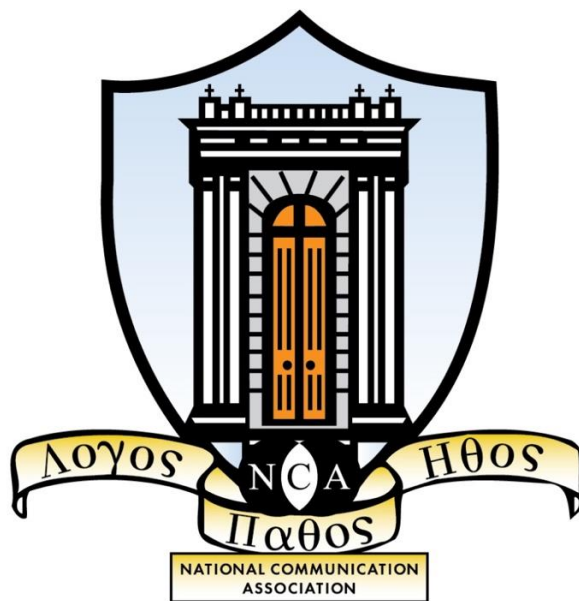


LAMBDA PI ETA

A D V I S O R H A N D B O O K



MARCH 2021

A LETTER FROM THE NATIONAL OFFICE

Dear Lambda Pi Eta Chapter Advisor:

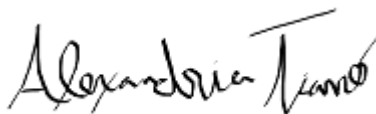
On behalf of the National Communication Association, we wish to offer our deepest thanks and gratitude for your work as a Lambda Pi Eta (LPH) chapter advisor. LPH has more than 500 chapters, which means over 500 chapter advisors working diligently to organize chapter meetings, inspire students, and help members succeed, academically and professionally. It is through your hard work that LPH has grown to have the national presence it does today.

The goals of Lambda Pi Eta are: (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) to establish and maintain closer relationships between faculty and students; and (6) to explore options for graduate education in Communication Studies. We encourage you to read through this handbook and use it as a resource to build a strong and 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 with their own dedication to achieving excellence in the Communication discipline.

We wish you and your chapter every success in all of your 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 horizontal line above the first few letters.

Alexandria Tiano
Membership Associate
202.534.1108
atiano@natcom.org

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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 500 active chapters at institutions 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 of its sponsored events, fundraisers, and other chapter functions to one or more of these goals.

ASSOCIATION OF COLLEGE HONOR SOCIETIES (ACHS)

According to the ACHS website (achshonor.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 diverse 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. 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, NW
Washington DC 20036
202.464.4622

Alexandria Tiano
Membership Associate
atiano@natcom.org
202.534.1108

To view the current LPH Faculty Advisory Board and Student Advisory Board representatives, please visit

WWW.NATCOM.ORG/LPH.

Chartering and Renewing your chapter

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

<https://www.natcom.org/lambda-pi-eta-chapter-application>

To renew an already active chapter of Lambda Pi 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. 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 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
3. Select Lambda Pi Eta membership for \$35
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: Lambda Pi 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 .

LAMBDA PI ETA WEBSITE

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.

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

LAMBDA PI ETA

www.natcom.org/student-organizations/lambda-pi-eta

- Gain an overview of the purpose and history of Lambda Pi Eta, and access the following:
- New Chapter Application Form
- Governance and Leadership (*the names and affiliations of all current Student Advisory Board and Faculty Advisory Board representatives*)
- LPH Journal Archives (*NCA discontinued publishing the LPH Journal in 2015. Previous volumes I-III can be downloaded from this page*)

From this page, you can also access the following pages:

- LPH Membership and Materials (www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials)
 - Find membership forms, start a chapter, and learn how to order induction and graduation materials through Award Concepts
- Policies and Procedures (www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials/policies-and-procedures)
 - LPH's governing document, which outlines all requirements for academic institutions and individual student members
- LPH Awards (www.natcom.org/student-organizations/lambda-pi-eta/lph-awards)
- LPH Chapter Activities (www.natcom.org/student-organizations/lambda-pi-eta/lph-chapter-activities)
- Frequently Asked Questions (www.natcom.org/student-organizations/lambda-pi-eta/frequently-asked-questions)
- LPH Logo (www.natcom.org/nca-logos-usage-policy)
- LPH Members Store (www.acgreek.com/greek/lpe-mem)

