

# **Sigma Chi Eta**

# **Advisor Handbook**



**March 2021**

## A Letter from the National Office

Dear Sigma Chi Eta Chapter Advisors:

On behalf of the National Communication Association, we wish to offer our deepest thanks and gratitude for your work as chapter advisors of Sigma Chi Eta (SCH). SCH has over 40 chapters, which means over 40 chapter advisors working diligently to organize chapter meetings, inspire students, and help members to succeed academically and professionally. It is through your hard work that SCH serves the needs of community college honor students nationwide.

The purpose of Sigma Chi Eta is: (1) to recognize, foster and reward outstanding scholastic achievement in Communication Studies; (2) to stimulate interest in the field of Communication; (3) to promote and encourage professional development among Communication majors; (4) to provide an opportunity to discuss and exchange ideas in the field of Communication; (5) Establish and maintain closer relationships between faculty and students; and (6) Explore options for graduate education in Communication Studies. We encourage all advisors to read through this handbook and use it as a resource to build a strong, active chapter that engages with its campus and local community.

As an SCH Chapter Advisor you will help students reach new academic and professional heights. Your time as chapter advisor will have a lasting influence on your members, and it is our hope that your SCH members will follow your example and dedication to achieving excellence in the Communication discipline.

We wish you and your chapters every success in all of their endeavors. Should you have any questions about advising your chapter, do not hesitate to contact us. Thank you for your service.

Sincerely,

A handwritten signature in black ink that reads "Alexandria Tiano". The signature is written in a cursive style with a long horizontal line extending from the top of the first letter.

Alexandria Tiano  
Membership Associate

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## **About Sigma Chi Eta (SCH)**

Sigma Chi Eta (SCH) is the official community college honor society of the National Communication Association (NCA). Since 2000, SCH has fostered growth in the Communication discipline among two-year colleges and universities.

Every year, Sigma Chi Eta inducts and rewards new outstanding Communication students while exploring options for community college students to transfer to four-year colleges or universities or enter the workforce. Once inducted, a student is a member for life and is expected to always strive for excellence. It is the hope of SCH and NCA that each member will maintain a relationship with his or her alma mater, faculty, and other students of the discipline.

### **The Six Goals of Sigma Chi Eta are:**

1. Recognize, foster and reward outstanding scholastic achievement in Communication studies
2. Stimulate interest in the field of Communication
3. Promote and encourage professional development among Communication majors
4. Provide an opportunity to discuss and exchange ideas about the field
5. Establish and maintain close relationships and understanding between faculty and students
6. Explore options for further undergraduate/graduate studies in Communication studies

The purpose of these six goals is to guide each chapter to study, promote and further develop the Communication discipline. Every chapter should attempt to connect each sponsored event, fundraiser, and other chapter function to at least one - or more - of the goals.

## Chartering and Renewing your chapter

To begin the process of chartering a new chapter of Sigma Chi Eta, fill out the online chapter application linked here.

<https://www.natcom.org/sigma-chi-eta-chapter-application>

To renew an already active chapter of Sigma Chi Eta, you'll need to login to a natcom.org account. If you a new advisor who has not renewed your chapter in past years, you'll need to first reach out to [studentorgs@natcom.org](mailto:studentorgs@natcom.org). An account will need to be established in your name and given permissions to renew your chapter.

If you have renewed your chapter in the past, you can follow the steps below.

1. Follow this [link](#) and login to your account.
  - a. You can reset you password by clicking on "Forgot Your Password?"
2. After logging in, you'll arrive at a screen that will have multiple "Purchase for" options. Select the option with the Greek letters of your chapter e.g. "Lambda Lambda."
  - a. If you do not arrive on a screen with purchase for options, retry this [link](#).
  - b. If you do not seen an option to purchase for the Greek name of your chapter, DO NOT CONTINUE. You'll need to reach out to [studentorgs@natcom.org](mailto:studentorgs@natcom.org)
3. Select Sigma Chi Eta membership for \$25
4. Fill out the required contact information
5. Click "Check Out"
6. Pay with credit card to complete the transaction
  - a. If you want your institution to pay with a check, select the "Bill Me" option. After selecting this option an invoice will be sent directly to your email.
  - b. Checks can be made out to the National Communication Association and sent to:  
Attn: Sigma Chi Eta  
National Communication Association  
1765 N Street NW  
Washington, DC 20036
7. Double check the confirmation email and enter an alternative email if you'd like to receive a receipt at another email.
8. Award Concepts password are updated once a day. It may take up to 24 hours to regain access to Award Concepts. Your password will always be the Greek name of you chapter in all lower case letters with the space included, e.g lambda lambda.

## Governance

### National Office Contact

Sigma Chi Eta  
1765 N St., N.W.  
Washington D.C., 20036  
202-464-4622

Alexandra Tiano  
Membership Associate  
[atiano@natcom.org](mailto:atiano@natcom.org)  
202-534-1108

To view the current SCH Faculty Advisory Board and Student Advisory Board representatives,  
please visit our website [www.natcom.org/sch](http://www.natcom.org/sch).

## Sigma Chi Eta Website and Resources

The SCH website provides members and advisors with resources to help with everything from ordering induction materials, to planning events, to applying for national awards.

The sections below describe the information that can be accessed on specific pages of our website.

### About SCH (<http://www.natcom.org/sch/>)

Gain an overview of the purpose and history of Sigma Chi Eta, and access all of the following:

- Membership and Materials (*Find membership forms, start a chapter, and learn how to order induction materials*)
- SCH Policies and Procedures (*the governing document of SCH*)
- Login to natcom.org and Renew your chapter (*the \$25 renewal fee is due by Jan. 2*)
- Award Concepts SCH Online Store (<https://acgreek.com/greek/sch-chp>)
- Award Concepts SCH Members Store (<https://acgreek.com/greek/sch-mem>)
- Governance and Leadership (*the names and affiliations of all current Student Advisory Board and Faculty Advisory Board representatives*)
- Resources (*learn how to apply for awards and keep your chapter active, download and read the advisor handbook and learn about the NCA Annual Convention*)

### Resources (<http://www.natcom.org/Tertiary.aspx?id=210>)

Access multiple tools to make creating and maintaining your SCH chapter a simple process. The SCH Advisor Handbook is always available for download at this page. The ‘SCH Resources’ page helps chapters:

- Apply for awards:** The National Sigma Chi Eta Awards enable exemplary chapters to receive national recognition from the National Office, Advisory Boards, and chapter membership at-large.

The awards are presented at the Business Meeting of each NCA Annual Convention. The winners are also highlighted online, and in social media. Every chapter is encouraged to apply for at least one award. Applications are available to download from the ‘SCH Resources’ page year-round.

- Raymie E. McKerrow Chapter of the Year Award
- Lynn M. Disbrow Advisor of the Year Award
- Student of the Year Award

- **Keep your chapter active:** Every chapter should strive to keep their members active with chapter programming and to make a presence on their campus. Please refer to p.13 for examples of potential chapter activities.

