



# **Award Concepts Ordering Guide**

Sigma Chi Eta Honor Society

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# Important Notes

To maintain access to Award Concepts, please submit the \$35 annual renewal fee to the National Office by January 2 [online](#) or by mail.

Mailing Address:

National Communication Association  
Attn: Sigma Chi Eta  
1765 N Street NW,  
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts SCH Online Store to order induction and graduation materials

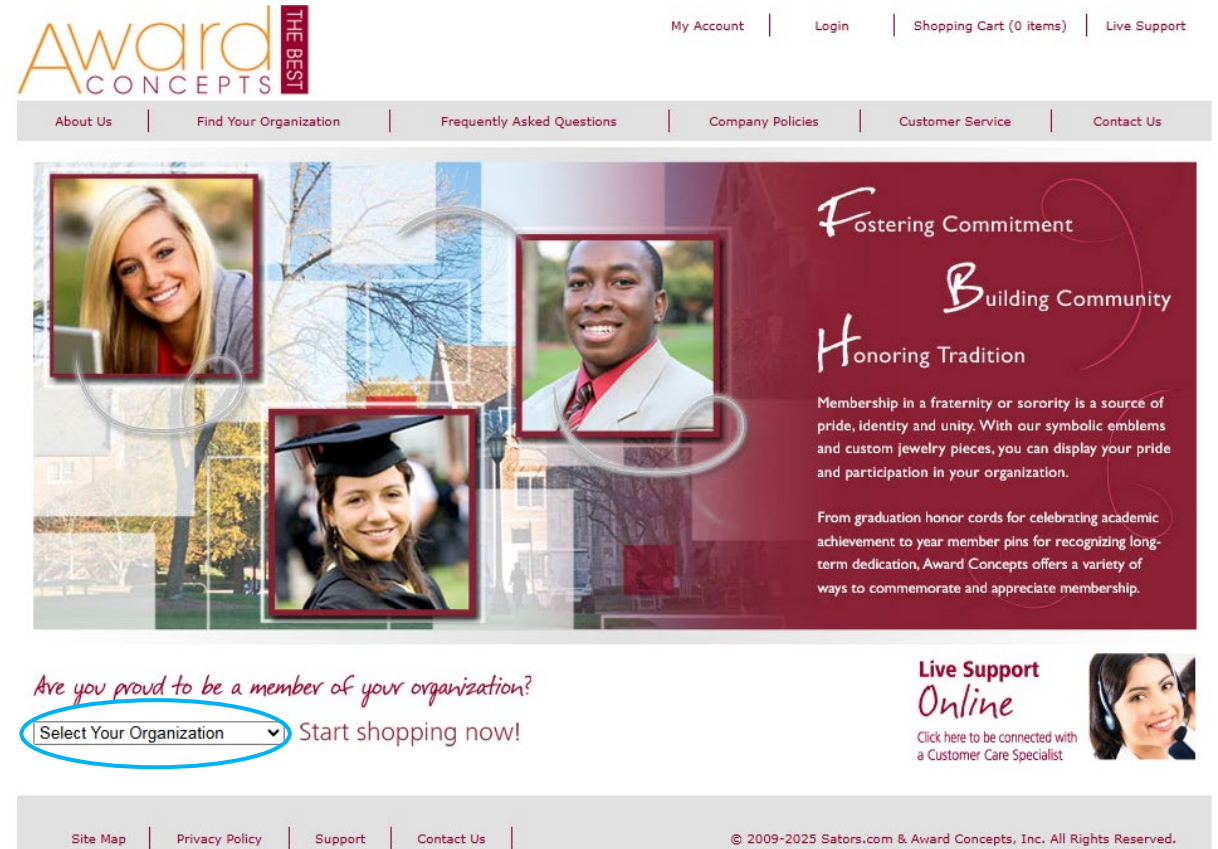
<https://acgreek.com/Greek/password.php>

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# Step 1: Log into Award Concepts

Select “**Sigma Chi Eta Chapters**” from the drop-down menu to access the password-protected advisor portal.