RESOURCES

Access multiple tools through the right rail menu available on each Lambda Pi Eta webpage, including:

- Our About Lambda Pi Eta flyer
- LPH Advisor Handbook
- Advisor's Pledge (*all new advisors must sign and return this form to the national office*)
- Award Concepts Ordering Guide (*a step-by-step illustration of ordering membership certificates – also found in Appendix E, page 28*)
- Lambda Pi Eta Chapter Networking Contact List (*downloaded as excel sheet through the “contact other chapters” link*)
- Current Chapters (*PDF list of all active chapters*)
- Ordering LPH Materials Webinar (*video recording of the webinars hosted in September/October 2016*)
- Sample Induction Ceremony Script & Sample Membership Forms
- Simply Speaking Newsletter

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.

LEADERSHIP CALENDAR AND 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 calendar.

NOTE: Inductions can be hosted in the Fall, Spring, and Summer semesters. Please order all induction and graduation materials *four weeks* ahead of your planned ceremonies.

SEPTEMBER

- Create fall semester's LPH Membership 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 done, 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*. Send a photo of your chapter's event along with a short description to studentorgs@natcom.org

NOVEMBER

- NCA 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, and items are brought forward for discussion and vote.

DECEMBER

- Login to natcom.org and renew your chapter for the \$35 chapter renewal fee by January 2
 - 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 done, 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

- APRIL 1ST — LPH National Awards application deadline
- 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

NCA's ANNUAL CONVENTION

The National Communication Association hosts its Annual Convention every November. The 2021 convention will be held in Seattle from Thursday, November 18 to Sunday, November 21. The theme for the 2021 Annual Convention is “Renewal and Transformation.”

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 who present their papers 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 who 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 open only 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 (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 welcome 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 provide LPH students with opportunities to present their superior work.

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

Future convention locations include:

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

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 www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials/policies-and-procedures. For an institution to be eligible to host a Lambda Pi Eta chapter, it 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 four requirements, each of the following items 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

To be eligible for individual Student Membership, a student must:

1. Have completed 60 semester credit-hours (90 quarter credit-hours)
2. Have a minimum overall cumulative GPA of 3.0
3. Have completed 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

To be eligible for admission, a master's student must:

1. Have completed 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 a 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 a lifetime member of Lambda Pi Eta.

ORDERING MEMBERSHIP CERTIFICATES, PINS, AND HONOR CORDS

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

1. Visit the Award Concepts website (<https://acgreek.com/greek/password.php>).
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 three-four 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

NCA 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, work to attend the NCA Annual Convention, and pay the annual \$35 chapter renewal fee by January 2 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 each 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 society, student club, 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 its elections. Officers should meet with their incoming successors 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 that 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's 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, or 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 elections 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 (www.natcom.org/student-organizations/lambda-pi-eta/lph-chapter-activities) to view a wide array of potential activities and events for your Lambda Pi Eta chapters to plan and host. *Simply Speaking* highlights outstanding events of the current and previous year(s).

Ideally, a chapter should 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 type of event 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 campus-wide events or activities.

Some event suggestions include:

Social:

- Host alumni for panels and/or mixers
- 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.
- Organize a Communication-themed film series, with post-film discussions and analysis

Philanthropic:

- Conduct fundraising efforts for local and/or national charitable organizations
- 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)
- EXAMPLE: The Alpha Mu chapter at the University of Kansas hosted a supply drive for items needed by the Sexual Trauma & Abuse Care Center in Lawrence, KS.