**Membership and Materials** (<http://www.natcom.org/Tertiary.aspx?id=211>)

In this section you can find membership forms, information on how to charter a chapter, and guidance on how to order induction materials. The below can all be accessed through this page:

- Requirements for Academic Institutions (as listed in Policies & Procedures)
- Requirements for Individual Student Membership (as listed in Policies & Procedures)
- Sigma Chi Eta's Induction Script (Appendix A)

If you are unable to find the resources you need online, do not hesitate to contact the Academic and Professional Affairs Associate at the National Office at (202) 464-4622.

## Important Dates

Please use this calendar as a guide throughout the academic year. This serves as a basic timeline of the events that must occur each year; you and your chapter are welcome to add other events and deadlines to this foundation. It is important that you always focus on keeping your chapter active and engaged.

**NOTE:** Inductions can be hosted in the fall, spring, and summer semesters. Please order all induction and graduation materials *4 weeks* ahead of your planned ceremonies.

### September

- Create Fall semester's SCH Membership Application deadline
- Email potential members the SCH Membership Application and announce the fall application deadline
- Host a recruitment event of your choosing

### October

- If not already complete, host semester's first general meeting – announce/conduct elections if necessary

### November

- **NCA's Annual Convention** – there are multiple SCH-specific sessions each year. Please attend the Annual Business Meeting, if possible.
- **Sigma Chi Eta Annual Business Meeting** – each year elections are held for open Student Advisory Board and Faculty Advisory Board positions, the Annual Awards are presented to that year's winners, and items are brought forward for discussion and vote.

### December

- Login to natcom.org and renew your chapter.
- The \$25 chapter renewal fee is due by January 2<sup>nd</sup>  
If paying by check, please mail to: NCA – Sigma Chi Eta 1765 N St. NW,  
Washington, DC 20036

### January

- Chapter renewal fee (\$25) due by **January 2**
- Create Spring semester's SCH Membership Application deadline
- Contact chapter officers and schedule Executive Board spring planning meeting
- Email potential members the SCH Membership Application and announce the spring application deadline
- Host a recruitment event of your choosing

### February

- If not already complete, host semester's first general meeting – announce/conduct elections if necessary

**March**

- NCA Annual Convention SCH Paper Submission deadline (Note: Deadline is the same as Convention submission deadline. Check <http://www.natcom.org/convention/> for most up-to-date information)

**April**

- Host induction/graduation ceremony and events

**May**

- May 1 – Deadline for Sigma Chi Eta National Awards
- Host induction/graduation ceremony and events

**June – August**

- Contact chapter officers and schedule Executive Board fall planning meeting
- Evaluate spring programming
- Plan/update planning accordingly for fall semester activities and deadlines

## NCA's Annual Convention

The National Communication Association hosts its Annual Convention every November. The 107<sup>th</sup> Annual Convention will be held in Seattle from Thursday, November 18 – Sunday, November 21, 2021. Further, the theme for the 2021 Annual Convention is “Renewal and Transformation.”

Every SCH member is encouraged to submit their paper to any appropriate unit of NCA for consideration. If the paper is accepted, the student is committed to attending that year's convention to present it in person.

SCH members that attend the convention, and are also NCA student members, are strongly encouraged to register for a convention volunteer shift in exchange for complimentary convention registration. Volunteer Registration for convention is only open to NCA student members, and typically opens the second week of July. Please contact the National Office for specific dates if interested.

Please note, the SCH paper submission deadline is *always* the same as the general convention submissions deadline - which is subject to change. Please check online for the most up-to-date information (<http://www.natcom.org/convention/>).

The Sigma Chi Eta Business Meeting is held at every Annual Convention. It is during the Annual Business Meeting that we confirm last year's meeting minutes, present the National Awards, elect new Student Advisory Board and Faculty Advisory Board representatives, and open the floor for discussion and vote on the various agenda items. All members and officers are welcomed and encouraged to attend.

Attending the Annual Convention is a great way to network and meet fellow members and scholars in the Communication discipline. If you are unable to attend the Annual Convention, you and your students should attend regional or local conferences to present papers or simply gain exposure to the conference process and environment. Many regional conventions have specific undergraduate conferences and/or poster sessions that further provide SCH students opportunities to present their superior work.

For more information on NCA's Annual Convention, please visit [www.natcom.org/convention](http://www.natcom.org/convention).

Future convention locations include:

- 2021 – Seattle, Washington
- 2022 – New Orleans, Louisiana
- 2023 – National Harbor, Washington DC

## The Chapter

Every Sigma Chi Eta chapter must adhere to the Individual Student Membership and Academic Institutional Membership eligibility requirements as outlined in the Policies and Procedures, available at <http://www.natcom.org/Tertiary.aspx?id=635#articleIV>. For an institution to be eligible to host a Sigma Chi Eta chapter, they must:

- Grant associate degrees
- Be accredited by the appropriate regional association
- Offers a minimum of 12 academic hours in Communication and Communication-related courses
- Appoint/select a faculty sponsor for the Sigma Chi Eta chapter

To charter a new chapter, first confirm that your institution meets these eligibility requirements. If your college meets these four requirements, each of the below must be submitted to the National Office before Award Concepts can begin to prepare your framed chapter charter.

1. Completed Chapter Application Form
2. Proof of a Communication program that meets SCH requirements (generally a link to the course catalog)
3. \$100-chapter application fee (This covers the cost of the chapter charter and the chapter's first year of dues) payable by check (made out to NCA) or credit card (Visa, MC, Discover)

## Membership

Individual Student Membership eligibility requirements are as follows:

- Complete 9 semester credit hours (15 quarter credit-hours) at their current institution, the equivalent number of hours at a transfer institution, or the equivalent number of hours through life-long learning credit
- Have a minimum cumulative GPA of 3.0 for all courses taken
- Complete the equivalent of three courses or 6 semester credit hours (9 quarter credit-hours) in Communication Studies
- Have a minimum GPA of 3.25 for all Communication Studies courses taken
- Currently be enrolled as a student in good standing, as determined by the institution's policies.

## **How to become a member**

While every chapter has different recruitment practices, every chapter must follow the Student Membership eligibility requirements detailed in the Policies and Procedures. *Any* student that meets these requirements may become a member of Sigma Chi Eta.

Each student must submit a membership application and pay a one-time \$30 membership fee, which covers their lifetime membership in SCH as well as the membership certificate and lapel pin from Award Concepts.

Honor cords cost an additional \$10.10 per student. Once a student's membership certificate has been ordered through Award Concepts, the National Office receives the order confirmation along with the student's name, induction date, and email address. This information is copied from the Award Concepts order confirmation and recorded in the National Register. Once that membership certificate order is placed for each student, and the student is inducted on your campus, they become lifetime members of Sigma Chi Eta.

## **Ordering Membership Certificates, Pins, and Honor Cords**

Every student member must pay a one-time \$30 membership fee to their chapter prior to induction. This fee covers their lifetime membership in Sigma Chi Eta, and the membership certificate and pin that must be ordered for each student through the Award Concepts SCH Online Store.

To order materials through Award Concepts, follow the instructions below and consult the Awards Concepts Ordering Guide. By following these simple instructions, your order can be placed in minutes.

