



Iota Sigma Pi

National Honor Society for Women in Chemistry

Procedures for the Membership Application and the Summary of Applicants Form

The forms needed for initiation into IΣΠ include the Membership Application and the Summary of Applicants. Please use the electronic versions (Word or PDF) of the forms so that all information is typed. (If you receive one that is handwritten, please prepare a typed version before sending it.) The chapter treasurer or chapter officer should return all completed forms and a check to the Coordinator of Initiates and Supplies. She wants to help you have a great initiation. You can help her help you by following the procedures outlined below. Please contact her with any questions or concerns.

Directions:

- 1) The applicant fills out the Membership Application Form.
- 2) The applicant gives the Membership form, a check for the appropriate amount (including the \$25 initiation fee and the member dues fee) and resume or transcripts to the chapter treasurer.
- 3) The chapter treasurer reviews the transcript and/or resume for member qualification. If the treasurer is a student member, a chapter professional member shall review the transcript. Typically, this will be the faculty sponsor or Membership Activities Coordinator. If no professional member is available, then the National Coordinator of Initiates and Supplies shall conduct the approval.
- 4) The chapter treasurer deposits individual checks into chapter account. (*Please cash personal checks promptly, especially student checks.*)
- 5) The chapter treasurer sends the following to the Coordinator of Initiates and Supplies:
 - a) **One** copy of the Membership form for each applicant.
 - b) **One** copy of the Summary of Initiates.
 - c) A single check made out to Iota Sigma Pi to cover the costs of all applicants.
- 6) Transcripts and/or resumes may be destroyed or returned to the applicant after initiation. The Chapter should retain one copy of the Membership Application and Summary for records.

Please leave at least **three weeks for turn around time**. The Coordinator of Initiates and Supplies needs this time to get initiation packets to you on time and to get the membership certificates printed and signed. If you have missed the three-week deadline, please contact her. She will do her best to get the initiation packets to you on time. She will send the membership certificates separately as soon as they are available. It might not be possible to get them before your initiation. ***Please reserve this option for emergencies and understand that it might not always be possible to get the supplies before your initiation.*** If you send your forms after the initiation has occurred, the supplies coordinator will send the packets to the designated person. She will be responsible for distributing them to the new members.

Whenever possible, electronic mail should be used to help expedite the process:

- 1) E-mail or call the Coordinator of Initiates and Supplies **ONE MONTH** or as soon as possible before the proposed initiation with the initiation date and your best guess about how many initiates there will be. She can then begin to get packets ready and will help you through the rest of the process.
- 2) E-mail a copy of the Summary of Applicants or a list of the names of initiates who have paid to the Coordinator of Initiates and Supplies as soon as you get it. (This way she can start on the certificates right away while she waits for your summary and check to arrive in the mail. Please be very careful to get the spelling of the names right!) Be sure to include the date of your initiation, the chapter, and the name and address of the person to whom the packets should be sent. ***Please note that UPS requires a street address to deliver packages.***
- 3) Her work phone number is listed below if you want to call, but she prefers e-mail whenever possible.

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