

## **1 Certificate/Pin Requisition Form (CRF)**

- Fill out the most current version of the CRF to send with your materials. (Keep a copy for your records.)
- Alphabetize and number the list of names, indicating graduate students in some way.
- List each name exactly as it should appear on the certificate. (Mary F. Jones *not* Jones, Mary F.)
- You may request duplicate certificates (**\$5 charge**) on a separate CRF, being sure to specify the year of induction for each student.

*All certificates will be dated February 22, 2010 for members inducted any time during the 2009-2010 academic year or the 2010 summer session.*

## **2 Permanent Registration Cards (PRCs)**

- Use the most current cards that contain a place for students to initial if they do not want their information shared with Alpha Chi's partnered companies.
- Have students complete all portions of both cards, which are joined by a perforation.
- Send only the top cards, **in alphabetical order**, with CRF to the National Office.
- Keep the bottom cards for local chapter files.
- PRCs should have expected graduation dates (month & year) on them.

## **3 Payment of Dues (\$30 per member)**

Send ONE check (more only if necessary) made payable to the **National Council of Alpha Chi**. Please enclose check with the Certificate Requisition Form and the Permanent Registration Cards.

The check may be from:

- College/University Business Office
- Sponsor and/or Treasurer on Local Chapter Funds
- Sponsor's Personal Check
- Money Order

***Personal checks/money orders from individual inductees cannot be accepted.***

***Registration is complete (and certificate and pins mailed) only after CRF, PRCs, and dues have been received.***

**Official Faculty Sponsor:**

- Carefully check all materials being submitted.
- Sign the CRF, and mail all materials to the National Office.

**When to Expect Certificates:** **Certificates and pins are normally mailed within two weeks after the national office receives all required registration materials.** Turn-around may be longer at graduation times (May/December). Orders will be prioritized by date needed, with every effort made to meet your deadline. *If you suspect an unusual delay, please contact the national office immediately.* Whenever possible, new members should be registered no later than one month following their induction.

***EXPRESS PROCESSING:*** The national office will speed up your processing and use a trackable, express mail service (typically Federal Express) to help get certificates to you by the date requested. **Due to increased shipping rates, the fee for this service will be \$28.** Turn-around is just a few days. Please see the shaded box on the CRF.

**Mail Registrations to:**

**UNITED STATES POSTAL SERVICE**  
Alpha Chi Honor Society  
HU Box 12249  
Searcy, AR 72149-2249

**OTHER OVERNIGHT MAIL SERVICES**  
Alpha Chi, HU 12249  
915 E. Market Ave.  
Searcy, AR 72149

**Call 800-477-4225 if you need to track your materials or have questions,  
or e-mail Melinda Hicks at [mhicks@harding.edu](mailto:mhicks@harding.edu).**