All SCH materials (certificates, pins, honor cords, etc.) must be ordered through Awards Concepts:

1. Visit the Award Concepts website(<https://acgreek.com/greek/sch-chp>).
2. Log in using your chapter's assigned passcode.
3. Follow the step-by-step ordering guide (provided at the following link: <https://www.natcom.org/student-organizations/sigma-chi-eta>) to successfully purchase your materials and induct new members.
4. Please always remember to proof your final certificates for inaccuracies (spelling errors, incorrect dates, etc.).

If you encounter any problems with the Award Concepts website, please use the Live Support link available on the web page or call Award Concepts at (800) 659-7801 between the hours of 8 a.m. and 5 p.m. Central Time.

***Please Note:*** Award Concepts offers four different shipping speeds (USPS mail, FedEx/UPS Ground, 2-day, and overnight). Please place all material orders 3-4 weeks *ahead* of your 'need

by' date. If you will be paying by check, be sure to allow even more time. Award Concepts will not begin processing or shipping your order *until* your check has been received.

### **Membership Expectations**

The National Office expects each chapter to strive for excellence and uphold the six goals of Sigma Chi Eta. Each chapter - at minimum - should: recruit members, order certificates and pins, hold an annual induction ceremony, elect officers, submit the Annual Chapter Report Form, work to attend the NCA Annual Convention, and pay the annual \$25 chapter renewal fee by January 2<sup>nd</sup> each year. Once again, these are the bare minimum, basic expectations held for each chartered chapter of Sigma Chi Eta.

Every chapter should aim to hold events that promote at least one of the six goals of SCH. Advisors should set high expectations for their members and should expect to actively guide students throughout each semester of their service. Both chapters and chapter advisors should endeavor to do the following:

- Hold at least one general chapter meeting per semester
- Plan at least one chapter event a semester (academic, philanthropic, or social)
- Communicate regularly with the National Office
- Facilitate career, research and networking assistance
- Communicate and venture to cross-program with your university or college's campus life, career center, other honor societies, student clubs, and/or administrative offices
- Stay connected with chapter alumni

### **Chapter Officers**

As written in the SCH Policies and Procedures, chapters must elect officers. Recommended offices include the traditional leadership structure of President, Vice-President, Treasurer, and Secretary. Each chapter, however, may elect to install a differing leadership structure by majority decision of the chapter.

In addition, a faculty advisor shall be elected or appointed annually. The elections can be held at a chapter meeting by ballot. It is up to each chapter on how specifically to hold their elections. Each officer should meet with the incoming successor at the end of their term to ensure continuity of the position and a smooth transition from year to year.

If a new advisor is appointed, it is important to notify the National Office immediately so our records for your chapter can be updated accordingly.

### Duties of Office

Each officer may have the following responsibilities:

- President, or alternative officer: shall announce all meetings, preside in the conducting of business, and actively promote the purposes of Sigma Chi Eta in the university community;
- Vice President, or alternative officer: shall be responsible for special programs and projects, and serve in the absence of the President;
- Scholarship Officer, or alternative officer: shall be responsible for encouraging academic excellence and stimulating intellectual inquiry among the members through activities such as inviting guest speakers, informing members of opportunities for involvement in professional associations, recruiting new members, and presenting any local chapter awards for outstanding contributions;
- Treasurer, or alternative officer: shall be responsible for collecting annual chapter dues, collecting membership dues, establishing a yearly budget, disbursing funds for appropriate organizational expenses, and accounting for all funds; and
- Secretary, or alternative officer: shall keep a complete set of minutes of the business of the chapter, deposit the minutes with the faculty advisor at the expiration of their term in office, assure adequate media coverage of the chapter activities, build a social media presence for the chapter, and keep a record of all chapter activities.

#### Terms of Office

Officers shall be elected for terms of *one* academic year. All officers shall be elected from and by the members at the last regular meeting of the academic year, and shall assume the duties of their respective offices at the end of the current semester during which they were elected. If an officer is scheduled for winter graduation, elections can also be held mid-year, as necessary to replace any outgoing officers.

#### Inability to Serve

If an individual is elected to office but cannot complete the term, they are to be replaced by an election of the current membership.

#### Committees

The President, or alternative officer, may appoint such committees as shall be appropriate for furthering the purposes of Sigma Chi Eta.

### **Chapter Activities**

Every chapter is encouraged to develop, plan and implement chapter events individually or in collaboration with other clubs or honor societies on their campus, as well as other Lambda Pi Eta or Sigma Chi Eta chapters in the region.

Visit the Chapter Activities page online (<http://www.natcom.org/Tertiary.aspx?id=640>) to view a wide array of potential activities and events for your Sigma Chi Eta chapters to plan and host.

A chapter should – ideally - attempt to have one social, one philanthropic, and one academic event per each academic year. As your chapter grows, you may even be able to do one of each event type per semester.

Many experienced chapter advisors suggest that you establish an annual event that serves as the chapter’s primary recruitment event and is aimed at maximizing visibility and interest in your department. Planning and scheduling is important so as to ensure both student and faculty participation. You may want to consider partnering with other clubs or honor societies, as well as plan around upcoming events or campus-wide activities.

Some featured event ideas are:

**Social:**

- Host alumni for panels and/or mixers
- Sponsor midterms and/or finals study groups and organized study breaks
- Organize Communication themed film series with post-film discussions and analysis

**Philanthropy:**

- Conduct fundraising efforts for local and/or national charitable organizations
- Plan community service projects or drives (i.e. food drives, toy drives, blood drives)  
**Example:** The Upsilon chapter at Mesa Community College coordinates a book drive each spring in collaboration with the America Reads Program. The books are then donated to the Children’s First Academy, a school whose students are all living below the poverty line, and are predominantly homeless. The chapter also hosts an annual birthday celebration for Dr. Seuss in conjunction with this book drive.

**Academic:**

- Create tutoring or mentoring programs that pair students together with other students or faculty members
- Host public programs and/or panels to develop awareness of particular issues  
**Example:** The Alpha Beta chapter at Santa Barbara City College hosted a 2016 outreach event entitled, “Let’s Talk: A Conversation About Race,” that brought together a media expert, an activist who launched the Portland Black Lives Matter movement, and members of the campus Black Student Union for a dynamic panel discussion. An area hip-hop artist and local spoken word poet also performed.
- Host resume writing or interview skills based workshops
- Participate in local/regional conferences
- Watch political debates
- Organize group research projects to improve students’ research skills and understanding of research methodologies

## **Recruitment**

Some of the most common recruitment practices are:

1. Email eligible students – or all students on a Communication Dept. distribution list - an invitation letter to apply for SCH membership
2. Email current members to forward the application to friends and peers
3. Design and post flyers and brochures in dorms, department offices, and lobbies
4. Create a Facebook page and Twitter account to maintain a social media presence, engage with other departmental and institutional accounts, and increase visibility to potential members
5. Make announcements about the opportunity ahead of/during your classes

Please review the following sample forms. The sample invitation letter, application form, and membership form are all templates that can be customized to your chapter and institution and distributed as desired.

