

Sigma Pi Sigma Induction Checklist

This checklist is being sent to you to provide a quick guide to initiate and complete your Sigma Pi Sigma induction process. This has been created to try to alleviate some of the more common problems that chapters have in ordering and returning induction materials.

Pre-Induction

- Receive green folder.
- Determine eligibility for membership (see constitution www.sigmapisigma.org/bylaws)
- Send invitations to members-elect. They can be ordered from us or you can send your own, electronically, or otherwise.
- Collect acceptances and place order for stoles, cords, or tassels if needed.
- Provide a list of members-elect by mail, fax, or e-mail using the Membership Certificate Order Form, or simply e-mail the list of names. ***Please be careful with handwriting the names.*** We will print the names on the certificate and membership cards. *(Please allow 2 weeks for printing/shipping. Orders of one week or less will be charged an express shipping fee.)* Other items (honor cords, stoles, etc.) can be ordered from the Supplies Order Form.
- Examine your induction package upon receipt; make sure you receive a (correctly spelled) certificate, membership card, two Membership Information Cards (MICs), pin, bookmark, and pen, for each inductee, along with any other supplies you ordered. We will also supply you with an SPS brochure (which includes the SPS Application Form) for each member.
- Review “Procedure for Reception of Members into Sigma Pi Sigma” from the green folder OR go online and download and review “Reception Ceremony for New Members” at <http://www.sigmapisigma.org/administration.htm>

Post-Induction

After the reception, please return the following items:

- Sigma Pi Sigma Reception Report (listing all the new inductees);
- Transmission of Funds Form with appropriate payment amounts (\$30 for honor society inductees who are already members of the Society of Physics Students, \$54 for those that are not; please do not send checks without supporting information about inductees)

Also include, for each inductee:

- Completed Membership Information Card (MIC) (the other one remains with the chapter);
- Completed SPS application form--(for those student inductees who are not already a member of the Society of Physics Students);
- Any unused induction materials.

NEW INDUCTEES: make sure you fill out and sign two MIC cards, the Chapter Redbook, SPS Application Form (if not already a member), and provide proper payment.

This is a quick reference guide. A more detailed set of instructions have been provided in the folder. The staff at the National Office is available to answer any questions or customize any orders based on need. You are also welcome to print your own certificates and membership cards if you would like. We are happy to help you in any way we can to ensure that your chapter has a successful induction ceremony.

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