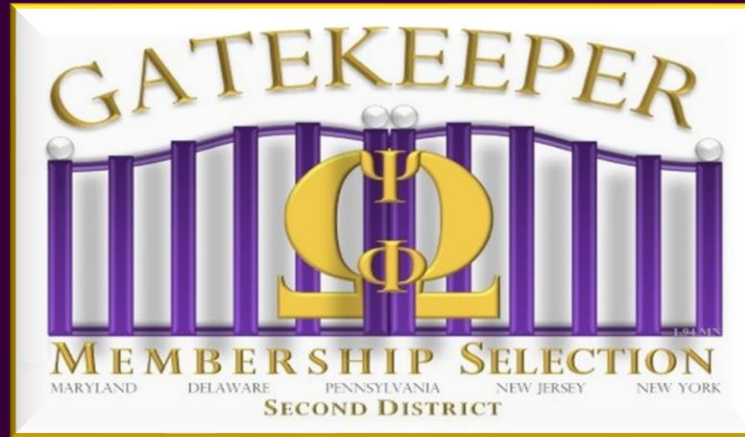




MSP IN-PERSON **Ω** TRAINING



SECOND DISTRICT MSP IN-PERSON TRAINING

Bro. Delrecole "Rico" Gales | 38th Second District Representative

Bro. Troy Manigault | Membership Selection Committee Chairman

ADMINISTRATION & SAFETY BRIEF

Interruptions

- Phones | Side-bars

Emergency

- Exits | Rally point | Head count

Medical Alert

- “Brothers-keeper” | On-site health professionals

Facilities & Restrictions

- Food | Restrooms

MEMBERSHIP SELECTION COMMITTEE

Chairman

- Bro. Troy Manigault

Senior Advisors (& former MSC Chairmen)

- Bros. Dr. Robert Manning, Chairman *emeritus* & Harrison Potts

Members

- Standing | Bros. Eric Brown, Joseph A. Brown, El TaShik Faruq, Rob Ferguson, Dr. Anthony "Tony" Jones, Charles Jones, Donnie Sauls, W. Thomas Stovall Esq., Timothy Thompson, Joe Wallace, Shawn Wilkinson
- Ex officio | Bros. 1VDR Amir Shareef, and Corridor Reps Dwayne Adams (I), Michael Coates (II), Harrison Potts (III), Leon Smith (IV), Kevin Woodhouse (V), Darren Thomas (VI) & Ashley Day (VII)

TRAINING BLOCKS

MSP 101 | Operations

- Roles, responsibilities, policies & fees

MSP 201 | Administration

- Accountability, oversight, process & procedures

RULES OF THE DAY

Training Attendance

- MUST attend for the duration
- Ask questions/participate

MSP 101

OPERATIONS

MSP 101 | OPERATIONS

Topics

- I. Introduction
- II. Key Policies
- III. Selection
- IV. Sponsorship
- V. Mentorship
- VI. Fees
- VII. Process Overview
- Appendices



MSP 101

I. INTRODUCTION

INTRODUCTION

Authority & Oversight

- International Headquarters (IHQ) determines MSP periods and adjudicates MSP portal issues
- DR provides direction and supervision for MSP, including appointing:
 - Membership Selection Committee Chairman | manage MSP training and “MSP Qualifications” for Brothers and Chapters
 - Corridor Representatives | manage MSP operations and serve as “MSP Chairmen”

INTRODUCTION

Authority & Oversight (continued)

- Basileus:
 - Is responsible for Chapter MSP compliance
 - May appoint an MSP Liaison to administer Chapter MSP
- MSP Liaison¹:
 - Is NOT the “MSP Chairmen” nor the “Dean”
 - Should be the VB or Chapter Membership Selection Committee Chairman

¹General duties include liaise between Basileus and Second District Membership Selection Committee Chairman to ensure chapter’s accurate, complete and timely response, review, submission and corrections relative to MSP activities and documentation.

INTRODUCTION

Authority & Oversight (continued)

- Brothers MUST be “MSP Qualified” through the 2D-MSC to be eligible to participate in Second District MSP, subject to DR approval
- Chapters MUST be “MSP Qualified” through the 2D-MSC to be eligible to host MSP in the Second District, subject to DR approval

“MSP Qualified”

ref. Membership Selection Resources page

Brothers

Chapters

INTRODUCTION

Authority & Oversight (continued)

- Second District Membership Selection Committee (2D-MSD) conducts Second District “MSP In-person Training” (2D-MIT) – one criterion for MSP Qualified Brothers
- 2D-MSD vets MSP Qualified Chapters – requires select MSP Qualified Brothers
- 2D-MSD manages and publishes MSP Qualified lists – Brothers and Chapters

MSP Qualified lists

ref. 2D website Brothers Only section, Membership Selection Resources page

“MSP Qualified Brothers”

“MSP Qualified Chapters”

INTRODUCTION

Authority & Oversight (continued)

“If you participate in an MSP Process and are not MSP Qualified you will be **expelled** from the Fraternity”

Bro. Ricky Lewis, 42nd Grand Basileus

Thursday, August 24, 2023

Slide Excerpt | IHQ MSP Classroom Training



MSP 101

II. KEY POLICIES

KEY POLICIES

COVID-19 Update

- Proof of vaccination status **no longer required**
- Mask wear **optional**
- Handwashing remains **highly recommended**



KEY POLICIES

MSP Accountability

- “Big 4” officers MUST be MSP Qualified – i.e., BAS, VB, KRS & KF¹
- ONLY “MSP Qualified” Brothers may participate in MSP, including, but not limited to MSP-related votes and the process phases
- Chapter vote on MSP participation must be recorded in Chapter Minutes²
- MSP must be completed no-later-than the deadline set by IHQ and/or the respective institution’s if set earlier than IHQ’s³

¹“MSP Qualified” requirement applies to the first “1st”/primary if multiple roles (e.g., 1st VB vs. 2nd VB)

²Chapter vote may occur in a year prior to the year of intended MSP participation.

³Institutions may begin and end their semesters early and we must adjust to their deadline to participate.

KEY POLICIES

MSP Certification Test / IHQ Online “Exam”

- MUST complete test online with minimum score of 70%
- Does not grant a right to MSP participation – just one requirement for eligibility
- Valid for five (5) years after the year test is passed
 - Expires December 31st in 5th year

Table. MSP Certification Test expiration periods through 2029

Taken during	Certified for	Expires Re-take by
2018	2018 thru 2023	December 31, 2023
2019	2019 thru 2024	December 31, 2024
2020	2020 thru 2025	December 31, 2025
2021	2021 thru 2026	December 31, 2026
2022	2022 thru 2027	December 31, 2027
2023	2023 thru 2028	December 31, 2028
2024	2024 thru 2029	December 31, 2029

KEY POLICIES

MSP Classroom Training

- DR MUST provide at least one (1) MSP classroom training annually
 - 2D “MSP In-person Training” (2D MIT) is required for MSP participation in 2D
 - IHQ “MSP Classroom Training” is NOT an approved substitute for 2D MIT
- 2D MIT MUST be conducted by 2D MSC Chairman or designee
- 2D MIT valid ONLY for Omega fiscal year – November 1 thru October 31¹
- Training does not grant right to MSP participation – just one requirement

¹DR may grant extension past October 31 when a chapter’s Fall MSP period extends into November.