**[Insert date]**

Dear **[student's name]**:

Congratulations! Due to your outstanding academic achievement, Sigma Chi Eta – the official honor society of the National Communication Association - invites you to be a member of the **[X]** chapter.

To be eligible for admission, undergraduate students must meet the following criteria:

- Completed at least 9 hours of college credit
- Completed at least 6 credit hours in Communication
- Have a cumulative GPA of at least 3.0
- Have a GPA of at least 3.25 for all Communication Studies courses

The **[X]** chapter has determined that you meet these qualifications, and has approved your application! Please pay your one-time membership fee of \$30 by **[insert date]**. Checks can be made payable to **[insert payment info]**.

To accept this invitation and become a member of the **[X]** chapter of Sigma Chi Eta, please return the enclosed acceptance form along with your payment to **[insert name]** by **[insert date]**. Once we have received your acceptance form and membership fee, you will be invited to attend an induction ceremony scheduled for **[mm/dd/yyyy at x:xx am/pm]**. More details about this event will follow once you have returned your acceptance form.

Once again, congratulations on your outstanding academic achievements! We are proud of your hard work and all that you have accomplished. Both the **[X]** chapter and Sigma Chi Eta are honored to welcome you as a member.

Sincerely,

**[Name]**

**[Title]**

**[Contact info]**

**Sigma Chi Eta**  
**[X] Chapter Acceptance Form**



Sigma Chi Eta (SCH) is the National Communication Association's official honor society at community colleges, and seeks to recognize the academic achievement of outstanding students in Communication.

To be eligible for admission, undergraduate students must meet the following criteria:

- Completed at least 9 hours of college credit
- Completed at least 6 credit hours in Communication
- Have a cumulative GPA of at least 3.0
- Have a GPA of at least 3.25 for all Communication Studies courses

As the **[Title (i.e. program coordinator/department chair)]** of the **[Department Name]**, I have verified the academic record of **[student's name]** and have deemed them eligible to join Sigma Chi Eta.

\_\_\_\_\_  
*[Insert your Title, Department Name]*

\_\_\_\_\_  
*Date*

I, \_\_\_\_\_, having been invited to join the **[X] chapter** of Sigma Chi Eta at **[institution name]**, do officially submit my acceptance form. I have also enclosed a check for \$30 to pay my one-time membership dues for induction into Sigma Chi Eta.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Above please clearly print your name as you would like it to appear on your membership certificate

Please return this acceptance form and a check made out to **[insert payment info]** to **[name]** by **[mm/dd/yyyy]**.

**[X] Chapter Membership Form**



Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_  
(Must be at least 3.0)

Communication GPA: \_\_\_\_\_  
(Must be at least 3.25)

Total credits completed in Communication: \_\_\_\_\_  
(Must have completed at least 6)

Total completed credits: \_\_\_\_\_  
(Must have completed at least 9)

Advisor signature: \_\_\_\_\_

Date:    /    /

Student signature: \_\_\_\_\_

Date:    /    /

## Chapter Finances

### National Membership Fees

There are three types of required national membership fees.

#### 1. The SCH Chapter Application Fee - \$100

- a. This application fee is necessary to charter a new chapter. This fee covers the cost of the framed chapter charter and the chapter's first year of membership dues.
- b. This fee can be paid by check or credit card. NCA does not accept Purchase Orders.

#### 2. The SCH Chapter Renewal Fee - \$25

- a. This renewal fee is due by January 2<sup>nd</sup> each year, and is requisite to keep a charter active. If the fee is not paid by January 2<sup>nd</sup>, the chapter will lose access to the Award Concepts SCH Online Store until their payment has been received and processed.
- b. After the chapter has failed to make renewal payments for more than two consecutive calendar years, the chapter charter will expire and a new application and application fee must be submitted.
- c. This fee can be paid by check or credit. NCA does not accept Purchase Orders.

#### 3. The SCH Student Membership Dues - \$30

- a. The one-time \$30 student membership dues must be paid to the chapter prior to induction. This one-time fee covers lifetime membership in Sigma Chi Eta and the membership certificate and lapel pin from Award Concepts.
- b. This fee is NOT paid directly to the National Office. Instead, **this fee is paid to Award Concepts**. The payment is made online – by either check or credit card - while ordering certificates and pins. Please note, any student membership dues mailed to the National Office will be returned.
- c. Award Concepts accepts either checks or credit cards. Award Concepts does not accept Purchase Orders.

### Chapter Membership Fees

Each chapter is permitted to add additional fees or to increase chapter dues required from its members in order to pay for events, socials, trips or other sponsored activities.

For example, your chapter could require \$35 instead of the traditional \$30. \$30 would still go towards the membership certificate purchases through Award Concepts, but the additional \$5 from each inductee could be placed into a pool of funds used as necessary for approved chapter events.

## **Sigma Chi Eta Chapter Benchmarks**

Each chapter should use the following benchmarks as a starting point to achieve academic excellence. Chapter advisors should amend and add benchmarks based upon the chapter's needs.

### **Chapter Development Benchmarks**

- Registration with institutional office
- Election of officers
- Recruitment of new members
- Initiation of new members
- Establish chapter goals for growth

### **Learning Benchmarks**

- Academic activities in coordination with the six goals of SCH
- Participation in NCA's Annual Convention
- Participation in local/regional conferences

### **Advisor Benchmarks**

- Provide logistical leadership for chapter
- Assist student members in planning activities and events
- Communicate regularly with the National Office
- Participate in official chapter activities
- Actively recruit new members and support recruitment efforts

### **National Office Benchmarks**

- Provide chapter resources
- Present opportunities for awards and recognition of excellence
- Assist in Annual Convention planning/support
- Offer day-to-day assistance/operational support
- Maintain standards and execute superior client support

## Sigma Chi Eta Chapter Benchmarks

Check list for the \_\_\_\_\_ Chapter

Benchmark	Date for Completion	Short-term Goal	Long-term Goal
<b>Chapter Development Benchmarks</b>			
Registration with institutional office			
Election of officers			
Recruitment of new members			
Initiation of new members			
Establishing chapter goals			
<b>Learning Benchmarks</b>			
Academic activities in coordination with the six goals			
Participation in NCA's Annual Convention			
Participation in local/regional conferences			
<b>Advisor Benchmarks</b>			
Provide logistical leadership for chapter			
Assist student members in planning activities/events			
Communicate regularly with National Office			
Participate in official chapter activities			
Actively recruit new members and support recruitment efforts			
<b>National Office Benchmarks</b>			
Provide chapter resources			
Present opportunities for awards and recognition of excellence			
Assist in Annual Convention planning/support			
Offer day-to-day assistance/operational support			
Maintain standards and execute superior client support			

## Appendix A

### *Sample Induction Ceremony Script*

The following is a sample script for a Sigma Chi Eta induction ceremony. Please feel free to use it as a guide and adapt it to meet the individual needs of your chapter. Many chapters will invite a key note speaker such as faculty members, deans, administrators or individuals outside the university or discipline.

