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1.04 Process for Membership Approval and Contract Signing

1.04.00

The process for signing a contract at a House has three parts. First, any prospective member must apply to become an Approved Applicant to the SHC. Second, Approved Applicants may continue the application process with the Houses they are interested in signing for. Both Approved Applicants and Current Members who wish to move to another House must attend a House tour, a House meeting, and a House meal at the House they wish to sign a contract for. Third, upon House approval and submission of appropriate paperwork to the SHC, the Approved Applicant or Current Member may sign a contract.

1.04.01

APPLICATION TO THE SHC

1. **a.** A prospective member shall complete a membership application to be approved by the Member Services Coordinator and the Vice President of Membership. The application will be reviewed every two years by the Membership Committee.
 1. **i.** At least two references must be included on the membership qualifier of the application.
 2. **ii.** Any prospective member found to be lacking sufficient credit must have a co-signer.
 3. **iii.** Any member who is later found to have falsified information on the membership application may be put on desk referral.
1. **b.** Any prospective member whose application for membership is denied will be notified in writing immediately.
1. **c.** If the prospective member's application is approved, they become an Approved Applicant and may approach individual Houses for tour and approval cards. Spots in Houses may not be reserved for approved members until they set a contract signing date with the Members Services Coordinator.
 1. **i.** Approved Applicant status expires after one year. After this time, prospective members and former members who have not lived in the system for longer than a year must re-apply.

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