KEY POLICIES

MSP Classroom Training (continued)

- 2D MIT requires Brothers to annually:
 - Complete check-in/sign-in requirements
 - Attend for the duration of session
 - Complete and submit required MSP forms:¹
 - Form 9A-1I, *Classroom Training Confirmation Form*; AND,
 - Form 9A-20, *Acknowledgement and Indemnification Agreement*

¹Forms are submitted to 2D MSC and to KRS.

KEY POLICIES

MSP Eligibility

UNDERGRADUATE	GRADUATE
MUST exhibit qualities of our Four Cardinal Principles	
MUST be sponsored by two (2) MSP Qualified Brothers in the Chapter who must each complete a Form 9A-1, <i>Nomination Portfolio</i>	
<ul style="list-style-type: none"> ▪ MUST be enrolled as current full-time student at an accredited 4-year institution ▪ MUST possess a cumulative GPA of 2.5 in 4.0 system, or equivalent in different system ▪ MUST have completed at least one (1) year at the institution where chapter is chartered, AND have earned at least 30 semester credit hours in a standard semester system ▪ MUST have completed such other requirements as may be imposed by the institution where chapter is located ▪ MUST have verifiable school participation in extracurricular activities, community involvement, and campus organizations 	<ul style="list-style-type: none"> ▪ MUST have a minimum of baccalaureate degree from an accredited institution provided they wait 48 months after graduation if an active chapter was at the institution ▪ MUST have an approved “4-year” <i>Waiver Request</i> form approved by the DR if less than 48 months since graduation, or be a qualified “Legacy” <p data-bbox="1274 975 2339 1043">NOTE: Both the “4-year” waiver request and the “Legacy” require a cumulative GPA of 2.5 or higher on a 4.0 scale or its equivalent; cannot be waived by DR</p> <ul style="list-style-type: none"> ▪ MUST have verifiable community participation and activism, church involvement, and leadership experience
MUST pay all dues, fees and assessments	

KEY POLICIES

Convicted Felons

- **INELIGIBLE** for membership consideration if convicted of, or pled guilty to, a felony offense under the laws of the jurisdiction where the felony charge was levied
- **INELIGIBLE** for membership consideration if a felony charge is pending at the time of application
- **INELIGIBLE** for membership if received a “Dishonorable Discharge” or “Bad Conduct Discharge”¹

¹Verify using last/latest DD Form 214, *Certificate of Release or Discharge from Active Duty*

KEY POLICIES

Convicted Felons (continued)

- **ELIGIBLE** for membership if previous felony conviction or guilty plea was expunged AND evidence of expungement is verified

NOTICE. Prospective Candidates **MUST** disclose all felony offenses during application process, even if expunged, and Sponsors should ensure this is conveyed.

KEY POLICIES

Online Universities

- **INELIGIBLE** for membership if an Undergraduate enrolled at an online university at the time of application
- **ELIGIBLE** for membership if a Graduate who received a bachelor's degree from an accredited online university

Ref. <https://www.ed.gov/accreditation>



U.S. Department of Education

Search...

Student Loans Grants Laws

Accreditation: Postsecondary Education Institutions

College Accreditation in the United States -- TABLE OF CONTENTS

Is my school accredited?

Look up a school

KEY POLICIES

Seminary/Theological Schools

- **INELIGIBLE** for membership if an Undergraduate enrolled at a seminary or theological school at the time of application
- **INELIGIBLE** for membership if a Graduate of a seminary or theological school that is NOT an accredited bachelor's degree institution
- **INELIGIBLE** for membership if enrolled in a seminary or theological school and HAS NOT previously earned an accredited bachelor's degree

KEY POLICIES

Anti-hazing

- Read/reference Fraternity's "Anti-hazing Policy" | <https://oppf.org/policy/>
- **Zero tolerance** expressly prohibits all acts and forms of hazing, before, during and after MSP
 - Brothers will be liable for all damages/costs incurred for claims arising from acts of hazing
 - Individuals interested in membership or seeking membership who allow themselves to be hazed will be banned indefinitely from membership in Omega Psi Phi Fraternity, Inc.

KEY POLICIES

“Four-year Rule”

- Applicable ONLY to Graduates; Undergraduates are exempt
 - MUST have earned an accredited Undergraduate degree at least four (4) years – i.e., 48 months – prior to applying for membership ... unless qualified for an exception¹
 - MUST produce documented record of social action involvement as part of the application

¹See Key Policies herein regarding “Four-year Rule” – Exceptions.

KEY POLICIES

“Four-year Rule” (continued)

- Exception for Graduates IF:
 - DR elects to use discretion to waive rule; however, GPA requirement cannot be waived – i.e., requires 2.50 or better cumulative GPA (or equivalent—see “Legacy”) from Undergraduate institution where degree was earned
 - Chapter did not exist on campus, OR was under disciplinary sanction during Prospective Candidate’s time of attendance
 - Prospective Candidate meets “Legacy” requirements¹

¹See Key Policies herein regarding “Legacy”.

KEY POLICIES

"Legacy"

- MUST have father/grandfather/great grandfather who is a financial member¹ *..and..*
- MUST have graduated with GPA of 1.5 on 3.0 scale, 2.5 on 4.0 scale, or 3.5 on 5.0 scale or its equivalent from an accredited 4-year college/university; GPA requirement cannot be waived *...and...*
- MUST meet all other membership requirements except "Four-year Rule"

¹Omega Chapter father/grandfather/great grandfather is considered financial if financial with IHQ at time of death.

KEY POLICIES

“Legacy” (continued)

- Chapter MUST make an earnest attempt to extend an invite to an Information Session – still requires two (2) Sponsors¹
- Chapter MUST notify DR in writing within five (5) days of interview if rejecting a Legacy AND must provide reason for rejection
- DR shall review Chapter’s reason for rejection, as well as any petition received from Legacy’s father/grandfather/great grandfather, and shall rule within ten (10) days

¹See Sponsorship herein regarding “Qualifications” and “Restrictions”.

KEY POLICIES

Voter Registration

- MUST show proof of current voter registration



- Visit <https://www.usa.gov/confirm-voter-registration>¹
 - Review voter registration and request duplicate voter registration card

¹Requires first and last name, state, and zip code.

KEY POLICIES

University¹ Partnership

- DR manages University relationships directly and/or through the Corridor Representatives
- Undergraduate Chapters are guests at the pleasure of their University
- No Fraternity rule shall conflict with a rule established by the University; HOWEVER, if/when it does, then the University's rule shall prevail
- MSP must be completed no-later-than the IHQ deadline or by the respective University's deadline if it is earlier; University deadline takes precedence

¹Term "University" is used interchangeably with "College" to refer to a post-secondary institution.