*Room Set-up: Chairs are arranged theater style with a center aisle. A table is in the front of the room with three candles. To the right is a podium for speakers and to the rear of the room is a table for refreshments. Greeters meet people at the door with a program and any other handouts.*

Faculty Advisor: I would like to begin by welcoming everyone to the Sigma Chi Eta (*your chapter*) Induction ceremony. First, it is my pleasure to introduce to you the chapter officers and our special guests (*make a list of chapter officers and any special guests*).

President: Sigma Chi Eta is the official community college honor society of the National Communication Association (NCA). Since 2000, SCH has fostered growth in the Communication discipline among two-year colleges and universities.

Every year, Sigma Chi Eta inducts and rewards outstanding student scholars in Communication. Once inducted, a student is a member for life, and is expected to always strive for excellence in all that they do. The Greek letters Sigma, Chi, and Eta, represent **S**tudents in **C**ommunication with **H**onors. Our candle-lighting ceremony will further describe the meaning behind these letters.

Now I would like to ask all new inductees to please assemble in the rear of the room and for faculty and Sigma Chi Eta chapter officers to please come to the front of the room and form the receiving line. (*Faculty should be at the front left side of the room and officers at the front right side of the room. New members should be lined up alphabetically in the back of the room.*)

Officer #1: Students are at the heart of our chapter here at (*school name*). The students whom we honor (*today, tonight*) have demonstrated, through their commitment and high level of academic achievement that they are deserving of membership in Sigma Chi Eta. (*Officer lights first candle.*)

Officer #2: Students in Communication. The students we honor have indicated that they both understand and value the study of Human Communication. These students have committed to apply their academic knowledge in Communication to the betterment of themselves, the organizations in which they partake, and their campus and local communities. (*Officer lights second candle.*)

Officer #3: Students.... in Communication... with Honors. The students we pay tribute to (*tonight, today*) have performed honorably. They have prioritized academic excellence by not

only meeting, but surpassing, the society's eligibility requirements. Each of our new inductees can wear proudly the lapel pins they are about to receive, as indication of their membership in Sigma Chi Eta and their significant achievement. (*Officer lights third candle.*)

President: The purpose of the Honor Society, according to the national Policies and Procedures is:

1. To recognize, foster, and reward outstanding scholastic achievement
2. To stimulate interest in the field of Communication
3. To promote and encourage professional development among Communication majors
4. To provide an opportunity to discuss and exchange ideas about the field
5. To establish and maintain close relationships and understanding between faculty and students
6. To explore options for further undergraduate/graduate studies

Officer #1: The membership of Sigma Chi Eta is composed of students who have declared an interest in the field of Communication at (*the institution where the chapter is recognized*), and who have achieved a high level of academic excellence.

To be eligible for membership, students must have completed 9 semester credit-hours; have a cumulative grade point average of at least 3.0; have completed the equivalent of 6 semester credit hours in Communication; and have a minimum grade point average of 3.25 in these courses. Lastly, he or she must be currently enrolled as a full-time student in good standing.

*(The faculty should be at the front, left side of the room, while the president and the Sigma Chi Eta board are on the front, right side of the room, forming a receiving line. One at a time, the president should announce the new initiates in alphabetical order. Once the initiate's name is called, he or she will walk to the front of the room and receive their certificate.)*

President: As newly inducted members of Sigma Chi Eta, please repeat after me:  
I accept the challenge to maintain the high academic and leadership standards set forth by the organization, and to serve as examples for the achievement of excellence in the field of Communication. And I promise to work toward the achievement of the goals as set down by the national Policies and Procedures of Sigma Chi Eta.

*(To audience)* I now present to you the newly inducted members of the (*your chapter*) chapter of Sigma Chi Eta for the (*academic year*). On behalf of Sigma Chi Eta and the (*your chapter*) chapter, Welcome! Will the faculty, administration, family members, and friends gathered here today please join us in welcoming these new members!

*\*pause for applause\**

Thank you for your attendance today in support of these remarkable inductees. Now, I would like to invite you to join the new members for refreshments available at the back of the room.

*Initiates extinguish their candles and proceed to refreshments as the guests of honor*

## **Appendix B – Sigma Chi Eta Award Concepts Ordering Guide**

To access and download the guide online, visit:

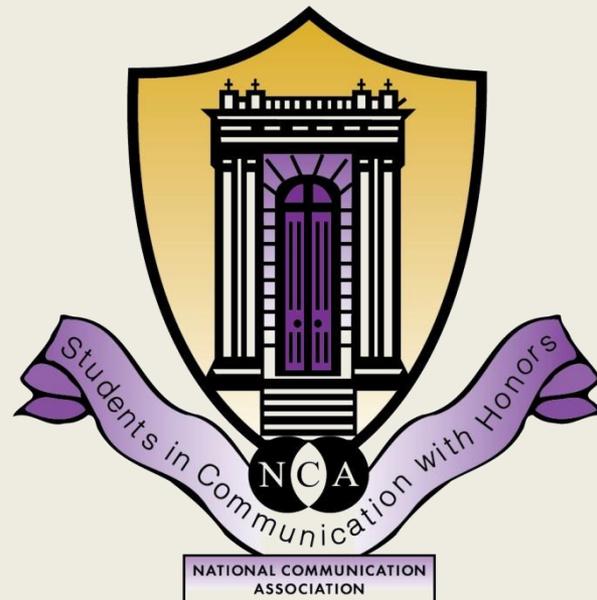
<https://www.natcom.org/sites/default/files/NEW%20SCH%20Ordering%20Guide%20-%20no%20passcode%20-%20October.pdf>

This step-by-step guide illustrates the complete process for ordering induction materials through the Award Concepts LPH Online Store.

The following pages are the complete PDF of the ordering guide

# **Sigma Chi Eta**

## **Award Concepts Ordering Guide**



February 2021

# Important Notes

Please login to [natcom.org](http://natcom.org) to renew your chapter and process your \$25 renewal fee to the National Office each year by January 2<sup>nd</sup>

Checks can be sent by mail:      National Communication Association  
Attn: Sigma Chi Eta  
1765 N Street NW  
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts SCH Online Store to order induction and graduation materials (<https://acgreek.com/greek/password.php>)

Your Award Concepts passcode will *always* be your chapter's name typed in all lowercase with the space(s) included (i.e. lambda lambda)

# Step 1: Log into Award Concepts with your Passcode

The screenshot shows a web browser window with the URL <https://acgreek.com/greek/password.php>. The page features the Award Concepts logo with the tagline "THE BEST" and a navigation menu with links for "My Account", "Login", "Shopping Cart (0 items)", and "Live Support". Below this is a secondary menu with "About Us", "Find Your Organization", "Frequently Asked Questions", "Company Policies", "Customer Service", and "Contact Us". A breadcrumb trail reads "Home > Sigma Chi Eta Chapters". A prominent banner for "NCA - Sigma Chi Eta Online Store" includes the National Communication Association logo and contact information for Alex Tiano (Phone: 202-534-1108). A login form contains a "Passcode\*" field with the text "lambda lambda" and a "Submit" button. A red arrow points from the bottom of the page to the "Passcode\*" field. A disclaimer states: "\* Passcode is assigned by your organization's headquarters. Please contact your headquarters for assistance. Award Concepts, Inc. personnel are unable to give out this information." The footer includes "Site Map", "Privacy Policy", "Contact Us", and copyright information for 2009-2021.

