

Memo



To: Chapter Sponsors
From: Alpha Chi National Office
Date: August 12, 2009

The national office likes to begin each fall semester by making sure your chapter is ready to invite, register, and induct a brand new group of Alpha Chi members. It's time to review your supply needs for the year, and we hope this memo provides the information you need to get going. If not, please don't hesitate to contact our office.

CHAPTER SUPPLIES & HOW TO GET THEM

Begin your year with new supplies by ordering e-mail, phone, or fax using the *Chapter Supplies & Publications Request Form*. In the next few weeks, we'd like to get a supply order from every chapter—even if you have to estimate what you'll need. If you need supplies to arrive in less than a week, express shipping charges may apply.

ONLINE FORMS

Most Alpha Chi forms are available for download from our Web site. They're located on the *Forms* page in the *Chapter Sponsor* section. You'll need Acrobat Reader and **the case-sensitive password (AX1922)** to download and print them. If you have a problem opening or printing these forms, please contact us.

Online Printable Forms

- Chapter Supplies & Publications Order Form
- Instructions for Registering Members & Ordering Certificate Reprints
- Certificate/Pin Requisition Form
- Change of Official Chapter Sponsor
- Changes to Secondary Chapter Contacts
- Chapter Grant Application
- The Chapter Handbook

CERTIFICATES FOR YOUR INDUCTION CEREMONY

The national office hopes that every Alpha Chi member receives a certificate and lapel pin at an induction ceremony. The "express processing" option has been helpful in making this possible. The fee for this service is \$28. (See the *Certificate/Pin Requisition Form* and *Instructions for Registering Members*.)

ALPHA CHI CHAPTER HANDBOOK

If you haven't printed a new Handbook from the "Forms" page of the web site in a while, this is the time to do so. The Sponsor's Guide and the Manual of Rituals now include information on inviting and inducting graduate student members.

PUBLICATIONS: NEWSLETTERS & RECORDERS

The *Newsletter* will now be completely online/electronic. Once it's ready, we'll send an announcement to AXList with a link for you to send to your current members via e-mail. The fall and spring issues of the *Recorder* will still be printed, and we're happy to provide one per member if you request that many on your supply order form. Otherwise, we will send a chapter five copies.

2010 SUPER-REGIONAL CONVENTION

In a few weeks we'll begin sending details on next semester's convention in Little Rock, Arkansas. This will be Alpha Chi's first combined regional convention—all seven regions meeting in one place (like national conventions) while having their own social functions and meal events (like regional meetings). We're very excited about our Little Rock plans! Begin talking about the convention at your next meeting. The dates are: March 25-27, 2010.

SCHOLARSHIPS & FELLOWSHIPS

An e-mail will be sent to the listserv in October detailing the scholarship competition for spring 2010. That e-mail will include links and a specific password to the nomination forms.

EXCITING CHANGES IN THE WORKS!

Alpha Chi has begun an update of AlphaChiHonor.org that we plan to launch in a few months. If you have any suggestions for the new site, please contact Lara Noah at alphachi@harding.edu.

We have also contracted with a company to create a system for web-based member registration and dues payment. This will greatly reduce the paperwork involved in the registration of new members. It's going to revolutionize your role, and we hope to have some chapters in beta testing by this coming spring semester!

EXPERIENCE.COM

Alpha Chi has joined with Experience.com to provide a place for members to post their resumes and look for jobs online. Be looking for an e-mail about this in the next few weeks.

ALPHA CHI'S FACEBOOK GROUP

Your students can connect with other Alpha Chi members nationally by joining the group called, simply, Alpha Chi. Periodically the national office sends information and reminders to the group, so send your students an e-mail to let them know about it. In fact, have a chapter officer start a Facebook group just for your chapter's quick and easy communication!

CHAPTER GRANT PROGRAM

Your chapter may apply for a \$250 grant every other year. So if you didn't receive a grant in 2008-09, it's your turn! You can access the application online.

THE AX LISTSERV

Sponsors, assistant sponsors, and clerical assistants whose names are reported to the national office are subscribed to Alpha Chi's listserv, AXList. Its primary use is so the national office can distribute timely information to each chapter. However, AXList was also designed to be a tool for any discussion or question that might be best answered by other chapter sponsors. To send a question or item for discussion, send an e-mail to the listserv address: axlist@harding.edu.

CONTACTING THE NATIONAL OFFICE

You can easily check the status of any order by sending an e-mail inquiry to Melinda Hicks. Feel free to do the same if you have trouble printing forms or navigating the Web site. Have a great semester, and please get in touch if we can help you in any way!

By phone: 800-477-4225 or 501-279-4443

By fax: 501-279-4589

By e-mail: Dennis Organ, Executive Director, dorgan@harding.edu
Lara Noah, Director of Operations, lnoah@harding.edu (or alphachi@harding.edu)
Melinda Hicks, Chapter Support Manager, mhicks@harding.edu

On the web: www.AlphaChiHonor.org