A Letter from the National Office

Dear Lambda Pi 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 Lambda Pi Eta (LPH). LPH has over 600 chapters, which means over 600 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 LPH has grown to have the national presence it does today.

The purpose of Lambda Pi 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 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 LPH 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 LPH 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,

Trevor Parry-Giles, Ph.D.
Director of Academic and Professional Affairs

Jacqueline Reilly
Academic and Professional Affairs Associate
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About Lambda Pi Eta

Lambda Pi Eta (LPH) is the National Communication Association’s official honor society at four-year colleges and universities. LPH currently has more than 450 active chapters at four-year colleges and universities nationwide.

LPH became a part of the National Communication Association in 1988, and the association's official honor society in July 1995. It is an official member of the Association of College Honor Societies (ACHS).

LPH represents what Aristotle described in Rhetoric as three ingredients of persuasion: logos (Lambda), meaning logic; pathos (Pi), relating to emotion; and ethos (Eta), defined as character credibility and ethics.

The Six Goals of Lambda Pi Eta:

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 in the field of Communication
5. Establish and maintain closer relationships between faculty and students
6. Explore options for graduate education 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 aim to connect each sponsored event, fundraiser, and other chapter function to at least one or more of these goals.

Association of College Honor Societies (ACHS)
Lambda Pi Eta is an officially recognized National Honor Society by ACHS. According to the ACHS website (http://www.achsnatl.org/), the mission of the Association of College Honor Societies is to build a visibly cohesive community of national and international honor societies that promotes the values of higher education; fosters excellence in scholarship, leadership, service, and research; and adheres to the standards of honor society excellence.

Member societies of the Association of College Honor Societies are as divergent as knowledge itself. From business to physics, mathematics to music, these organizations exist for one primary purpose: to encourage and honor superior scholarship and leadership achievement.

The Association of College Honor Societies (ACHS), founded in 1925, is the nation's only certifying agency for college and university honor societies. ACHS sets standards for organizational excellence and for scholastic eligibility for the various categories of membership. Please visit the ACHS website for a wide range of resources, grants and recruitment information.
Governance

National Office Contact
Lambda Pi Eta
1765 N St, N.W.
Washington D.C., 20036
202-464-4622

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To view the current LPH Faculty Advisory Board and Student Advisory Board representatives, please visit our website www.natcom.org/lph.
Lambda Pi Eta Website and Resources

The LPH website provides members and advisors with resources to help with everything from ordering induction materials, to planning events, to applying for national awards, to accessing previous issues of Simply Speaking - the official newsletter of LPH.

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

**About LPH** (http://www.natcom.org/lph/)
Gain an overview of the purpose and history of Lambda Pi Eta, and access all of the following:

- Membership and Materials (*Find membership forms, start a chapter, and learn how to order induction materials*)
- LPH Policies and Procedures (*the governing document of LPH*)
- Annual Chapter Renewal and Annual Report Form (*must be submitted by each chapter, along with the $35 renewal fee by January 2nd*)
- Award Concepts LPH Members Store (https://acgreek.com/greek/home.php)
- Video recording of the Ordering LPH Materials webinar (*from September/October 2016*)
- 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, read past issues of Simply Speaking and learn about the NCA Annual Convention*)
- LPH Journal Archives (*NCA discontinued publishing the LPH Journal in 2015. Previous volumes I-III can be downloaded from this page*)

**Resources** (http://www.natcom.org/Secondary.aspx?id=205)
Access multiple tools to make creating and maintaining your LPH chapter a simple process. The LPH Advisor Handbook is always available for download at this page. The ‘LPH Resources’ page helps chapters:

- **Apply for awards:** The National Lambda Pi 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, in social media, and in the Fall Edition of Simply Speaking. Every chapter is encouraged to apply for at least one award. Applications are available to download from the ‘LPH Resources’ page year-round.
• Chapter of the Year Award
• Rookie Chapter of the Year Award
• Thomas L. Veenendall Advisor of the Year Award
• Rookie Advisor of the Year Award
• Stephen A. Smith Award for Top Student Authored Paper (both individual and group)

• **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.

• **Additional support and engagement:**
  - Current Chapters (download a PDF list of all other active chapters)
  - Frequently Asked Questions
  - NCA Convention – Find updates on the annual NCA Convention (see p. 9)
  - Sample Forms – Download and customize templates of essential LPH documents
  - *Simply Speaking* – Read current and past issues of the official newsletter of Lambda Pi Eta, published in the fall and spring. The issues contain examples of superior programming at chapters around the nation, upcoming deadlines, and announcements of new resources from the National Office.