Note that 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 2: Click, “Membership”

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My Account

Login

Shopping Cart (0 items)

Live Support

About Us

Find Your Organization

Frequently Asked Questions


Company Policies

Customer Service

Contact Us

Home > Sigma Chi Eta Chapters


NCA - Sigma Chi Eta  
ONLINE STORE



NATIONAL  
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ASSOCIATION

Jennifer Fletcher  
jfletcher@natcom.org


Featured Item




1 Letter Chapter Guard

Price: \$23.00


Buy It Now



Membership



Regalia Shadow Box



Charm Bead Items

**Note:** Students can order SCH-branded items and clothing from the homepage *without* the passcode by selecting, “**Sigma Chi Eta Members**” from the drop-down menu

# Step 3: Select, “SCH Membership Certificate and Pin”

The Membership Certificate is **required** for official induction into the Society.

If a certificate is *not* purchased for a student, they will not appear on the national register maintained by the National Office and, therefore, will not be recognized as an official member of the Society.

Award  
CONCEPTS

THE BEST

My Account

Login

Shopping Cart (0 items)

Live Support

About Us

Find Your Organization

Frequently Asked Questions

Company Policies

Customer Service

Contact Us

Home > Sigma Chi Eta Chapters > Membership

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Membership

Regalia Shadow Box

Charm Bead Items


Bracelets & Necklaces

Guards


Officer Dangles

Certificate Frames


Membership




SCH Membership Certificate and  
Purple/White Honor Cord  
Please proof all information before submitting, we  
are not responsible for incorrect information.



Gold Honor Cords  
\*\*ITEM MUST BE ORDERED THROUGH THE  
CHAPTER ADVISOR ONLY\*\*



Red & White Honor Cords  
\*\*ITEM MUST BE ORDERED THROUGH THE  
CHAPTER ADVISOR ONLY\*\*



SCH Membership Certificate Reprint  
Please proof all information before submitting, we  
are not responsible for incorrect information.

# Step 4: Select the quantity needed, then click “Add to Cart”

Home > Sigma Chi Eta Chapters > Membership > SCH Membership Certificate and Purple/White Honor Cord

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jfletcher@natcom.org

- Membership
- Regalia Shadow Box
- Charm Bead Items
- Bracelets & Necklaces
- Guards
- Officer Dangles
- Certificate Frames



### SCH Membership Certificate and Purple/White Honor Cord

Customized individual membership certificate. Starting in May of 2024, a Purple and White Honor Cord will be included with purchase. The membership pin is discontinued. You will need to supply the names for these certificates.

**\*\*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.\*\***

PLEASE SPECIFY IN THE NOTE SECTION IF THERE SHOULD BE A SPECIAL CHARACTER ON A LETTER IN A NAME.

**\*\*Certificate Holder not included\*\***

Specifications: Please proof all information before submitting, we are not responsible for incorrect information.

#### Product Options

SCH Membership Certificate and Purple/White Honor Cord

Price: \$35.00

Quantity: 0

Add to Cart





# Step 5: Enter the Inductees Information

**Please review carefully.** Award Concepts will not be held responsible for any spelling errors typed here. A certificate reprint charge of \$5.20 will be required for the correction of any misspelled names.

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:
<input type="text" value="Jane Doe"/>	<input type="text" value="Zeta Zeta Zeta"/>	<input type="text" value="National Communication Associ"/>	<input type="text" value="05/01/2025"/>	<input type="text" value="janedoe@natcom.org"/>
<input type="text" value="John Doe"/>	<input type="text" value="Zeta Zeta Zeta"/>	<input type="text" value="National Communication Associ"/>	<input type="text" value="05/01/2025"/>	<input type="text" value="johndoe@natcom.org"/>

Continue

Site Map

Privacy Policy

Support

Contact Us

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# Step 6: Next, you will be directed to the Cart Summary. Verify the chapter and school name and provide any special notes

To purchase honors cords or stoles, select **“Continue Shopping.”** Otherwise, select **“Checkout”** to proceed to payment.

