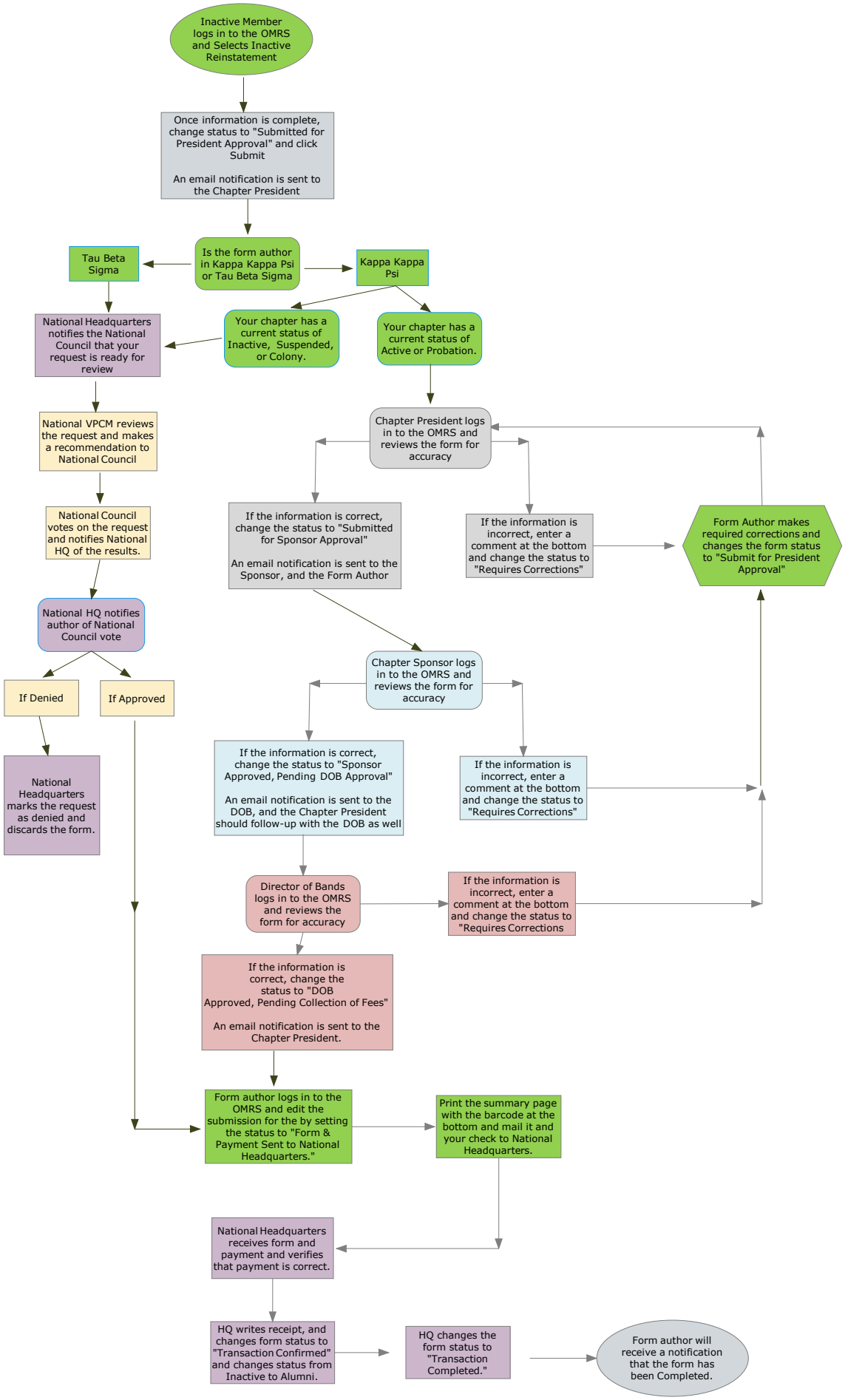
Inactive Member logs in to the OMRS and Selects Inactive Reinstatement
Once information is complete, change status to "Submitted for President Approval" and click Submit
An email notification is sent to the Chapter President
Is the form author in Kappa Kappa Psi or Tau Beta Sigma
Tau Beta Sigma
Kappa Kappa Psi
National Headquarters notifies the National Council that your request is ready for review
Your chapter has a current status of Inactive, Suspended, or Colony.
Your chapter has a current status of Active or Probation.
National VPCM reviews the request and makes a recommendation to National Council
Chapter President logs in to the OMRS and reviews the form for accuracy
National Council votes on the request and notifies National HQ of the results.
If the information is correct, change the status to "Submitted for Sponsor Approval"
An email notification is sent to the Sponsor, and the Form Author
If the information is incorrect, enter a comment at the bottom and change the status to "Requires Corrections"
Form Author makes required corrections and changes the form status to "Submit for President Approval"
National HQ notifies author of National Council vote
Chapter Sponsor logs in to the OMRS and reviews the form for accuracy
If Denied
If Approved
If the information is correct, change the status to "Sponsor Approved, Pending DOB Approval"
An email notification is sent to the DOB, and the Chapter President should follow-up with the DOB as well
If the information is incorrect, enter a comment at the bottom and change the status to "Requires Corrections"
National Headquarters marks the request as denied and discards the form.
Director of Bands logs in to the OMRS and reviews the form for accuracy
If the information is incorrect, enter a comment at the bottom and change the status to "Requires Corrections
If the information is correct, change the status to "DOB Approved, Pending Collection of Fees"
An email notification is sent to the Chapter President.
Form author logs in to the OMRS and edit the submission for the by setting the status to "Form & Payment Sent to National Headquarters."
Print the summary page with the barcode at the bottom and mail it and your check to National Headquarters.
National Headquarters receives form and payment and verifies that payment is correct.
HQ writes receipt, and changes form status to "Transaction Confirmed" and changes status from Inactive to Alumni.
HQ changes the form status to "Transaction Completed."
Form author will receive a notification that the form has been Completed.