Academic:

- Create tutoring or mentoring programs that pair students with other students or faculty members
- **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 workshops
- **EXAMPLE:** The Pi Mu chapter at the University of Houston-Downtown hosted a three-part series that brought experts in from across the department and campus to speak to students. The first session covered resume writing skills, the second covered interview preparation, and the third covered selling you and your story to prospective employers.
- Participate in local/regional conferences
- Sponsor midterms and/or finals study groups and organized study breaks
- 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 include:

1. Email eligible students – or all students on a Communication Dept. distribution list— an invitation to apply for LPH membership
2. Ask current LPH 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 awareness among potential members
5. Make announcements about LPH membership 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, 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

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 would be honored to welcome you as a member.

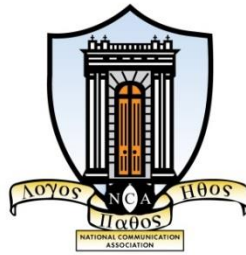
Sincerely,

[Name]

[Title]

[Contact info]

LAMBDA PI ETA
[X] CHAPTER ACCEPTANCE FORM



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

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 the student 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.

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 payable to *[insert payment info]*, to *[name]* by *[mm/dd/yyyy]*.

LAMBDA PI ETA
[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 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
 - 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.
 - This fee can be paid by check or credit card. NCA does not accept Purchase Orders.
2. The LPH Chapter Renewal Fee—\$35
 - This renewal fee is due by January 2 each year, and is requisite to keep a charter active. If the fee is not paid by January 2, the chapter will lose access to the Award Concepts LPH Online Store until its payment has been received and processed.
 - If the chapter fails 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.
 - This fee may be paid by check or credit. NCA does not accept Purchase Orders.
3. The LPH Student Membership Dues—\$30
 - 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 a membership certificate and lapel pin from Award Concepts.
 - 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.
 - 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 membership dues 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 toward 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. Chapters dues are capped at \$60. Chapters may only charge at most \$30 more than the traditional \$30 fee for the membership certificate.

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

BENCHMARK	DATE FOR COMPLETION	SHORT-TERM GOAL	LONG-TERM GOAL
<i>Chapter Development Benchmarks</i>			
Registration with institutional office			
Election of officers			
Recruitment of new members			
Initiation of new members			
Establishing chapter goals			
<i>Learning Benchmarks</i>			
Academic activities in coordination with the six goals			
Participation in NCA's Annual Convention			
Participation in local/regional conferences			
<i>Advisor Benchmarks</i>			
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			

APPENDIX A



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
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 AND RETURN THIS FORM TO THE NATIONAL OFFICE
along with your check or credit card payment for \$100.

Please mail to:

Lambda Pi Eta National Coordinator
National Communication Association
1765 N Street, NW
Washington, DC, 20036

APPENDIX B: 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 keynote speaker such as a faculty member, dean, administrator, or individual 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 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 more than 450 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 effecting 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; 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 forth 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 C: LAMBDA PI ETA AWARD CONCEPTS ORDERING GUIDE

To access and download the guide online, visit:

<https://www.natcom.org/sites/default/files/NEW%20LPH%20Ordering%20Guide.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.