KEY POLICIES

"MSP Qualified"

- Eligibility applies to entire Omega fiscal year – November 1 to October 31
- **MORE involved** than "MSP Certified" – required for 2D

"MSP Certified"	"MSP Qualified"
Financial w/ IHQ	Financial w/ IHQ, 2D & 2D Chapter
IHQ MSP Certification Exam (online) w/in 5 years	
IHQ "MSP Classroom Training"	2D "MSP In-person Training"
	Form 9A-1I
Form 9A-20*	
	Form 53-B**

*Required by IHQ, but only collected by 2D **Completed by KRS

KEY POLICIES

MSP Conduct

- There SHALL BE NO “interest groups”, underground programs, pre- or post-selection processes or secret probation by the chapter or Brothers
- Brothers SHALL BE subject to suspension/expulsion if found guilty of violations
- Chapters SHALL BE subject to suspension/revocation of charter if found guilty of violations

NOTE: Fraternity publishes suspensions and expulsions via OPPF.org and “The Oracle”.



MSP 101

III. SELECTION

SELECTION

Statistics | New Initiate Retentions

"**Seventy percent** of Brothers coming through don't pay their dues after 3 years."

Bro. Ricky Lewis, 42nd Grand Basileus

Thursday, August 24, 2023

Quote | IHQ MSP Classroom Training

SELECTION

“The Crucial Step” | Identify

- Identify Men for selection consideration who exhibit potential to be Omega Men based on their character, integrity and leadership

Omega is not for everyone – “Members vs. Men”

SELECTION

“The Crucial Step” | Interrogate

- Interrogate Sponsors about their relationship with, and knowledge of, their Prospective Candidates

Application, nomination and structured interview processes are up front to improve selection.

SELECTION

"The Crucial Step" | Scrutinize

- Scrutinize Sponsors about their sustained commitment and works in Omega

"Birds of a feather flock together."

SELECTION

“The Crucial Step” | Vote

- ONLY MSP Qualified Brothers can vote¹ to select Prospective Candidates AND vote MUST be by blind ballot to determine who is submitted for DR consideration – approval or denial

Undergraduate Brothers should not succumb to “advice” from non-financial and/or non-chapter Brothers.



MSP 101

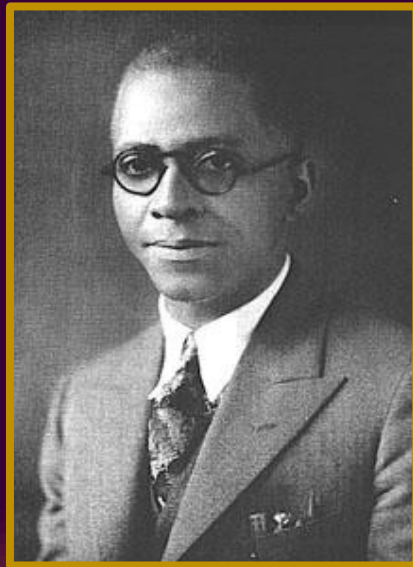
IV. SPONSORSHIP

SPONSORSHIP

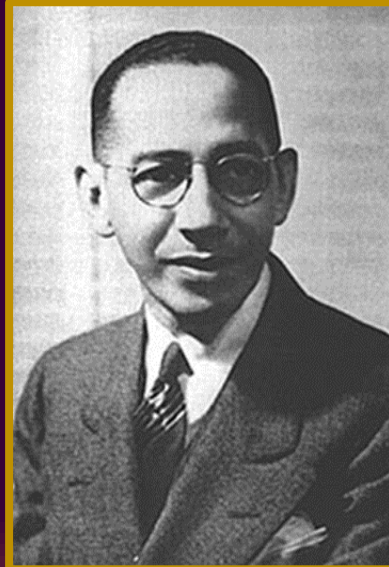
The Original Sponsors

- Does your commitment as, and/or selection of, a Sponsor measure up?

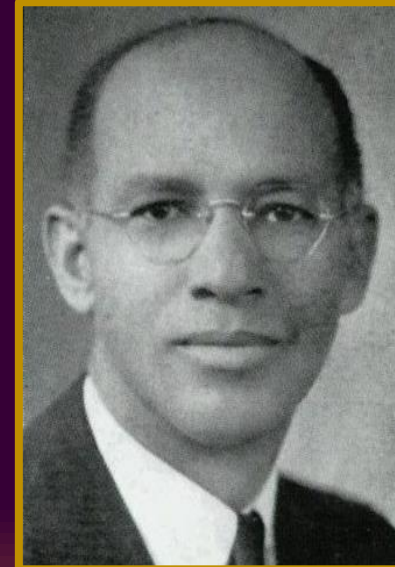
Accepting less than the standard leads to a lower standard.



**Prof. Frank
COLEMAN**



**Dr. Oscar J.
COOPER**



**Bishop Edgar A.
LOVE**

SPONSORSHIP

Qualifications

- MUST be fully financial in current Omega fiscal year AND prior two (2) years
- MUST be “MSP Qualified” for Omega fiscal year of the MSP cycle
- HIGHLY RECOMMENDED, but not required, to have attended $\geq 60\%$ of chapter meetings in current year AND prior two (2) fiscal years
- HIGHLY RECOMMENDED, but not required, to have registered and attended at least one (1) IHQ event AND at least one (1) Second District event within the past two (2) years¹

¹IHQ events include Grand Conclave, Leadership Conference and Undergraduate Summit; and, Second District events include District Conference, District Council Meetings, and Shirtsleeve Conference

SPONSORSHIP

Restrictions

- CANNOT serve as a surrogate; **no proxies!**
- CANNOT sponsor without a second qualified Sponsor*
- CANNOT sponsor more than two (2) Prospective Candidates in an MSP cycle*
- CANNOT sponsor if Graduate Brother with less than 3 years/36 months in the Fraternity*
- CANNOT sponsor Prospective Candidate known less than 2 years/24 months prior to application*

*Undergraduates exempted

SPONSORSHIP

Restrictions (continued)

- CANNOT sponsor without completing and presenting a Form 9A-1, *Nomination Portfolio* for Prospective Candidate(s) AND securing form's Part B: Chapter Basileus Sponsor Certification*
- CANNOT sponsor without presenting Prospective Candidate information and submitting to scrutiny/interrogation by "MSP Qualified" Brothers*
- CANNOT sponsor an Undergraduate (UG) for active UG chapter if a Graduate Brother, nor a Graduate if an Undergraduate Brother

*Applies to each Sponsor

NOTE: Only "MSP Qualified" Brothers may participate in interrogation and vote on Prospective Candidates.



MSP 101

V. MENTORSHIP

MENTORSHIP

The Original Mentor

- With the bar set exceedingly high, how are your Mentors selected?