Enter your chapter's name in all lowercase with the space(s) included as pictured

## Step 2: Select 'Membership'

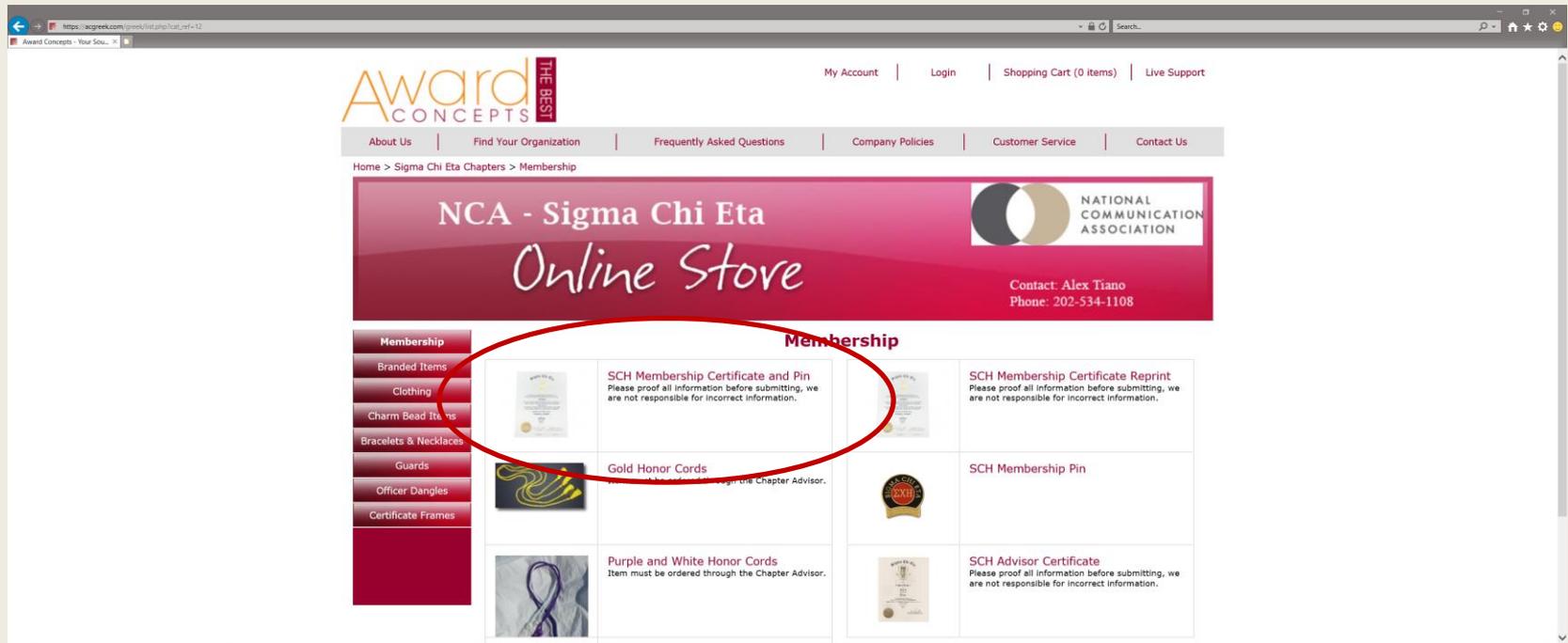
The screenshot shows the website <http://acgreek.com/greek/home.php>. The header includes the logo "Award CONCEPTS THE BEST" and navigation links: "My Account", "Login", "Shopping Cart (0 items)", and "Live Support". Below the header is a secondary navigation menu with links: "About Us", "Find Your Organization", "Frequently Asked Questions", "Company Policies", "Customer Service", and "Contact Us". A breadcrumb trail reads "Home > Sigma Chi Eta Chapters". A prominent banner for "NCA - Sigma Chi Eta Online Store" features the National Communication Association logo and contact information: "Contact: Alex Tiano, Phone: 202-534-1108". A "Featured Item" section displays an "SCH Mug" for \$23.00 with a "Buy It Now" button and a search bar. A vertical menu on the right lists categories: "Membership", "Branded Items", "Clothing", and "Charm Bead Items". A red arrow points to the "Membership" category.

