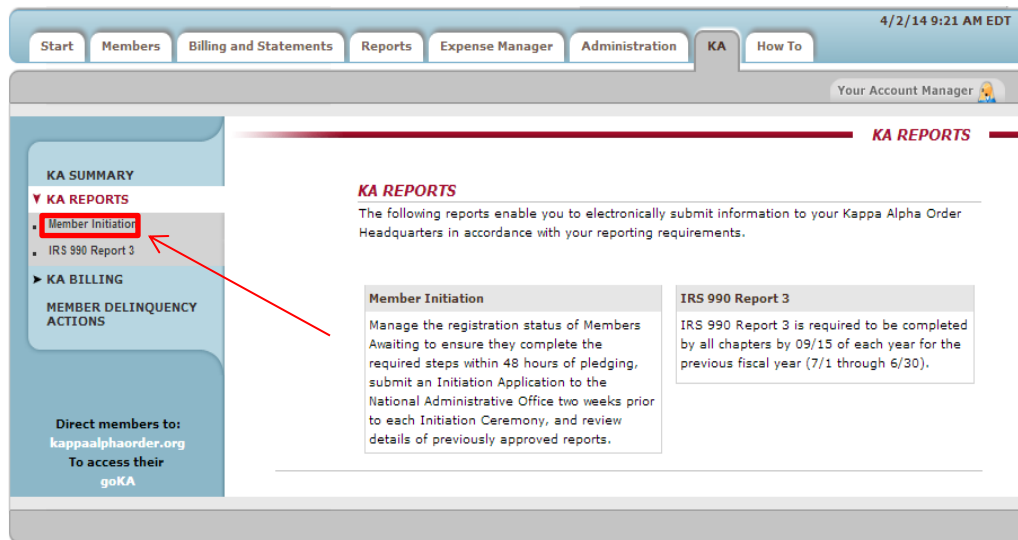


KAPPA ALPHA ORDER
National Administrative Office
at Mulberry Hill

Report 4 Instructions

In accordance with Kappa Alpha Laws, Report 4 is to be filed **2 weeks** before the Initiation date. This allows the National Administrative Office (NAO) to ship the badges of full membership out before the ceremony. Also, after filing this Report, \$250 will be charged to your Chapter's OmegaFi account for every New Member who is to be initiated. The following information will take you through how to accurately fill out Report 4 on OmegaFi.

1. First, logon to OmegaFi and click on the 'KA tab'. On the left-hand side of the screen, click on 'KA Reports' and then 'Member Initiation'.



- From this screen, you will notice New Members in either the 'Approved Report' section or 'Pending Report' section. If you have members that are still pending, you need to address this **immediately** and have these men complete their registration on OmegaFi. You can send them a reminder email by clicking the 'Send Reminder Email' tab above the names. For those who are ready to be initiated, click on 'Create Initiation Application'.

- From here, fill out the required fields. Ensure that you have the correct date and term. Once this is completed, make sure to check the box next to each member that is to be initiated and then hit 'Save and Continue'. You will have another opportunity to review these members before submitting the final report.



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4. Finally, at this page, you will have the opportunity to review all members before sending the application to the NAO for review. If any New Members have 'De-pledged' or have been deferred by the active Chapter, in accordance with Kappa Alpha Law. Once you are ready to submit the report, simply click 'Submit to KA for Approval'. After this, the Chapter account will be charged appropriately.

7/23/13 12:06 PM EDT

Start Members Billing and Statements Reports Expense Manager Administration KA How To

Your Account Manager

MEMBER AWAITING SELECTION > HOLD/DEPLEDGE > REPORT SUBMISSION

You have indicated that the members within the Initiated Members section will be initiated on the provided Initiation Date. Select "Submit to Kappa Alpha Order for Approval" to complete this Initiation Application.

INITIATED MEMBERS

Member Name	Class	Pledge Date	Initiation Date	Initiation Fee
				\$250.00
				\$250.00
				\$250.00
				\$250.00
				Total Fees: \$1,000.00

HELD MEMBERS

Member Name	Class	Pledge Date	Held Date
	Freshmen	06/30/2013	07/21/2013

DEPLEDGE MEMBERS

Member Name	Class	Pledge Date	Depledge Date	Status Reason
	Freshmen	06/30/2013	07/03/2013	Involuntary

Direct members to kappaalphaorder.org
To access their goKA

[Submit to KA for Approval >>](#)