**Dr. Ernest E.
JUST**

MENTORSHIP

Qualities

- Reflected in the key role Founder JUST held with Undergraduate Founders COOPER, COLEMAN & LOVE
- Serve in the role for life
- Serve as “bridge builders”
- May also serve as a Sponsor
- May mentor more than one Prospective Candidate/Brother

MENTORSHIP

Expectations

- Participate in a continual learning process – Fraternal history and foundation, business/organization of the Fraternity, and counseling between Brothers
- Provide guidance, wisdom, knowledge, and support in a manner in which a protégé can receive it and benefit from it
- Foster growth and development of Prospective Candidates/Brothers throughout their Fraternal life
- Selected based on common interests shared with the Prospective Candidates/Brothers (e.g., career field, education, military service)

MENTORSHIP

Requirements

- MUST be a Graduate Chapter member¹
- MUST be “MSP Qualified”
- Assigned for Graduate Chapters by the Graduate Basileus
- Assigned for Undergraduate Chapters by the Undergraduate Basileus in consultation with the Graduate Basileus of the advising Graduate Chapter



MSP 101

VI. FEES

FEES | UNDERGRADUATE (UG)

DESCRIPTION	PAYMENT	AMOUNT
<ul style="list-style-type: none"> Ω National Dues (\$270) <i>covers 3 years</i> Ω Dreer History Book (\$40) Ω Gill History Book (\$25) Ω Fraternity Pin (\$150) Ω International Meeting Fee (\$0) Ω Initiation Processing Fee (\$415) Ω Maintenance Fee (\$100) Ω Insurance Fee (\$272) Ω Criminal Background Check Fee (\$25)* 	Paid electronically by the Candidate.	\$ 1,297
<ul style="list-style-type: none"> Ω District Dues (\$60) <i>covers 3 years</i> Ω Processing Fee (\$50) Ω Brother Avery's Book (\$15) Ω Gold 2nd District Logo Pin (\$30) 	Paid electronically by the Candidate.	\$ 155
<ul style="list-style-type: none"> Ω District Conference Registration <i>covers 1 year</i> 	Paid electronically by the Candidate.	\$ 160
		\$ 1,612
<ul style="list-style-type: none"> Ω Chapter Dues 	Paid as directed by the local chapter	TBD by Chapter

*Criminal background check fee paid separately by the Candidate – not paid to IHQ.

FEES | GRADUATE (GRAD)

DESCRIPTION	PAYMENT	AMOUNT
<ul style="list-style-type: none"> Ω National Dues (\$375) <i>covers 3 years</i> Ω Dreer History Book (\$40) Ω Gill History Book (\$25) Ω Fraternity Pin (\$150) Ω International Meeting Fee (\$600) Ω Initiation Processing Fee (\$415) Ω Maintenance Fee (\$200) Ω Insurance Fee (\$272) Ω Criminal Background Check Fee (\$25)* 	Paid electronically by the Candidate.	\$ 2,102
<ul style="list-style-type: none"> Ω District Dues (\$150) <i>covers 3 years</i> Ω Processing Fee (\$160) Ω Brother Avery's Book (\$15) Ω Gold 2nd District Logo Pin (\$35) 	Paid electronically by the Candidate.	\$ 360
<ul style="list-style-type: none"> Ω District Conference Registration <i>covers 1 year</i> 	Paid electronically by the Candidate.	\$ 360
		\$ 2,822
<ul style="list-style-type: none"> Ω Chapter Dues 	Paid as directed by the local chapter	TBD by Chapter

*Criminal background check fee paid separately by the Candidate – not paid to IHQ.

INFORMATION | NOTICE

Refund Policy

- Prospective Candidates/Candidates removed from MSP after fees are submitted are entitled to a partial refund, as follows:
 - National fees refund requested via Form 9A Attachment 1H, *Processing Fee Waiver*
 - Partial National refund
 - 100% District refund
 - 100% Chapter refund
 - Less fees

DESCRIPTION	UG	GRAD
Total National Fees	\$ 1,297	\$ 2,102
-- Less Insurance Fee	\$ (272)	\$ (272)
-- Less Criminal Background Check Fee	\$ (25)	\$ (25)
-- Less Initiation Processing Fee	\$ (415)	\$ (415)
TOTAL National Refund	\$ 585	\$ 1,390

NOTE: Less fees total reflected in chart are 55% for UG and 34% for Grad.



MSP 101

VII. PROCESS OVERVIEW

PROCESS OVERVIEW

Summary

- MSP Chairman will provide guidance and direction particular to the corridor, including activities and dates
- Reference “Membership Selection Process Manual”, August 10, 2021 for table
 - MSP Cycle Phase
 - Primary Actor(s)
 - Activity

MSP Cycle Phase	Primary Actor(s)	Activity
P1	DR/IHQ	IHQ will circulate Anti-Hazing Policy and Membership Ban for Interested Individuals Who Submit to Hazing and DR and/or his designee will complete Partnership with University Engagements. Anti-Hazing Exam Portal Opens Up.
P2	Chapter	Electronically submit Form 1 to DR for Approval and once approved – Chapter won't be able to do a form 1 if chapter has not paid CEF and Insurance
P3	Candidates	Complete applications, anti-hazing examination and pay for criminal background check, submit all forms
P4	DR	Notifies Chapter Basileus that Qualified Candidate Report is available
P5	Basileus & Chapters (MSP-Qualified Members ONLY)	Vote to Accept / Reject Qualified Candidates
P6	Basileus	Submit electronically Form 1E to DR and/or Regional MSP Chairman
P7	Regional MSP Chairman	Contacts approved candidates to conduct an informational session (in accordance with school guidelines for undergraduates.)
P8	DR	Electronically Submits paperwork that completes the applications and approves
P9	Candidates	Electronically Submit MSP applications and international MSP fees to IHQ
P10	IHQ	Approves applications after vetting accreditation, transcripts, and chapter status as it relates to dues, fees, and assessments
P11	IHQ	Notifies DRs of Approval
P12	DRs / District/Regional MSP Chairs/Certified Trainers	Conduct New Member Education Training over the next four weeks
P13	IHQ	Issues Control Numbers; Assembles and Disseminates New Member Materials to DRs
P14	DRs / District/Regional MSP Teams/Certified Trainers	Conduct Mass/Regional Initiation Ceremonies
P15	DRs/District/Regional MSP Teams/Certified Trainers	Complete Post Initiation Training

PROCESS OVERVIEW

Pre-process

- Prospective Candidates may be present/participate at public events to allow Brothers to become acquainted, observe and assess, provided that:
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - Events are open to the general public without restriction or qualification
 - Prospective Candidates' attendance/participation is voluntary – i.e., not timed, not directed nor any undue inference

PROCESS OVERVIEW

Pre-process (continued)

- Brothers do not imply nor initiate any quid pro quo actions as a condition of Fraternity membership
- Brothers treat all attendees at public events with respect and dignity at all times
- Brothers permit Prospective Candidates to engage in normal conversations
- Brothers do not engage in, condone, nor permit any hazing

PROCESS OVERVIEW

Application

- Required complete online via <https://msp.oppf.org/> all Prospective Candidates and action by Sponsors and the DR, with access and monitoring by Corridor Representatives
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - Prospective Candidates must use IHQ online portal
 - Sponsors must use IHQ online portal
 - Failure to provide accurate and timely information, by either, will end process
 - Chapter leadership coordinates effort with DKRS and Corridor Representatives

PROCESS OVERVIEW

Information Session

- Attendance required of Prospective Candidates, Basileus and Sponsors, and open to MSP Qualified Brothers approved by the Corridor Representative
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - Conducted by Corridor Representatives
 - All Prospective Candidates must attend on time
 - Chapters **MUST** make earnest attempt to invite known Legacies that apply
 - Chapters **MUST** interview known Legacies that complete Information Session and meet minimum requirements