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

SCH Membership Certificate and Purple/White Honor Cord  
SCH Membership Certificate and Purple/White Honor Cord

Quantity

2

Price

\$35.00

Update Cart

Subtotal: \$70.00

Chapter Name:

Zeta Zeta Zeta

School Name (if applicable):

National Communication Assoca

Order Notes:

Continue Shopping

Checkout

Promo Code:

Apply

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TRUSTED

COMMERCE

CLICK TO VALIDATE





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[About Us](#) | [Find Your Organization](#) | [Frequently Asked Questions](#) | [Company Policies](#) | [Customer Service](#) | [Contact Us](#)

[Home](#) > [Log-in](#)

### My Account

#### Access Existing Account

Email Address:

Password:

Login

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

Email Address:

Submit

*Please add "noreply@acgreek.com" to your contacts to ensure email delivery*

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

#### Continue Without Account

Click to continue without creating an account.

Continue

#### Create a New Account

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

Full Name:

Email Address<sup>1</sup>:

Re-Enter Email:

Password:

Re-Enter Password:

Create Account

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


**Step 7: You will be prompted to log in, create an account, or continue as a guest. Any of these options will work**

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

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[About Us](#) | 
 [Find Your Organization](#) | 
 [Frequently Asked Questions](#) | 
 [Company Policies](#) | 
 [Customer Service](#) | 
 [Contact Us](#)

## Shipping Information

Ceremony/Presentation Date:  

*We do our best to meet presentation dates but they are not guaranteed. Production time and selected shipping method will impact delivery.*

## Award Concepts Business Hours

Monday through Friday 8:00am - 4:00pm Central  
Closed Saturdays, Sundays and Holidays

### Shipping Method

**Delivery timeframes below are approximate and do not apply to manufactured items, which takes 6 weeks for production. Fed Ex Shipments require a physical shipping address – No P.O. Boxes please. Please contact Award Concepts at (800) 659-7801 if you would like a package held for pick-up at a Fed Ex location.**

☒ US Mail (\$FREE)  
Approximate Delivery: 4/7/2025 – 4/11/2025

☐ Fed Ex Ground (\$18.00)  
Approximate Delivery: **3/31/2025 – 4/5/2025**

☐ Fed Ex Expedited (\$35.00)  
Approximate Delivery: **3/28/2025 – 3/31/2025**

☐ Fed Ex Expedited Rush (\$65.00)  
Approximate Delivery: **3/25/2025 – 3/27/2025**

<b>Subtotal:</b>	<b>\$70.00</b>
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Shipping & Handling:	\$8.75
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**Tax:** calculate  \$0.00

<b>Total:</b>	<b>\$70.00</b>
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[Edit Cart](#)