**Note:** Members can order SCH clothing and branded items from the following link *without* the passcode :

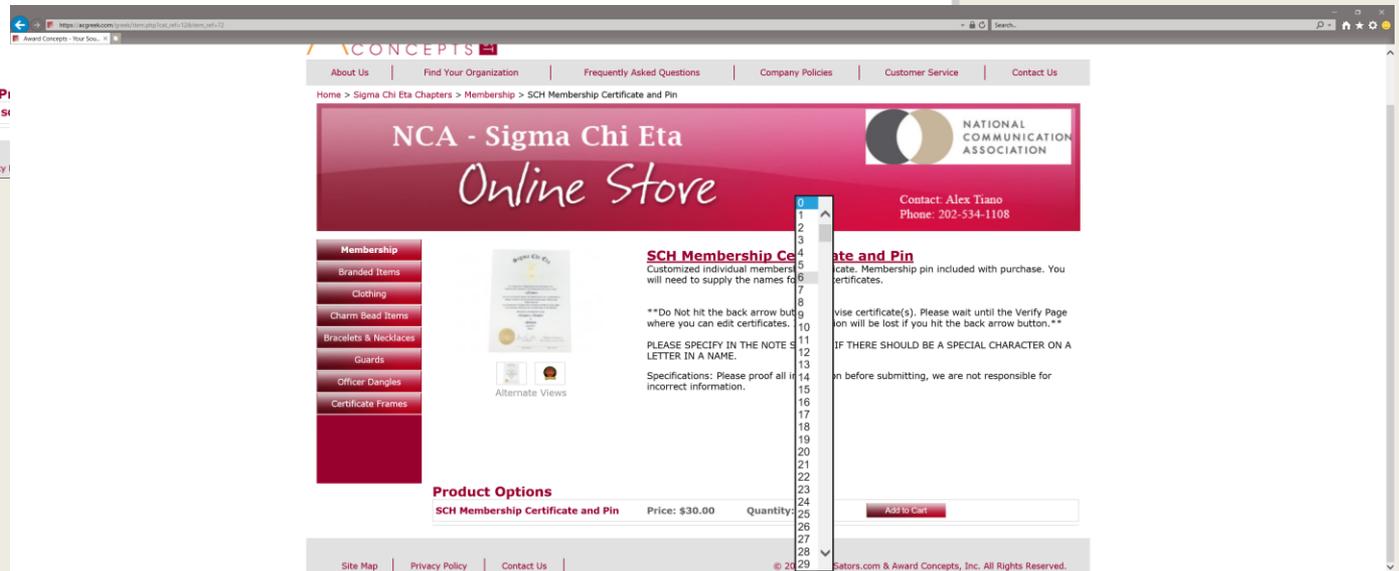
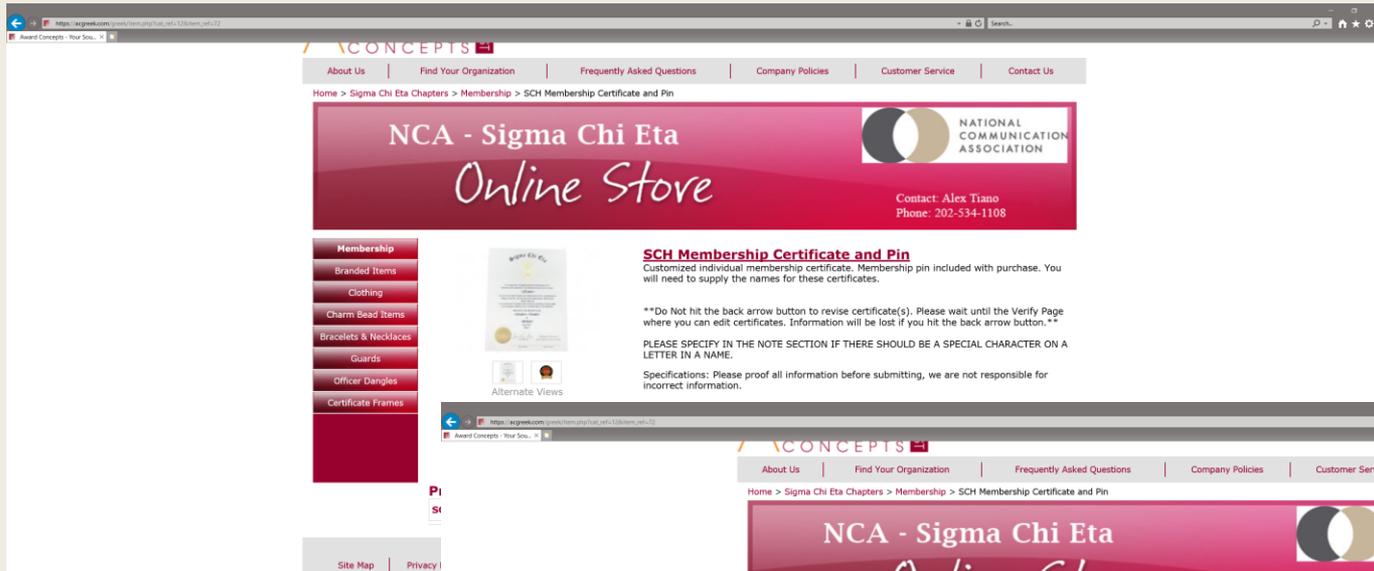
<https://acgreek.com/greek/home.php>

### Step 3: Select 'SCH Membership Certificate and Pin' from the upper left

- The Membership certificate is **required** for official induction in SCH
- If a certificate is *not* purchased for an inductee, they will not appear on the national register maintained by the National Office



# Step 4: Select the number of members you are inducting from the dropdown box highlighted below, and add to your cart



## Step 5: Enter the names, induction dates, and email addresses for each student. Certificates will be printed *exactly* as the information is entered. Select continue when finished.

The screenshot shows the 'Award Concepts' website interface. At the top, there is a navigation bar with links for 'My Account', 'Login', 'Shopping Cart (2 items)', and 'Live Support'. Below this is a secondary navigation bar with links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The main content area is titled 'Cart Details' and includes a breadcrumb trail: 'Home > Shopping Cart > Shipping'. A paragraph of text explains that certificates will be printed exactly as entered and that misspelled names will be corrected at the cost of the chapter. Below this is a form with five columns: 'Name:', 'Chapter:', 'School:', 'Induction Date:', and 'Email:'. The form contains two rows of data for 'Jane Doe' and 'John Doe'. A red 'Continue' button is positioned below the form. At the bottom of the page, there is a footer with links for 'Site Map', 'Privacy Policy', and 'Contact Us', and a copyright notice: '© 2009-2021 Sators.com & Award Concepts, Inc. All Rights Reserved.' Three red arrows point upwards from the footer area to the 'Name', 'Induction Date', and 'Continue' fields in the form.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items) | Live Support

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping

### Cart Details

Your cart has items that require additional details. Please enter induction information below. Please note that Certificates will print exactly as entered below. Therefore, please spell out the month (i.e. December 1, 2018 rather than 12/1/18). Misspelled certificates that are the result of input error will be corrected at the cost of the chapter.

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda	Community College	9/1/2021	jane.doe@college.edu
John Doe	Lambda Lambda	Community College	9/1/2021	john.doe@college.edu

Continue

Site Map | Privacy Policy | Contact Us | © 2009-2021 Sators.com & Award Concepts, Inc. All Rights Reserved.

**\*\*Review closely**, Award Concepts will not be held responsible for spelling errors typed here. A certificate reprint charge of \$3.75 will be required for correction of misspelled inductee names.

**Step 6: After entering certificate information, you will be directed to the cart summary page. Verify the chapter name and school name and provide any special order notes**

The screenshot shows the 'Cart Summary' page for Award Concepts. At the top, there is a navigation bar with links for 'My Account', 'Login', 'Shopping Cart (2 items)', and 'Live Support'. Below this is a secondary navigation bar with links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The main content area is titled 'Home > Shopping Cart' and 'Cart Summary'. It features a table with one item: 'SCH Membership Certificate and Pin' with a quantity of 2 and a price of \$30.00. Below the table is an 'Update Cart' button and a 'Subtotal: \$60.00' label. To the left, there are input fields for 'Chapter Name' (containing 'Lambda Lambda'), 'School Name (if applicable):' (containing 'Community College'), and a large 'Order Notes' text area. To the right, there are buttons for 'Continue Shopping' and 'Checkout', and a 'Promo Code' field with an 'Apply' button. A 'SecureTrust Trusted Commerce' logo is visible in the bottom right corner of the main content area. The footer contains links for 'Site Map', 'Privacy Policy', and 'Contact Us', along with a copyright notice: '© 2009-2021 Sators.com & Award Concepts, Inc. All Rights Reserved.'

Select Checkout to proceed to payment. Otherwise, to purchase honor cords or other materials select Continue Shopping.

# Step 7: Prior to payment information, you may be prompted to create your account. Both creating an new account *or* checking out as a guest work.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Log-in

### My Account

#### Access Existing Account

Email Address:

Password:

**Login**

**Forgot your password?** Enter the e-mail address associated with your account below and we'll send you an e-mail containing your password.

Email Address:

**Submit**

*Please add "noreply@awardconcepts.net" to your contacts to ensure email delivery*

**If you need help checking the status of your order and haven't created an account, please contact a Customer Care Specialist at 800-659-7801 from 8 a.m. to 5 p.m. CST or follow the Live Support link above.**

### Continue Without Account

Click to continue without creating an account.