PROCESS OVERVIEW

Education Session

- Attendance required of Candidates, Basileus, Mentors and Corridor Representative as the “MSP Chairman” (or his designee), and open to Chapter’s MSP Qualified Brothers and other Second District MSP Qualified Brothers approved by the Basileus – Sponsors recommended
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - Adhere to education packet information
 - Clear and confirm session schedules with Corridor Representative
 - Ensure timely attendance and proper attire of Candidates AND Brothers
 - Ensure timely completion of Form 1B, *Weekly Status Report* for each Candidate and for each week

PROCESS OVERVIEW

Education Session (continued)

- Excused absences
 - Highly recommended that two (2) Mentors be assigned for a Candidate, and assignment MUST be documented – i.e., provide Candidate's name, and the Brother('s') name(s)
 - At least one of the two Mentors for a Candidate MUST be present at each session, OR the Candidate will be disqualified from MSP – **NO EXCEPTIONS**
 - Candidates MUST be present at all sessions UNLESS excused by the Corridor Rep
 - Candidates MAY be allowed **ONLY one (1) excused absence** by the Corridor Rep, AND will be disqualified from MSP if absent twice, for any reason – **NO EXCEPTIONS**

PROCESS OVERVIEW

Initiation

- Attendance required of DR and/or his designee (as officiant), Corridor Representative, accepted Candidates, Basileis, Sponsors, Mentors and MSP Chairman and open to Second District MSP Qualified Brothers¹
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - Host-chapter Basileus is responsible to ensure:
 - Location is appropriate and secure
 - Appropriate information and artifacts are gathered and positioned for the officiant
 - An appropriate post-initiation event
 - Brothers who are not MSP Qualified are NOT permitted access nor attendance for the Initiation without prior approval by the DR, even if related to Legacy Candidates

PROCESS OVERVIEW

Post-education Session

- Attendance required for newly initiated Brothers and appropriate Corridor Rep and/or major Chapter officers, and open to other Brothers, whether or not MSP Qualified
 - **No hazing**; YOU will be subject to disciplinary actions and penalties
 - No longer use the term “Neophyte”; use “Brother”
 - Should emphasize training of all Brothers
 - Emphasize Fraternal protocols and acts of courtesy
 - Discuss Fraternal knowledge; restrict to ritualistic scope

MSP 201

ADMINISTRATION

MSP 201 | ADMINISTRATION

Topics

- I. Accountability & Oversight
- II. Process & Procedures

Appendices



MSP 201

I. ACCOUNTABILITY & OVERSIGHT

ACCOUNTABILITY & OVERSIGHT

District Leadership

- DR oversees accountability for MSP in the District – i.e., authorizing MSP, (dis)approving Prospective Candidates, conducting initiations, and/or delegating as appropriate
- Corridor Representative is delegated oversight accountability for MSP within their corridors – i.e., serve as “MSP Chairmen” and conducting/coordinating the MSP phases - and providing guidance, direction and consultation to Chapter leadership
- 2D-MSD Chairman provides program oversight and direction concerning Second District “MSP In-person Training”, managing review and vetting of associated training communications, records and reports.

ACCOUNTABILITY & OVERSIGHT

Chapter Leadership

- Basileus is accountable for MSP compliance by chapters/members – i.e., MSP Qualified participation only (e.g., for MSP vote and during sessions), and accurate, complete and timely MSP documentation preparation and submissions, including Form 9A-1, *Nomination Portfolio*
- KRS is accountability for providing accurate, complete and timely MSP-related records, response, review and reconciliation for/to IHQ and the District
- MSP Liaison serves as the key contact to liaise between the Chapter (Basileus) and the Corridor Representative for the MSP/process and the 2D-MSA (Chairman) regarding MSP training, including qualifications.



MSP 201

II. PROCESS & PROCEDURES

PROCESS & PROCEDURES

Jurisdiction

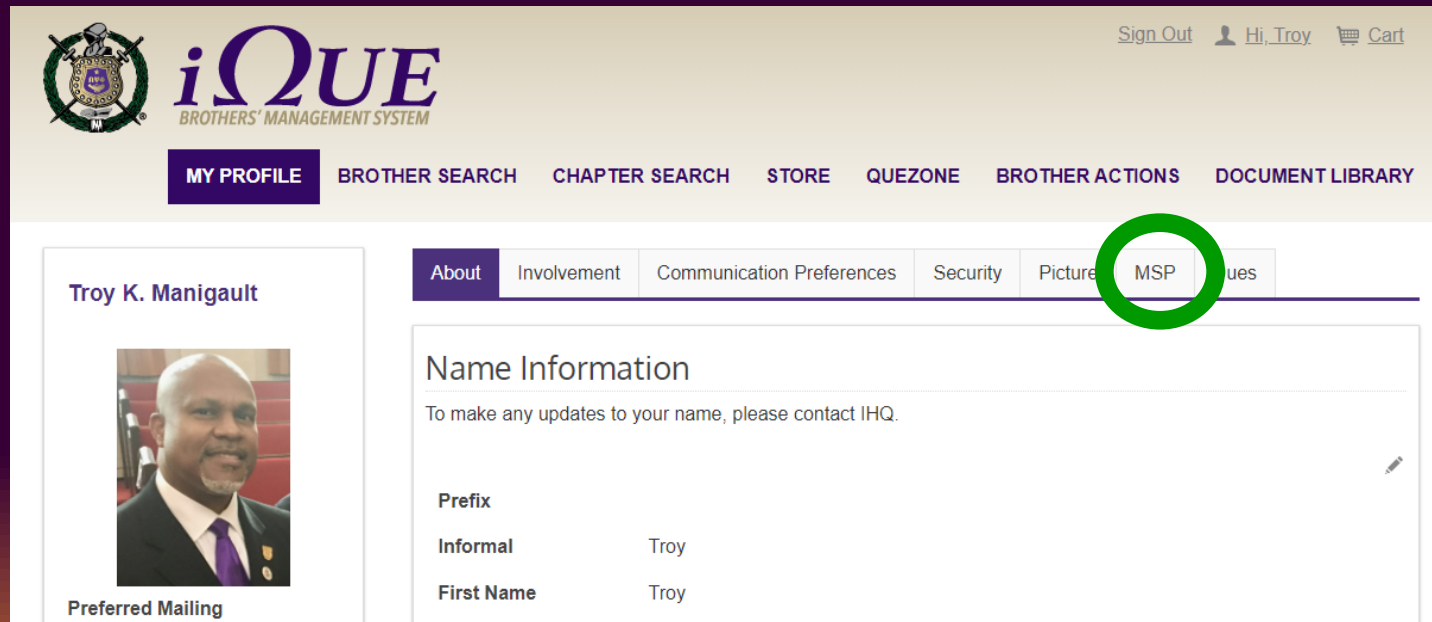
- Chapters may consider Prospective Candidates from outside of their chartered jurisdiction (e.g., County A may consider those from County B)
 - “Gaining” BAS should contact “losing” BAS from the Prospective Candidate’s home jurisdiction to vet for any known disqualifications or other issues before selection
 - The decision to select the Prospective Candidate rests with the gaining chapter, but it should be an informed decision

NOTE: Chapter/BAS should ensure an informed decision based on careful consideration of all Prospective Candidates; particularly to address “Chapter shopping”.