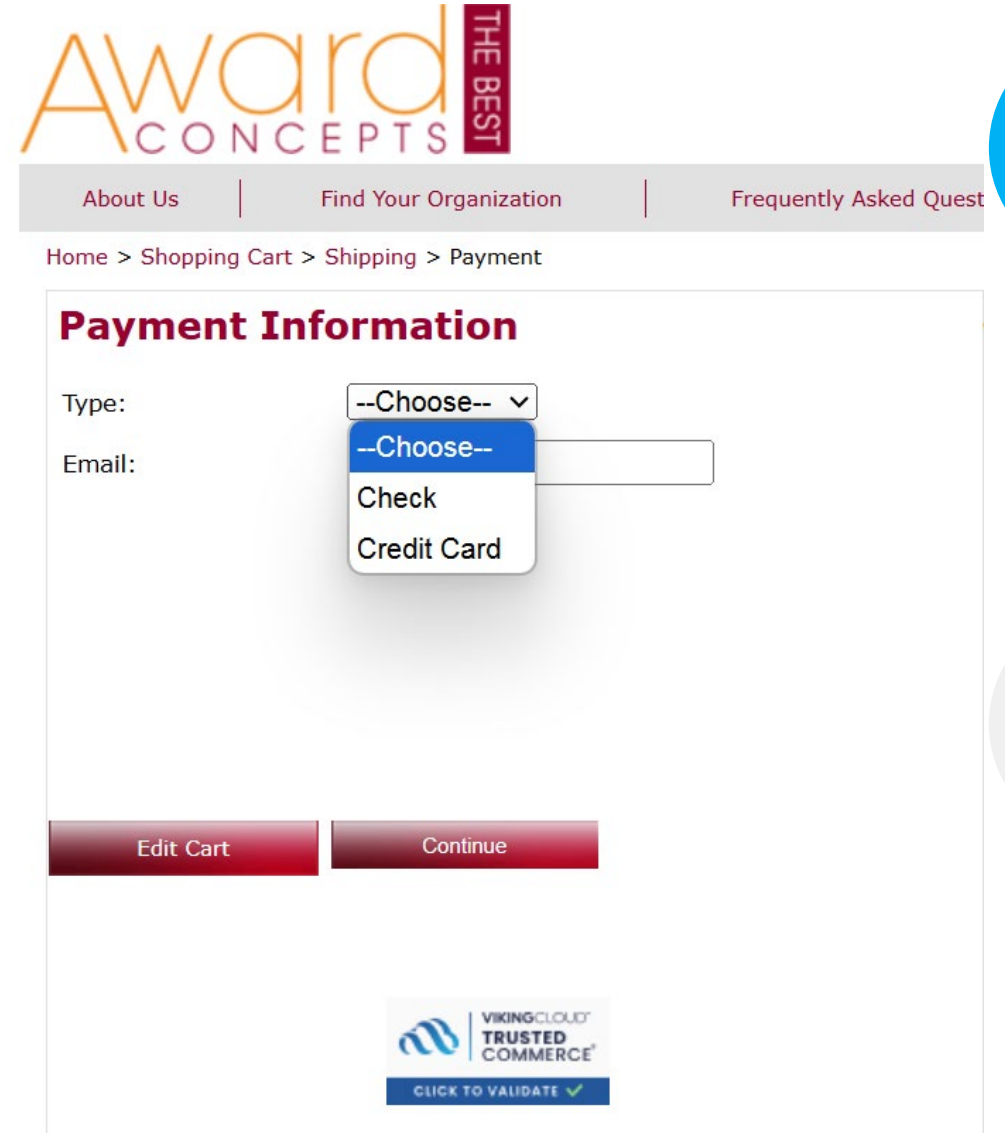
Continue

## Step 9: Enter Payment Information, then click “Continue” to Submit the Order

You can pay by credit card or check.

Note that due to additional processing time, orders paid by check will take at least three weeks to be delivered. Orders will not be processed until your check has been received by Award Concepts, Inc.

Checks for induction materials **should be mailed to Award Concepts directly**. The National Office *cannot* accept or process payment for your order.



The screenshot shows the 'Payment Information' section of the Award Concepts website. At the top, the 'Award CONCEPTS' logo is displayed with the tagline 'THE BEST'. Below the logo is a navigation bar with links for 'About Us', 'Find Your Organization', and 'Frequently Asked Questions'. A breadcrumb trail indicates the user's path: 'Home > Shopping Cart > Shipping > Payment'. The main heading for the section is 'Payment Information'. There are two input fields: 'Type:' and 'Email:'. The 'Type:' field has a dropdown menu with options: '--Choose--', '--Choose--' (highlighted in blue), 'Check', and 'Credit Card'. The 'Email:' field is a text input box. Below these fields are two buttons: 'Edit Cart' and 'Continue'. At the bottom right, there is a 'VIKING CLOUD TRUSTED COMMERCE' logo and a button that says 'CLICK TO VALIDATE' with a green checkmark.

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Home > Shopping Cart > Shipping > Payment

### Payment Information

Type: --Choose-- ▾

Email: --Choose--

Check

Credit Card

Edit Cart Continue

VIKING CLOUD TRUSTED COMMERCE

CLICK TO VALIDATE ✓

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

Don't forget to take pictures of your chapter's ceremony to share with us  
on Social Media!

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