Lambda Pi Eta

Award Concepts Ordering Guide



February 2021

Important Notes

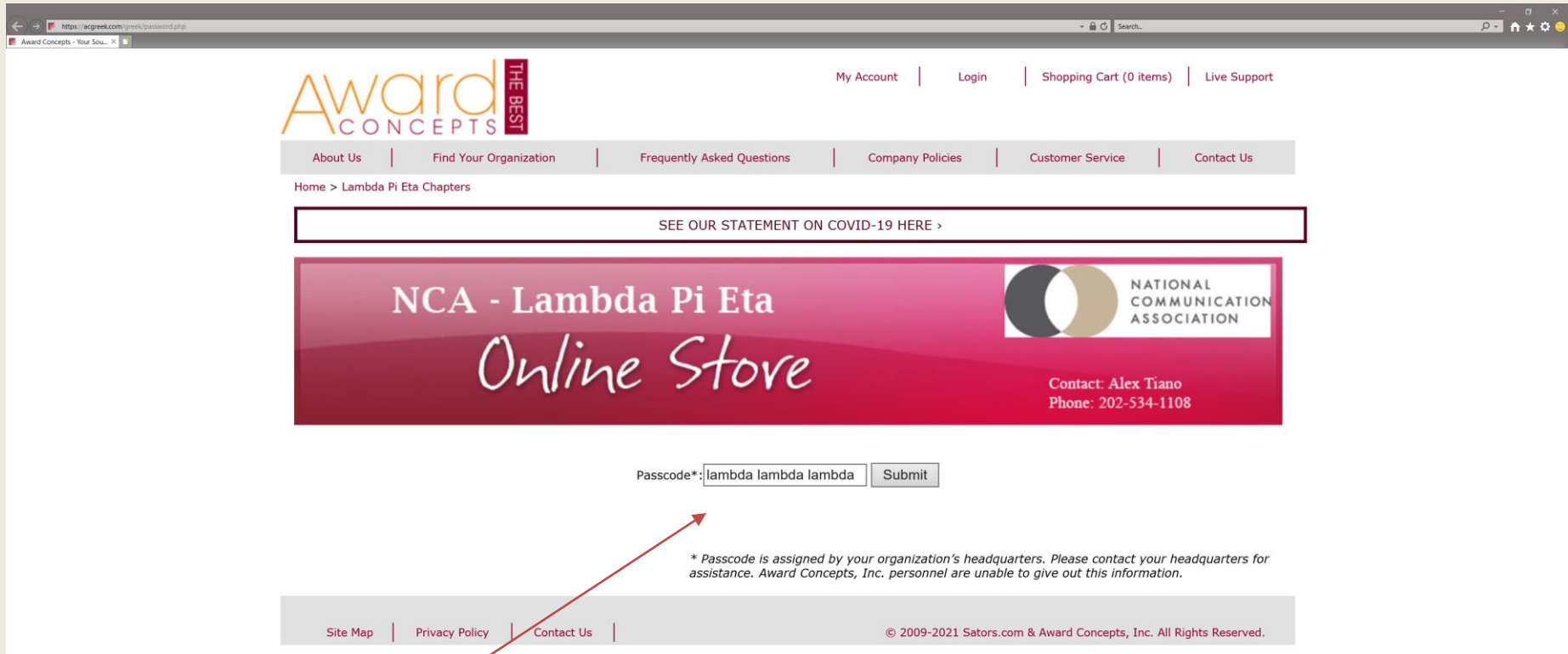
Please login to natcom.org to renew your chapter and process your \$35 renewal fee to the National Office each year by January 2nd

Checks can be sent 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)

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'

The screenshot shows the website interface for the NCA - Lambda Pi Eta Online Store. At the top, there is a navigation menu with links: About Us, Find Your Organization, Frequently Asked Questions, Company Policies, Customer Service, and Contact Us. Below the menu, a breadcrumb trail reads "Home > Lambda Pi Eta Chapters". A prominent banner at the top center contains the text "SEE OUR STATEMENT ON COVID-19 HERE >". The main banner area features the store name "NCA - Lambda Pi Eta Online Store" in a large, stylized font, accompanied by the National Communication Association logo and contact information: "Contact: Alex Tiano Phone: 202-534-1108".

The "Featured Item" section displays "LPH Pencils with Logo" for \$14.00, with a "Buy It Now" button and a search bar. To the right, a sidebar menu lists categories: Membership, Branded Items, Clothing, and Charm Bead Items. A red arrow points to the "Membership" category.

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

https://acgreek.com/greek/int.php?cat_ref=12

Award Concepts - Your Sou...

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









Home > Lambda Pi Eta Chapters > Membership

NCA - Lambda Pi Eta Online Store

NATIONAL COMMUNICATION ASSOCIATION

Contact: Alex Tiano
Phone: 202-534-1108

Membership

	LPH Membership Certificate and Pin Please proof all information before submitting, we are not responsible for incorrect information.		LPH Membership Pin
	LPH Advisor Certificate Please proof all information before submitting, we are not responsible for incorrect information.		LPH Advisor Certificate Please proof all information before submitting, we are not responsible for incorrect information.
	Red & White Honor Cords Item must be ordered through the Chapter Advisor.		Gold Honor Cords Item must be ordered through the Chapter Advisor.
	Honor Stole Item must be ordered through the Chapter Advisor.		Honor Stole Item must be ordered through the Chapter Advisor.