PROCESS & PROCEDURES

MSP Certification Test

- Access online exam results using **MSP** tab via **iΩUE** webpage – Login required
- Recommend reviewing MSP manual and associated documents prior to testing



The screenshot shows the user profile page for Troy K. Manigault on the iΩUE Brothers' Management System. The page includes a navigation menu with options like MY PROFILE, BROTHER SEARCH, CHAPTER SEARCH, STORE, QUEZONE, BROTHER ACTIONS, and DOCUMENT LIBRARY. The user's name and a photo are displayed on the left. On the right, there are tabs for About, Involvement, Communication Preferences, Security, Pictures, MSP, and Issues. The MSP tab is highlighted with a green circle. Below the tabs, the 'Name Information' section is visible, with a note: 'To make any updates to your name, please contact IHQ.' The 'Prefix' section shows 'Informal' as 'Troy' and 'First Name' as 'Troy'.

PROCESS & PROCEDURES

MSP Certification Test (continued)

- Reference “Current MSP Information” regarding certification
 - “Current MSP Certification Status” does not necessarily align with/mean “MSP Qualified”
 - “Last MSP Training Date” status does not necessarily align with 2D-MIT requirement
 - 2D-MSC manages MSP Qualified information

The screenshot shows the user profile for Troy K. Manigault. The navigation menu includes: MY PROFILE, BROTHER SEARCH, CHAPTER SEARCH, STORE, QUEZONE, BROTHER ACTIONS, and DOCUMENT LIBRARY. The sub-menu for the profile includes: About, Involvement, Communication Preferences, Security, Pictures, MSP (highlighted), and Issues. The 'Current MSP Information' section contains the following data:

Current MSP Certification Status	YES
Last MSP Test Date	7/9/2020
Last MSP Training Date	12/4/2021

PROCESS & PROCEDURES

MSP Training Forms

- Prepare Form 53B, *Membership Selection Process – Chapter Roster Validation*
 - Ensure KRS signs and dates
 - Alphabetize names by Last Name when listing
 - Enter appropriate dates in columns, as required

NOTE: Reference [iQUE](#) for MSP Online Certification Test (exam)

FORM 53-B
Revision July 2020

Omega Psi Phi Fraternity, Inc.
MEMBERSHIP SELECTION PROCESS - CHAPTER ROSTER VALIDATION

Chapter: _____ Chapter #: _____
Location: _____ District #: _____

KRS sign & date here

List all financial chapter members and complete all information requested beginning with the major chapter officers.

Major Chapter Officers

	First Name	Last Name	Control #	MSP Online Certification Date	MSP Classroom Training Date	Form 9A-11 Completed?	Form 9A-20 Completed?
Basileus:							
Vice-Basileus:							
KRS:							
KF:							

Chapter Members

	First Name	Last Name	Control #	MSP Online Certification Date	MSP Classroom Training Date	Form 9A-11 Completed?	Form 9A-20 Completed?
1							
2							
3							
4							
5							
6							
7							
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1 of 3

PROCESS & PROCEDURES

MSP Training Forms (continued)

- Provide completed, signed and dated Form 53B as PDF file
- Compile Form 9A-1Is as a single PDF file
 - Name file with chapter name spelled out and form number
- Compile Form 9A-20s as a single PDF file
 - Name file with chapter name spelled out and form number

Examples - PDF file name of compiled forms as email attachments; as three (3) email attachments

Mu Nu Chapter

Mu Nu 9A-1I.pdf
 Mu Nu 9A-20.pdf
 Mu Nu 53-B.pdf

Omega Delta Chapter

Omega Delta 9A-1I.pdf
 Omega Delta 9A-20.pdf
 Omega Delta 53-B.pdf

Xi Lambda Lambda Chapter

Xi Lambda Lambda 9A-1I.pdf
 Xi Lambda Lambda 9A-20.pdf
 Xi Lambda Lambda 53-B

PROCESS & PROCEDURES

MSP Training Forms (continued)

- Conduct chapter-level quality control before submission to 2D-MSC
 - Form 53-B is accurate, complete, formatted properly, signed & dated
 - Forms 9A-1I is proper (pre-populated) version issued by 2D-MSC, accurate, complete, and Brothers' files are compiled in alphabetical order
 - Forms 9A-20 is proper version issued by 2D-MSC, accurate, complete, and Brothers' forms are compiled in alphabetical order

NOTE: The Brothers in the compiled Forms 9A-1I must match those in the Forms 9A-20; no partial/missing form submissions.

PROCESS & PROCEDURES

“MSP Qualified”

- 2D MSC will compile report of MSP Qualified Brothers
 - Summary report will be published to 2D webpage for BROTHERS ONLY access¹
 - Chapter-specific reports will be emailed to respective Basileus and MSP Liaison, with copy to respective Corridor Representative
- Corridor Representatives should update Brothers “Last MSP Training Date” in **iΩUE** to correspond with 2D MSC verified reporting of 2D MSP In-person Training date

¹Contact KRS/DKRS for assistance with BROTHERS ONLY access.

PROCESS & PROCEDURES

Chapter Vote

- Basileus must ensure appropriate MSP participation during chapter vote
 - Brothers must be MSP Qualified to participate in any MSP-related activities, including the chapter vote for/on MSP participation
 - MSP Qualified status expires annually on October 31, *except* when approved by DR to continue during a chapter's MSP cycle that extends into November
 - A chapter MSP participation vote *may* occur prior to November 1 and apply to the following Omega Year beginning November 1
 - Chapter BAS, VB, KRS & KF must all be MSP Qualified for Chapter to be MSP Qualified to submit Form 1, *Request for Membership Selection*

PROCESS & PROCEDURES

MSP Forms

- Be(come) familiar with what forms to use, where to access/find them, when to complete them, and how and to whom to submit them
 - 1, *Request for Membership Selection Program*
 - 1B, *Weekly Status Report*
 - 1C, *Letter of Acceptance*
 - 1D, *Letter of Denial and Thanks*
 - 9A-1, *Nomination Portfolio*
 - 9A-2, *Information Session Invitation*

PROCESS & PROCEDURES

MSP Forms (continued)

- 9A-3, *Cover Letter – Partnership with the University Package*
- 9A-4, *Notice to Parents of Prospective Candidates under Age 21*
- 9A-20, *Acknowledgement and Indemnification Agreement* *
- 9A-21, *Acknowledgment and Indemnification* **
- 10, *Certification of Men for Initiation*
- 103A, *Cover Letter for Initiation*

*For Brothers

**For Candidates

PROCESS & PROCEDURES

MSP Forms (continued)

- *“4 Year Rule” Waiver Request*
- *Recommendation for Membership [Member]*
- *Recommendation for Membership [Non-Member]*
- *Special Event Checklist*
- *Interview Rating Form*

PROCESS & PROCEDURES

MSP Forms Management

- Chapters are responsible to prepare and maintain/retain appropriate MSP records, subject to audit or other requests, such as those concerning:
 - Chapter and Brothers' MSP participation status (authorization)
 - Prospective Candidates MSP acceptance or denial
 - Candidate MSP performance/progress
 - Candidate MSP projects

