



MEMBERSHIP SELECTION COMMITTEE


Instructions for Completing Form 53-B

The Form 3-B, *Chapter Roster Validation* is used to help determine MSP Qualified Brothers and MSP Qualified Chapters. The KRS is responsible to verify chapter Brothers’ fully-financial status and is expected to work with the Basileus, Vice Basileus and MSP Liaison to ensure an accurate, timely and complete 53-B.

Use only the 53-B provided by the Membership Selection Committee (MSC). Reference applicable email or the [Membership Selection](#) page under the section titled, “FORMS by SESSION for OMEGA YEAR 2024”.

The following provides steps as a checklist for preparing and ensuring a proper 53-B submission to help avoid delays.

Header



Omega Psi Phi Fraternity, Inc

MEMBERSHIP SELECTION PROCESS - CHAPTER ROSTER VALIDATION

FORM 53-B
Revision February 2023

Chapter:

Location:

Chapter #:

District #:

Date:

KRS Signature:

- Chapter – Spell out chapter name (e.g., enter ‘Mu Nu’, not ‘MN’)
- Location – Undergraduate Chapters spell out their college/university and Graduate Chapters enter their city, county or similar and the state (e.g., Lincoln University (PA), Montgomery County (MD))
- Chapter # – Enter IHQ-issued charter number and consult DKRS or IHQ if unknown (e.g., 720)
- District # – Enter ‘2’
- Date – Enter date the 53-B is submitted to Membership Selection Committee; and enter new date if form is modified and resubmitted on a different date.
- KRS Signature – KRS signs using either *Adobe*, digitally, electronically or with pen & ink signature

Major Chapter Officers

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

Major Chapter Officers					Insert Date of Completion		
	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:							

- Complete applicable fields for the Basileus
- Complete applicable fields for the Vice Basileus
- Complete applicable fields for the KRS
- Complete applicable fields for the KF

NOTE 1: Only enter the Control # for a Brother who is fully-financial – i.e., National, Second District (2D) and 2D Chapter.
 NOTE 2: Only enter dates (mm/dd/yy) – in the columns marked ‘Form 9A-11 Completed?’ and ‘Form 9A-20 Completed?’.

Chapter Members

Chapter Members						Insert Date of Completion	
#	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							
8							

- Complete applicable fields for each Brother entered – do not repeat Brothers listed under Major Chapter Officers
- List Brothers order alphabetically by their *Last Name*.
- Either:
 - 1.) list *only* the Brothers who are *fully-financial* AND have all the information necessary to complete all their fields, then submit subsequent 53-Bs for only the additional Brothers (and sign and date); **or**,
 - 2.) list *all* the Brothers BUT *omit* Control #s for those who are NOT *fully financial* and/or *omit* the other information that is incomplete, then readily update the same 53-B as needed when requirements are met (and re-date submission).

NOTE 3: KRS/Chapter should set cut-off dates for Brothers’ to complete requirements at least 2 to 3 weeks apart to allow for sufficient time to prepare and submit a 53-B and avoid delaying other Brothers processing who have satisfied their requirements. Brothers who have not yet satisfied their requirements should be gathered and compiled later to submit on a subsequent 53-B. Do not submit multiple 53-Bs in the same 2- to 3-week period, because it can unnecessarily slow the process for your chapter review.

The 53-B must be submitted to the Membership Selection Committee via membershipselection@opp2d.org.

Prepared by Bro. Troy Manigault | MSC Chairman