

Alpha Chi Rho
Frequently Asked Questions – Resident Chapter

1. How do we report a **change in e-board or officers?**

All changes to your e-board or officers must be reported using the Officer Reporting Worksheet, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

2. How do we report a change in **Chapter mailing address?**

Any change to Chapter mailing addresses must be reported using the Chapter Mailing Address Update Form, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

3. When is our **insurance** payment due? And to who?

Insurance premiums are due on or before September 15 to “Holmes Murphy”. Additional information is available on the Insurance and Assessment Payment Guidelines Form, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

4. When is our **assessment** payment due? And to who?

Assessment is payable in two installments to the national office – first half due September 15 and second half due December 15. Additional information is available on the Insurance and Assessment Payment Guidelines Form, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

5. How do we report our **new postulants** and receive postulant pins and exoteric manuals?

All new postulants must be reported **at the beginning of the postulancy period** using the Postulant Reporting Worksheet, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms. Once the national office received all required information, pins and exoterics will be sent to the address provided.

6. How do we report **dropped postulants?**

All dropped postulants must immediately be reported using the Dropped Postulant Worksheet, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

7. How do we purchase **bid cards?**

Bid cards are ordered through the national office – 732.869.1895. Additional information is available on the Bid Card Form, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.

8. How do we submit a **Garnet & White** article?

All articles for the Garnet & White must be submitted using the guidelines found on the How to Submit an Article for the Garnet & White Form, which can be found on the website – Brothers / Resident Brothers / Documents and Forms / Forms.