PROCESS & PROCEDURES

Interview

- Reference “Structured Interview Process”, Revised August 2021
 - Provide Prospective Candidates (PCs) opportunity to address MSP Qualified Chapter Brothers on interview panel
 - Provide MSP Qualified Chapter Brothers opportunity to learn more about PCs in controlled and structured environment
 - Provide MSP Qualified Chapter Brothers opportunity to witness first-hand how PCs conduct themselves in a formal interview setting
 - Provide MSP Qualified Chapter Brothers opportunity to identify areas of concern regarding PCs before the vote to accept or decline PC for membership

PROCESS & PROCEDURES

Interview (continued)

- Interview session shall be conducted in a formal setting and in a professional manner – i.e., attire, decorum, setting
 - Maintain integrity of process
 - Safeguard against any compromising behaviors
- ONLY MSP Qualified Brothers may participate in, observe, or witness in any way
- **NO hazing** under any circumstances – physical, mental, verbal or other

PROCESS & PROCEDURES

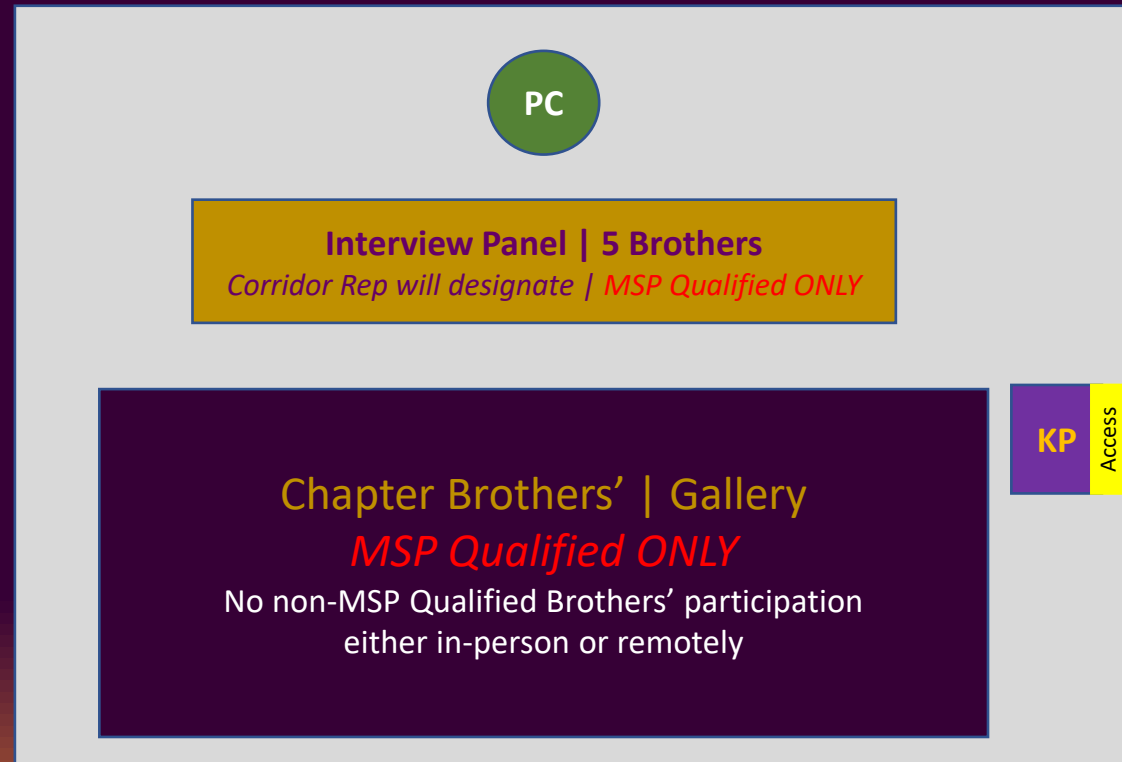
Interview (continued)

- Mail or email invitations to Prospective Candidates at least one (1) week prior with date, time, location, contact, and attire – i.e., business suit, collared shirt, tie, dress shoes
- Host at location with space for a waiting room AND an interview room, where both are sufficiently separated for noise and sight

PROCESS & PROCEDURES

Interview (continued)

- Under ideal circumstances, the interview room should be configured the following manner:
 - Interview panel seated at a table (or row of chairs if no table)
 - MSP Qualified Chapter Brothers behind interview panel
 - Prospective Candidate (PC) seated appropriate distance from and facing front of interview panel
 - Keeper of Peace (KP) controlling access, safety and security



PROCESS & PROCEDURES

Initiation

- Corridor Representative and/or Host-chapter Basileus is responsible to oversee and manage the ceremony at all times, and should confirm and coordinate the following, at a minimum, in advance with the DR (or the Chief of Staff).
 - MUST have an appropriate and secure facility/location
 - MUST have appropriate Initiation information and artifacts secured and ready for use
 - SHOULD coordinate an appropriate post-initiation event
 - MUST ensure ONLY MSP Qualified Brothers approved in the Second District are permitted access to the facility/location UNLESS approved by the DR in advance