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:

- Chapter Application Form (Appendix A)
- Requirements for Academic Institutions (as listed in Policies & Procedures)
- Requirements for Individual Student Membership (as listed in Policies & Procedures)
- Lambda Pi Eta Advisor’s Pledge (Appendix B)
- Induction Script – Follow this script to induct new members at your ceremony (Appendix D)

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 LPH Membership Application deadline
- September 15th – National Awards application deadline
- Email all Communication students the LPH 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
- Submit updates and photos on latest chapter activities to the National Office to be featured in the Fall Edition of Simply Speaking

November
- NCA’s Annual Convention – there are multiple LPH-specific sessions each year. Please attend the Annual Business Meeting, if possible.
- Lambda Pi 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
- Complete the Chapter Annual Report Form
- Submit the Annual Report along with the $35 chapter renewal fee by January 2nd
  - If paying by check, please mail to: NCA – Lambda Pi Eta
    1765 N St. NW, Washington, DC 20036

January
- Create Spring semester’s LPH Membership Application deadline
- Contact chapter officers and schedule Executive Board spring planning meeting
- Email Communication students the LPH 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
• Stephen A. Smith Top Paper Submission deadline (Note: Deadline is the same as Convention submission deadline. Check http://www.natcom.org/convention/ for most up-to-date information)
• Submit updates and photos on latest chapter activities to the National Office to be featured in the Spring Edition of Simply Speaking

April
• Host induction/graduation ceremony and events

May
• 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
The National Communication Association hosts its Annual Convention every November. The 2017 convention will be held in Dallas from Thursday, November 16 – Sunday, November 19, 2017. Further, the theme for the 2017 Annual Convention is “Our Legacy, Our Relevance.”

Every LPH member is encouraged to submit their paper to the LPH paper competition as well as to any other appropriate units of NCA. If the paper is accepted, the student is committed to attending that year’s convention to present it in person.

LPH members that present their paper at an LPH sponsored session are eligible to receive a travel stipend to help pay for travel costs (check with the National Office for specifics on the amount). Further, LPH 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 LPH 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 Lambda Pi 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 various agenda items. All members and officers are welcomed and encouraged to attend.

Attending the 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 LPH students opportunities to present their superior work.

For more information on NCA’s Annual Convention, please visit www.natcom.org/convention.

Future convention locations include:

- 2018 – Salt Lake City, Utah
- 2019 – Baltimore, Maryland
- 2020 – Indianapolis, Indiana
The Chapter

Every Lambda Pi Eta chapter must adhere to the Individual Student Membership and Academic Institutional Membership eligibility requirements as outlined in the Policies and Procedures, available at https://www.natcom.org/Tertiary.aspx?id=6916. For an institution to be eligible to host a Lambda Pi Eta chapter, they must:

- Grant baccalaureate or higher degrees
- Be accredited by the appropriate regional association
- Have an academic school, division, or department in the field of Communication Studies
- Offer a minimum of 30 academic hours in Communication and Communication-related courses

To charter a new chapter, first confirm that your institution meets these eligibility requirements. If your university or college meets these five 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. Signed Advisor's pledge
3. Proof of a Communication program that meets LPH requirements (generally a link to the course catalog)
4. $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, AmEx)

Membership

Individual Student Membership eligibility requirements are as follows:

1. Complete 60 semester credit-hours (90 quarter credit-hours)
2. Have a minimum overall cumulative GPA of 3.0
3. Complete the equivalent of 12 semester credit-hours (18 quarter credit-hours) in Communication Studies
4. Have a minimum GPA of 3.25 for all Communication Studies courses
5. Currently be enrolled as a student in good standing, as determined by the institution's policies
6. Rank within the highest 35 percent of one’s class in general scholarship

To be eligible for admission, master’s students must meet the following criteria:

1. Complete 12 hours of graduate credit-hours (18 quarter hours) in Communication
2. Have a minimum cumulative GPA of 3.5
3. 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 Lambda Pi Eta.

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

Honor cords cost an additional $9.85 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 Lambda Pi 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 Lambda Pi Eta, and the membership certificate and pin that must be ordered for each student through the Award Concepts LPH Online Store.

