**Roster Revisions**

**To add a new member,** complete a New Member Roster and a “Bid Card and Membership Record” (bid cards are provided by the Office of Student Engagement) for each new member. The New Member Roster is to be typed, names in alphabetical order by last names, and bid cards also should be in alphabetical order. Link to roster: <https://www.missouristate.edu/studentengagement/FSL/policies-forms.htm>

**To add a student that is not a new member**, write their name, M number, and membership status on the last page of your roster. If they are a transfer student or have not previously been listed on your roster, you will need to include a “Bid Card and Membership Record” provided by the Office of Student Engagement.

**To change a student’s status**, mark out the current status and write the code for the new status. Please use the codes as described below:

* H = In-House (Any initiated member living in the house)
* A = Active (Any initiated member **not** living in the house)
* N = New Member (Any new member not yet initiated; they will stay as new members on the roster until the semester **after** they are initiated)
* C = Carried New Member (Any new member not yet initiated/carried over from the previous semester
* G = Graduated (Any member who has graduated)
* I = Intern (Any active member completing an internship, study abroad, etc for a grade)

**To remove a student**, mark out the current status and write “X”. Please provide documentation from the headquarters that they are no longer a member.

* X = Former (Any member who has deactivated or depledged permanently)

You may update your roster at any time. It is recommended that you update your roster within 24 hours of a membership status change for any of your members. You can request a copy of your roster from the Office of Student Engagement.

**EXAMPLE:**