MSP 101

APPENDICES

THE FOUNDERS

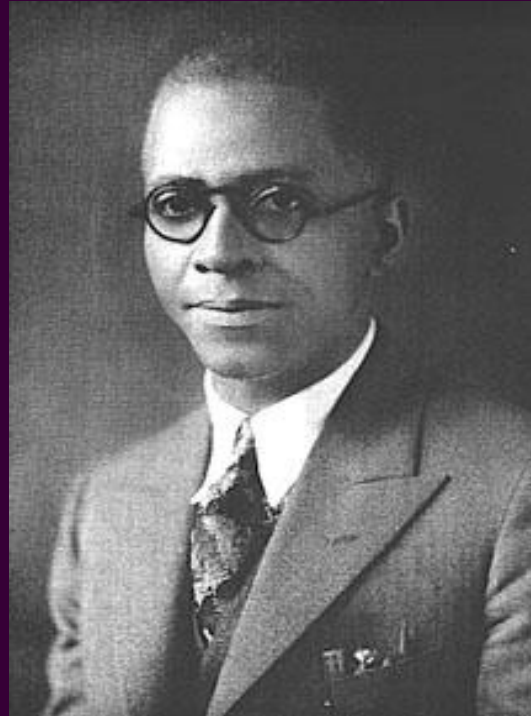
Appendix A1

Ages November 17, 1911



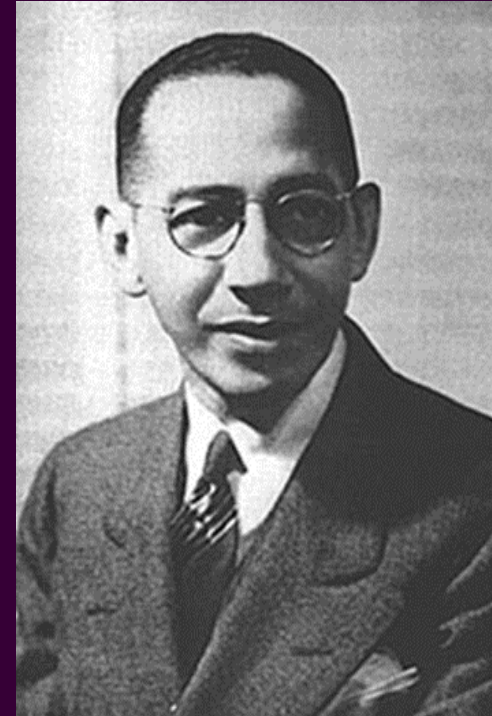
Ernest E. Just

- 28 -



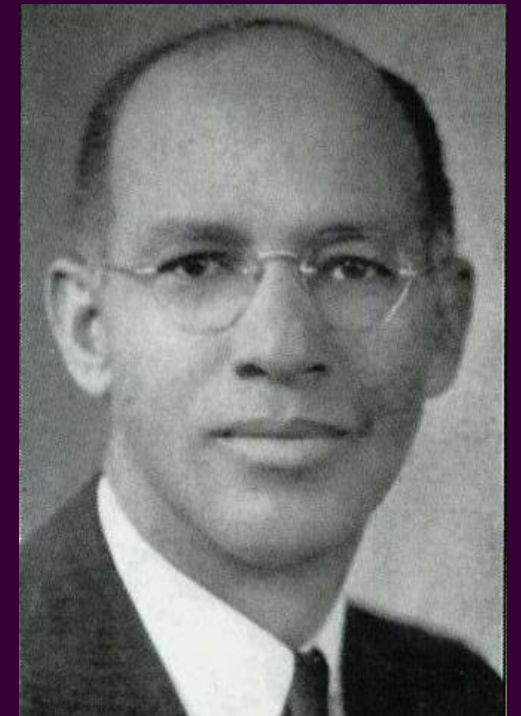
Frank Coleman

- 22 -



Oscar J. Cooper

- 21 -



Edgar A. Love

- 20 -

THE FOUNDERS

Appendix A2

Manhood

“We put Manhood first because we think that character is more essential as we look for prospects in Omega than any other one thing.”

– excerpt from speech by Founder, Bro. Dr. Love

Manhood – Character and manly conduct which is indicative of the ideals of the Fraternity. The composite of qualities, such as discretion, courage, determination, integrity, knowing Right from wrong. It is applied application of Truth, Aspiration, Respect, Nobility, Restraint, Nerve, and Duty. These are the true characters of being a man among men.

THE FOUNDERS

Appendix A3

Scholarship

“Secondly we put Scholarship, there is a place for mediocrity in our society but, not in Omega. We want men whose minds are at least above the average, that they can make a contribution to the life of an institution and to the world.”

– excerpt from speech by Founder, Bro. Dr. Love

Scholarship – Learning; knowledge acquired by study; the academic attainments of a scholar. The continuing quest for knowledge and education. It is the applied application of Intelligence and Thought.

THE FOUNDERS

Appendix A4

Perseverance

“Then Perseverance; we want men who will realize that they have a responsibility to stand by any project that they may begin and see it through.”

– excerpt from speech by Founder, Bro. Dr. Love

Perseverance – Steady persistence in a course of action, or Purpose, or state, in spite of all difficulties, obstacles, or Discouragement. Exhibit a spirit of brotherhood, togetherness, humility, cooperation, and a willingness to go the extra mile for the goal sought as responsible first-class Citizens. (Endeavor and Enthusiasm)

THE FOUNDERS

Appendix A5

Uplift

“And finally, Uplift; which puts man in connection with the community in which he lives and lets him realize that he has a responsibility to those who are less fortunate than himself; that he must also do what he does with the idea of service to the community and to the nation.”

– excerpt from speech by Founder, Bro. Dr. Love

Uplift – The process or work of improving life; socially, intellectually, and morally, for the communities in which we live. The action of “Lifting as we climb” . Verifiable school participation in extracurricular activities, community.

IHQ FEES


Appendix B

IHQ Increase

- New “International Meeting Fee”
 - Effective Fall 2023
 - Grand Conclave or Leadership Conference¹
 - Cannot be waived

¹Application determined by IHQ

INTERNATIONAL HEADQUARTERS (IHQ) MEMBERSHIP SELECTION PROCESS		
UNDERGRADUATE		GRADUATE
\$1,297.00		\$2,102.00
\$270	DUES - THREE YEARS	\$375
\$25	BACKGROUND CHECK <small>background fee is paid seperately</small>	\$25
\$272	INSURANCE FEE	\$272
\$415	INITIATION PROC. FEE	\$415
\$25	GILL HISTORY BOOK	\$25
\$100	MAINTENANCE FEE	\$200
\$150	FRAT PIN	\$150
\$40	DREER HISTORY BOOK	\$40
\$0	INTERNATIONAL MEETING FEE	\$600



Office of the Executive Director Updated September 5, 2023

MENTORSHIP

Appendix C

Mentoring Benefits

Mentor	Mentee/Protégé
Opportunity to make a friend for life	
Creation of a possible resource for help	
Satisfaction of knowing that you have made a difference	Opportunity to learn how to mentor to become a Mentor to others
Possibility of having someone to learn from – in Life & Fraternity	Opportunity for growth and learning in a friendly, supportive relationship

PROCESS OVERVIEW

Appendix D1

MSP Attire¹

- Appropriate attire MUST be worn during MSP sessions

PHASE	ATTIRE	GROUP
Information Session	Business Attire	Prospective Candidates & Brothers
Education Sessions	Corridor Rep discretion	Candidates & Brothers
Initiation	- Informal Attire - Informal Attire with black tie	- Brothers - Initiates
Post-education Sessions	Business Attire	All Brothers

¹Reference *Omega Psi Phi Fraternity, Inc., Protocol and Etiquette Handbook*, October 31, 2021

PROCESS OVERVIEW

Appendix D2

MSP Attire (continued)

- Appropriate attire MUST be worn during MSP sessions

ATTIRE	DESCRIPTION
Business Attire	Suit, sport coats or jacket, shirt and tie, dress pants, dress shoes, socks (no jeans or other tattered wear or boots)
- Informal Attire ¹	(1) Dark Suit (Black or Navy Blue), white dress shirt, royal purple tie ² , black dress shoes, black socks (2) Military Service Dress (Class A Uniform) – Military

¹Candidates wear “Informal Attire” with a black neck tie; not a royal purple tie.

²“Tie” refers to a neck tie; not a bow tie.

RESOURCES

Appendix E

Information & Tools

- [Membership Selection](#) webpage
- [2D website](#) BROTHERS ONLY section under Gatekeeper/Membership section
- 2D-MSC can assist with a range of MSP tools, such as:
 - Attending Officials
 - Candidates & Chamberlains
 - Ceremony Details
 - Ceremony Items
 - Ceremony Speakers
 - Sign-in Roster
 - Test Labels
 - Test Signs

CONTACTS

Appendix F

For Assistance & Questions

- Brothers, generally, should first contact their Basileus, KRS or MSP Liaison, as appropriate, and/or review the Membership Selection webpage for information found at <https://www.opp2d.org/membership-selection>
- 2D MSC Chairman contacts Corridor Representatives, Basileis, KRSEs and MSP Liaisons, as appropriate, via email or phone
- Corridor Representatives, Basileis & MSP Liaisons may contact 2D MSC Chairman via email (membershipselection@opp2d.org) or phone (301.717.5288)