To order materials through Award Concepts, follow the instructions below and consult Appendix E (the step-by-step ordering guide). By following these simple instructions, your order can be placed in minutes.

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

2. Log in using your chapter's assigned passcode.
3. Follow the step-by-step ordering guide provided (in Appendix E and online) 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 Lambda Pi 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 $35 chapter renewal fee by January 2nd each year. Once again, these are the bare minimum, basic expectations held for each chartered chapter of Lambda Pi Eta.

Every chapter should aim to hold events that promote at least one of the six goals of LPH. 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 (e.g. annual report, specific inquiries)
- 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 LPH 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 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 Lambda Pi 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 Lambda Pi 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 (https://www.natcom.org/Tertiary.aspx?id=582) to view a wide array of potential activities and events for your Lambda Pi Eta chapters to plan and host. Simply Speaking is another great resource that will highlight outstanding events of the current and previous year(s).
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
  \textit{Example:} The Alpha Beta chapter at the University of Hartford hosts an Annual Career Mixer to bring alumni working in Communication back to campus to network and speak about their experiences.
- 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
  \textit{Example:} The Kappa Iota chapter at the University of San Francisco holds bake sales each semester on their campus quad. They sell home baked pies, and each customer receives a sticker that reads “I ate pie with Lambda Pi Eta!” and also gets to vote for one of three local charities to receive all proceeds.
- Plan community service projects or drives (i.e. food drives, toy drives, blood drives)
  \textit{Example:} The Alpha Mu chapter at the University of Kansas hosted a supply drive for the most needed items of the Sexual Trauma & Abuse Care Center in Lawrence, KS.

Academic:
- Create tutoring or mentoring programs that pair students together with other students or faculty members
  \textit{Example:} The Gamma Zeta chapter at Purdue University created a mentorship program in which upperclassman LPH members were paired with freshman Communication Studies students in the department to ease their adjustment, and help them advance their studies and focus in Communication.
- Host resume writing or interview skills based workshops
  \textit{Example:} The Pi Mu chapter at the University of Houston-Downtown hosted a three-part series bringing experts in from across the department and campus to speak to students. The first session covered developing your resume writing skills, the second covered preparing for interviews, and the third covered selling you and your story to prospective employers.
- Participate in local/regional conferences
- Watch political debates
• Organize group research projects to improve students’ research skills and understanding of research methodologies
  Example: Members of the Gamma Zeta chapter at Purdue University traveled to the 2016 Iowa Caucus and conducted polling related research in partnership with C-SPAN.

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 LPH 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.
Dear [student’s name]:

Congratulations! Due to your outstanding academic achievement, Lambda Pi 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 60 semester credit-hours
- Have a minimum overall cumulative GPA of 3.0
- Completed 12 semester credit-hours in Communication Studies
- Have a minimum GPA of 3.25 for all Communication Studies courses
- Currently be enrolled as a student in good standing, as determined by the institution's policies
- Rank within the highest 35 percent of one’s class in general scholarship

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 Lambda Pi 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 Lambda Pi Eta are honored to welcome you as a member.

Sincerely,

[Name]
[Title]
[Contact info]
Lambda Pi Eta (LPH) is the National Communication Association’s official honor society at four-year colleges and universities, 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 60 semester credit-hours
- Have a minimum overall cumulative GPA of 3.0
- Completed 12 semester credit-hours in Communication Studies
- Have a minimum GPA of 3.25 for all Communication Studies courses
- Currently be enrolled as a student in good standing, as determined by the institution’s policies
- Rank within the highest 35 percent of one’s class in general scholarship

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 Lambda Pi Eta.

[Insert your Title, Department Name]                                      Date

I, ______________________________, having been invited to join the [X] chapter of Lambda Pi 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 Lambda Pi Eta.

__________________________________________________________________________  Date

Student Signature

_________  __________________________

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].
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 12)

Total completed credits: ______
(must have completed at least 60)

Advisor signature: ___________________________________________

Date:      /      /

Student signature: _________________________

Date:      /       /


Chapter Finances

National Membership Fees

There are three types of required national membership fees.

