

## Sigma Pi Sigma New Chapter 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 errors made by chapters in ordering and returning induction materials.*

### Pre-Induction

- Received green folder.
- Confirm institutional eligibility with the National Office.
- Determine eligibility for membership (see constitution - [www.sigmapisigma.org/bylaws](http://www.sigmapisigma.org/bylaws))
- Send invitations to members-elect. They can be ordered at the National Office or you can send your own.
- Determine who will install your new chapter (must be a Sigma Pi Sigma member). The National Office can help you find an installation officer.
- Determine the type of induction ceremony appropriate for your school. See [www.sigmapisigma.org/sig\\_reception\\_04.ppt](http://www.sigmapisigma.org/sig_reception_04.ppt) for suggestions.
- Collect acceptances and place order for stoles, cords, or tassels if needed.
- Provide a list of members-elect. Please mail or fax the **Order Form**, or 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.)*
- Examine your induction package upon receipt, make sure you receive a certificate, membership card, two MIC cards, pin, bookmark, and pen, for each inductee, and a Redbook for your chapter. We will also supply you with enough brochures (*which includes the SPS Application Form*) for each member.

### Post-Induction

- After the reception, please return the following items:
  - Sigma Pi Sigma Chapter Petition Form (with appropriate documents)
  - Sigma Pi Sigma Reception Report (listing all the new inductees);
  - Transmission of Funds Form with appropriate payment amounts  
(*\$30 for SPS members, \$54 for non SPS members*)
  - One completed MIC Card for each inductee (the other one remains with the chapter records);
  - An SPS application form- *completed ( for those inductees who are not already a member of the Society of Physics Students -students only)*;
  - 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.**

Sigma Pi Sigma, One Physics Ellipse, College Park, MD 20740  
Tel: 301.209.3007, Fax: 301.209.0839, e-mail: [sps@aip.org](mailto:sps@aip.org)