



CHI ALPHA SIGMA INFORMATION & PROCEDURES

- 1) Providing assistance to our members in our number one priority. If you have questions or need information related to your chapter, please contact us at kellen@chialphasigma.com. Both staff members also have responsibilities to our primary employers during the day, but will do our best to respond to your inquiry in a timely manner.

- 2) Membership renewal invoices will be processed annually after new fiscal years begin at chapter institutions and will be emailed to designated chapter advisors. Payments may be made with credit cards or paper checks.

- 3) In the spring semester, chapter advisors should identify all junior and senior student-athletes who have a minimum cumulative grade point average of 3.4 or above, on a 4.0 scale, and have lettered in his/her sport. The student-athlete must have achieved at least junior academic standing by the fifth full-time semester or seventh quarter as determined by your college or university. The advisor may collect this data on their own or with the assistance of their institution's Registrar's Office.
 - Members may upload their class of inductees at our website chialphasigma.com under the "Current Members" tab.

- 4) Include the presentation of Chi Alpha Sigma certificates into an existing awards ceremony at your institution or organize a standalone event of your choice for the induction of the honorees. Each local chapter may determine its type of ceremony based on its budget. Honorees are only inducted one time and then they are members of the organization for life.

- 5) Chi Alpha Sigma pins, medallions and graduation cords are available for purchase for online at chialphasigma.com for an extra price per item, plus shipping and handling.

- 6) The chapter advisor must administer, organize and maintain yearly records at their institution and pass them on to a successor to maintain should they leave the institution. Chapter advisor information can be updated on our website at chialphasigma.com.