1. **The LPH 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 LPH Chapter Renewal Fee - $35**
   a. This renewal fee is due by January 2nd each year, and is requisite to keep a charter active. If the fee is not paid by January 2nd, the chapter will lose access to the Award Concepts LPH 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 LPH 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 Lambda Pi 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.
Lambda Pi 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 LPH
- 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
- Publish newsletter – Simply Speaking
- Offer day-to-day assistance/operational support
- Maintain standards and execute superior client support
Lambda Pi Eta Chapter Benchmarks

Check list for ____________ Chapter

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<td>Participation in NCA’s Annual Convention</td>
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<tr>
<td>Participation in local/regional conferences</td>
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<tr>
<td><strong>Advisor Benchmarks</strong></td>
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<tr>
<td>Provide logistical leadership for chapter</td>
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<tr>
<td>Assist student members in planning activities/events</td>
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<tr>
<td>Communicate regularly with National Office</td>
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<tr>
<td>Participate in official chapter activities</td>
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<tr>
<td>Actively recruit new members and support recruitment efforts</td>
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<tr>
<td><strong>National Office Benchmarks</strong></td>
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<tr>
<td>Provide chapter resources</td>
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<tr>
<td>Present opportunities for awards and recognition of excellence</td>
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<tr>
<td>Assist in Annual Convention planning/support</td>
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<td>Publish newsletter – <em>Simply Speaking</em></td>
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<td>Offer day-to-day assistance/operational support</td>
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<tr>
<td>Maintain standards and execute superior client support</td>
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Appendix A

Directions: The chapter application form is available online at (https://www.natcom.org/Form.aspx?ekfrm=1783). On the online form, be sure to fill in each of the text boxes below.

Lambda Pi Eta Chapter Application

College/University Name
This school is: Choose One
Department/Unit Name
Department/Unit Phone Number
Department/Unit Fax Number

Faculty Advisor Information

Name
Title
Mailing Address

Phone
Fax
Email

Certifications

The required procedures of your campus regarding formation of an honor society must be fulfilled. By choosing the following and submitting this online form, I certify that:

Choose one

☐ By checking this box and submitting this online form, I certify that the host institution offers a minimum of 30 credits in communication and communication-related courses which is a requirement for membership in LPH.
Appendix B

Lambda Pi Eta
Advisor’s Honor Pledge

As the advisor to the ______________ chapter of Lambda Pi Eta
(chapter name)

located on the campus of ________________, I pledge
(insert institution name)

that I will guide my chapter in accordance with the Lambda Pi Eta Policies and Procedures.

____________________________________________________

signature of chapter advisor

________________________________________

date

Please sign this form and return it to the National Office along with a check for $100.

Please mail to:

Lambda Pi Eta National Coordinator
National Communication Association
1765 N Street, NW
Washington, D.C., 20036
## Lambda Pi Eta Chapter Renewal & Annual Report

### Chapter Information

<table>
<thead>
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<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Chapter Name</td>
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</tr>
<tr>
<td>College/University Name</td>
<td></td>
</tr>
<tr>
<td>Chapter Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Chapter Phone Number</td>
<td></td>
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<tr>
<td>Chapter Email Address</td>
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<tr>
<td>Chapter Website</td>
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</tbody>
</table>

### Payment Details

If paying via check, submit this form and mail check to:
National Communication Association
ATTN Lambda Pi Eta
1785 N ST. NW
Washington, DC 20036

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<td>Security Code</td>
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### Updated Chapter Information

<table>
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</thead>
<tbody>
<tr>
<td>Advisor’s Name &amp; Title</td>
<td></td>
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<tr>
<td>Advisor’s Email Address</td>
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<tr>
<td>Chapter President’s Name</td>
<td></td>
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<tr>
<td>Chapter President’s Email</td>
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<tr>
<td>Total Number of Members</td>
<td></td>
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<tr>
<td>Number of Spring Inductees</td>
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</tr>
<tr>
<td>Number of Fall Inductees</td>
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</tbody>
</table>

### Please List Annual Chapter Activities

- **Spring**
- **Fall**

[Submit]
Appendix D

Sample Induction Ceremony Script

The following is a sample script for a Lambda Pi 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 Lambda Pi 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: The name Lambda Pi Eta is represented by the Greek letters L (lambda), P (pi), and H (eta) symbolizing what Aristotle described in his book, Rhetoric, as the three modes of persuasion: Logos meaning logic, Pathos relating to emotion, and Ethos defined as character credibility and ethics. The candle lighting ceremony will further describe each of the meanings behind these Greek letters.