**Continue**

### Create a New Account

New customer? Fill out the information below to create a new account.

Full Name:

Email Address<sup>1</sup>:

Re-Enter Email:

Password:

Re-Enter Password:

**Create Account**

**OR**

<sup>1</sup> Email Privacy Notice: Award Concepts will not sell, exchange, or otherwise give away your e-mail address to anyone for any reason. See our Privacy Policy for more secure account information.

## Step 8: Enter the correct shipping information

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping

### Shipping Information

Name:

Address:

Address 2:

City:

State/Province:

Zip:

Country:

Daytime Phone:

Need By Date:

### Shipping Method

Timeframes below do not include manufacturing and processing time. For orders requiring manufacturing, please allow 6 weeks. FedEx/UPS shipments require a physical shipping address - No P.O. Boxes please.

- US Mail (\$FREE) ← USPS is covered by the National Office
- FedEx/UPS Ground (\$15.00)
- FedEx/UPS Second Day (\$35.00)
- FedEx/UPS Overnight (\$60.00)

#### FedEx Ground Service Map from Origin: 60174

Subtotal:	\$60.00
Shipping & Handling:	\$7.75
Tax: <a href="#">calculate</a>	\$0.00
<b>Total:</b>	<b>\$60.00</b>

[Edit Cart](#) [Continue](#)

\*\*If selecting USPS, plan on 10 business days *plus* shipping for your items to arrive

\*\*The National Office strongly recommends ordering materials 4 weeks *before* your ceremony

## Step 9: Payment information – you can pay via credit card or check

\*\*credit cards are encouraged, as orders paid by check will not ship until checks have been received

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:

Name:

Email:

### Order Summary

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

<b>Subtotal:</b>	<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>Tax:</b>	<b>\$0.65</b>
<b>Total:</b>	<b>\$60.65</b>

[Edit Cart](#) [Continue](#)

## **\*\*If selecting pay by check**

The below message will appear as soon as you select pay by check. Select OK if you wish to proceed.

The screenshot shows a web browser window with the URL <https://acgreek.com/greek/billing.php>. The page title is "Award Concepts - Your Sou". The browser's address bar shows the URL and a lock icon. The page content includes the Award Concepts logo, navigation links like "About Us" and "Find Your Organization", and a breadcrumb trail: "Home > Shopping Cart > Shipping > Payment Information". A modal dialog box is open, titled "acgreek.com says:", with the following text: "Due to additional processing time, orders paid by check will take a minimum of three weeks to be delivered. Orders are not processed until your check has been received by Award Concepts, Inc. Click OK to proceed with payment by check. Click Cancel to place order by Credit card." The dialog has "OK" and "Cancel" buttons. The background page shows a "Payment Information" form with fields for "Type:", "Name:", and "Email:", and a "Shipping Method" dropdown set to "US Mail". A "Shipping To:" address is listed: "Professor X, 1234 College Avenue, Pleasantville, IL 12345". A summary table shows: "Subtotal: \$60.00", "Shipping & Handling: \$0.00", "Tax: \$0.65", and "Total: \$60.65". There are "Edit Cart" and "Continue" buttons at the bottom right. The footer contains "Site Map", "Privacy Policy", "Contact Us", and a copyright notice: "© 2009-2016 Sators.com & Award Concepts, Inc. All Rights Reserved."

award Concepts - Your Sou

https://acgreek.com/greek/billing.php

Lambda Pi Eta Communications and M

acgreek.com says:

Due to additional processing time, orders paid by check will take a minimum of three weeks to be delivered. Orders are not processed until your check has been received by Award Concepts, Inc.

Click OK to proceed with payment by check. Click Cancel to place order by Credit card.

OK Cancel

Shopping Cart (2 items)

Customer Service Contact Us

Payment Information

Type: --Choose--

Name:

Email:

Shipping Method: US Mail

Shipping To:  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

Subtotal: \$60.00

Shipping & Handling: \$0.00

Tax: \$0.65

Total: \$60.65

Edit Cart Continue

Site Map Privacy Policy Contact Us

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## Pictured below is the payment by check screen

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:

Check:

Please mail your payment to:  
Award Concepts, Inc.  
Order #401374  
P.O. Box 4305  
Saint Charles, IL 60174

Make payable to:  
Award Concepts, Inc.

*Please Note: Include your order number on your check. The order number will be generated on the receipt page after placing your order.*

Name:

Email:

### Order Summary

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

<b>Subtotal:</b>	\$60.00
<b>Shipping &amp; Handling:</b>	\$0.00
<b>Tax:</b>	\$0.65
<b>Total:</b>	\$60.65

**Check number required for tracking purposes**

**Remember to write your order number on your check**

**\*\*Mail all checks to the address in the red box above. Checks *cannot* be accepted or processed at the National Office.**

## \*\*If selecting pay by credit card

**Award** THE BEST  
CONCEPTS

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

### Payment Information

Type:  ▼

Credit Card Type:    

Card Number:

Expiration:  ▼  ▼

Name (on card):

Card ID #:

Check box if the billing address is the same as the shipping address, or enter a different address below.

Name:

Address:

Address 2:

City:

State/Province:  ▼

Zip:

Country:  ▼

Email:

### Order Summary

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

<b>Subtotal:</b>	<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>Tax:</b>	<b>\$0.65</b>
<b>Total:</b>	<b>\$60.65</b>

## Step 10: Verify your order details, shipping method, and payment information.

**Award CONCEPTS** THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment > Order Verification

### Verify Order

Please verify your order details below. When ready to place your order, click on the "Place Order" button only once. Your order will then be processed. Please allow some time for your order to be placed.

#### Cart Summary:

<b>SCH Membership Certificate and Pin</b>	Quantity: 2	Price: \$30.00
<b>Subtotal:</b>		<b>\$60.00</b>
<b>Shipping &amp; Handling:</b>		<b>\$0.00</b>
<b>Tax:</b>		<b>\$0.65</b>
<b>Total:</b>		<b>\$60.65</b>

**Shipping Method:**  
US Mail

**Shipping To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345

**Payment Information:**  
Visa: XXXX-XXXX-XXXX-1121

**Bill To:**  
Professor X  
1234 College Avenue  
Pleasantville, IL 12345  
ProfessorX@adams.edu

**Notes:**  
NA

[Edit Cart](#) [Place Order](#)

### Certificate Details

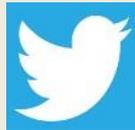
Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda	Adams Community College	8/23/2016	jane.doe@adams.edu
John Doe	Lambda Lambda	Adams Community College	8/23/2016	john.doe@adams.edu

[Edit Certificates](#)

If all appears correct, select Place Order to submit order for processing.

**Congratulations!**

**You have successfully inducted  
new members into Sigma Chi Eta!**



[@NCA\\_StudentOrgs](https://twitter.com/NCA_StudentOrgs)   [Facebook.com/NCAStudentOrgs/](https://Facebook.com/NCAStudentOrgs/)

**Don't forget to find us on Facebook or Twitter!  
Be sure to post pictures of your induction  
ceremonies & chapter activities for us to share!**