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

The screenshot shows the NCA - Lambda Pi Eta Online Store interface. The top navigation bar includes links for About Us, Find Your Organization, Frequently Asked Questions, Company Policies, Customer Service, and Contact Us. The breadcrumb trail reads: Home > Lambda Pi Eta Chapters > Membership > LPH Membership Certificate and Pin.

The main header features the NCA - Lambda Pi Eta Online Store logo and the National Communication Association logo. Contact information for Alex Tiano (Phone: 202-534-1108) is displayed.

The product page for "LPH Membership Certificate and Pin" is shown. The description states: "Customized individual membership certificate. Membership pin included with purchase. You will need to supply the names for these certificates upon clicking the checkout button on the cart page." A note advises: "**Do Not hit the back arrow button to revise certificate(s). Please wait until the Verify Page where you can edit certificates. Information will be lost if you hit the back arrow button.**" A warning specifies: "PLEASE SPECIFY IN THE NOTE SECTION IF THERE SHOULD BE A SPECIAL CHARACTER ON A LETTER IN A NAME." A note at the bottom states: "Specifications: Please proof all information before submitting, we are not responsible for incorrect information."

The product options section shows the "Membership Certificate and Pin" with a price of \$30.00 and a quantity dropdown menu. The dropdown menu is open, showing a list of numbers from 0 to 29. The number 0 is highlighted in blue, indicating it is the selected quantity.

The left sidebar contains a navigation menu with the following items: Membership, Branded Items, Clothing, Charm Bead Items, Bracelets & Necklaces, Guards, Officer Dangles, and Certificate Frames.

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.

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.

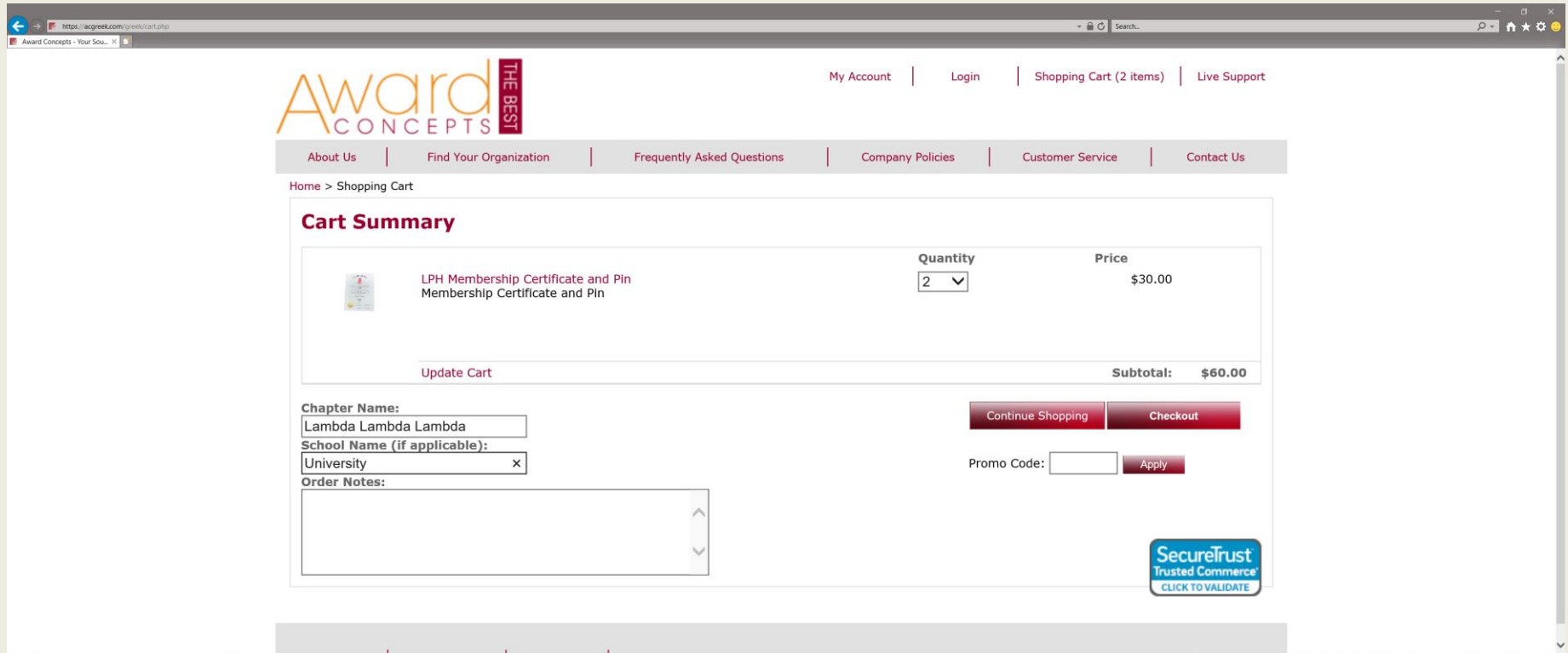
Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda Lambda	University	01/01/2021	jane.doe@lph.edu
John Doe	Lambda Lambda Lambda	University	01/01/2021	john.doe@lph.edu