Lambda Pi Eta was founded by the students of the Department of Communication at the University of Arkansas and was then formally endorsed by the faculty member and founder, Dr. Stephen A. Smith in 1985. The Speech Communication Association – now the National Communication Association - established Lambda Pi Eta as an affiliate organization and as the official national honor society for outstanding students in Communication in 1994. In February 1996, Lambda Pi Eta was inducted into the Association of College Honor Societies. Today, there are over 600 chapters of Lambda Pi Eta nationwide.

Now I would like to ask all new inductees to please assemble in the rear of the room and for faculty and Lambda Pi 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.)

Chapter Officer #1: The first mode of persuasion is logos, or logic. In all aspects of scholarship and its application to one’s life, logic plays a major role in deliberations and problem solving. (Light first candle)

Chapter Officer #2: Pathos, or emotional appeal, the second symbol of our organization’s title, encompasses a driving force that makes an organization vital and effective. (Light second candle)

Chapter Officer #3: The last mode of persuasion is ethos, or character credibility and ethics. Aristotle sees character credibility as a primary means of affecting change in society and in one’s
life. Thus it is appropriate that ethos is a major symbol of Lambda Pi Eta and its six goals. (*Light third candle*)

Chapter Officer #4: 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 provide an opportunity to discuss and exchange ideas in the field of Communication
4. To promote and encourage professional development among Communication majors
5. To establish and maintain close relationships and mutual understanding between faculty and students
6. To explore options for further graduate education

Chapter Officer #5: The membership in Lambda Pi Eta is composed of undergraduate students who have declared an interest in the field of Communication and have achieved a high level of academic excellence.

To be eligible for membership, students must have completed 60 semester hours (90 quarter hours) in undergraduate courses; have a cumulative Grade Point Average of at least 3.0; have completed the equivalent of 12 semester hours (18 quarter hours) in Communication courses; have a Grade Point Average of at least 3.25 in those courses; be in the upper 35% of their graduating class; and be currently enrolled as a full-time student in good standing with their institution.

President (to inductees): As I call your name please come forward to receive your certificate of membership and your lapel pin. (*As names are read, each member should come forward through the receiving line, shaking hands with faculty and receiving membership materials. Once through the line, members should line up behind the table facing the audience.*)

President (to inductees): As newly inducted members of Lambda Pi Eta, do you 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 do you promise to work toward the achievement of the goals as set down by the national Policies and Procedures of Lambda Pi Eta? If so, please answer "I do."

*pause as inductees say "I do"*

(To audience) I now present to you the newly inducted members of the (your chapter) chapter of Lambda Pi Eta for the (academic year). On behalf of Lambda Pi 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.
Appendix E

Lambda Pi Eta Award Concepts Ordering Guide

To access and download the guide online, visit: https://www.natcom.org/uploadedFiles/Resources_For/Undergrad_Student_Organizations/Lambda_Pi_Eta/Membership_and_Materials/LPH%20Ordering%20Guide%20%20%20no%20passcode%20-8.22.16.pdf.

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

There is also a recording from the ordering webinars of September 2016 on the LPH website. You can watch the LPH National Coordinator complete the ordering process while narrating the steps with helpful hints.

The following pages are the complete PDF of the ordering guide.
Lambda Pi Eta
Award Concepts Ordering Guide

August 2016
Important Notes

Please submit the Annual Report form and $35 renewal fee to the National Office each year by January 2nd

online: https://www.natcom.org/Form.aspx?ekfrm=1782
by mail: National Communication Association
Attn: Lambda Pi Eta
1765 N Street NW
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts LPH 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 lambda lambda)
Step 1: Log into Award Concepts with your Passcode

Enter your chapter’s name in all lowercase with the space(s) included as pictured
Step 2: Select ‘Membership’

Note: Members can order LPH clothing and branded items from the following link without the passcode: https://acgreek.com/greek/home.php
Step 3: Select ‘LPH Membership Certificate and Pin’ from the upper left

- The Membership certificate is **required** for official induction in LPH
- 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.

**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. 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 a new account or checking out as a guest work.
Step 8: Enter the correct shipping information

**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
**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.
Pictured below is the payment by check screen

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

Remember to write your order number on your check.
**If selecting pay by credit card**
Step 10: Verify your order details, shipping method, and payment information.

If all appears correct, select Place Order to submit order for processing.
Congratulations!
You have successfully inducted new members into Lambda Pi Eta!

Don’t forget to take pictures of your chapter’s ceremony to share with us on Facebook or Twitter!