Continue


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****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 on the Award Concepts website. The page features 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 Summary' and displays a table with one item: 'LPH Membership Certificate and Pin' with a quantity of 2 and a price of \$30.00. The subtotal is \$60.00. Below the table are input fields for 'Chapter Name' (filled with 'Lambda Lambda Lambda'), 'School Name (if applicable):' (filled with 'University'), and 'Order Notes'. There are also 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.

	Quantity	Price
 LPH Membership Certificate and Pin Membership Certificate and Pin	2	\$30.00


Update Cart Subtotal: \$60.00

Chapter Name:

School Name (if applicable):

Order Notes:

Promo Code:



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.

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:

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:

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.

Create a New Account

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

Full Name:

Email Address¹:

Re-Enter Email:

Password:

Re-Enter Password:

OR

¹ 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.

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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: calculate	\$0.00
Total:	\$60.00

[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 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:

Name:

Email:

Order Summary

Shipping Method:
US Mail

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

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

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

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**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 the Award Concepts website checkout process. The top navigation bar includes links for My Account, Login, and Shopping Cart (2 items). 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 breadcrumb trail indicates the user is at Home > Shopping Cart > Shipping > Payment.

The main content area is divided into two columns. The left column is titled "Payment Information" and contains a form where the payment type is set to "Check". Below this, there is a text input field for the check number. The shipping address is listed as "Please mail your payment to: Award Concepts, Inc., Order #400239, P.O. Box 4305, Saint Charles, IL 60174". The payee information is "Award Concepts, Inc.". A note states: "Please Note: Include your order number number will be generated on the receipt". There are input fields for Name and Email.

The right column is titled "Order Summary" and shows the following items:

Shipping Method:	US Mail	\$60.00
Shipping To:	Professor X	\$0.00
		\$0.65
		\$60.65

At the bottom of the order summary, there are buttons for "Credit Card" and "Continue".

A modal message box titled "Message from webpage" is overlaid on the page. It contains a question mark icon and 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." Below this text, it says: "Click OK to proceed with payment by check. Click Cancel to place order by Credit card." The modal has "OK" and "Cancel" buttons at the bottom.

The footer of the page includes links for Site Map, Privacy Policy, and Contact Us, along with the copyright notice: "© 2009-2016 Satons.com & Award Concepts, Inc. All Rights Reserved."

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 #400239
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
Adams, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

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

Check number required for tracking purposes

Remember to write your order number on your check

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****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
Adams, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

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:

LPH Membership Certificate and Pin	Quantity: 2	Price: \$30.00
Subtotal:		\$60.00
Shipping & Handling:		\$0.00
Tax:		\$0.65
Total:		\$60.65

Shipping Method:
US Mail

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

Payment Information:
Pay by check
Professor X

Notes:
NA

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

Certificate Details

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda Lambda	Adams College	8/18/2016	jane.doe@adams.edu
John Doe	Lambda Lambda Lambda	Adams College	8/18/2016	john.doe@adams.edu

[Edit Certificates](#)

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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!



@NCA_StudentOrgs



Facebook.com/NCAStudentOrgs/