

SIX STEPS TO ESTABLISH A CHAPTER OF PHI ETA SIGMA NATIONAL HONOR SOCIETY

1

EXPRESS INTEREST

MAKE SURE YOUR SCHOOL MEETS THE CRITERIA FOR A CHAPTER** THEN WORK WITH HQ STAFF TO BEGIN THE PROCESS OF CHARTERING.

2

IDENTIFY LEADERS

FIND AT LEAST ONE FACULTY/STAFF MEMBER TO SERVE AS CHAPTER ADVISOR, AND FIVE ELIGIBLE STUDENTS TO SERVE AS OFFICERS.

3

PETITION

SUBMIT A PETITION TO CHARTER THROUGH THE NATIONAL OFFICE, INCLUDING ANY APPROPRIATE SUPPORTING DOCUMENTS.

4

DECISION

THE NATIONAL BOARD OF DIRECTORS REVIEWS THE PETITION AND DECIDES ON GRANTING A CHARTER WITHIN 2-4 WEEKS.

5

SEND INVITATIONS

OBTAIN A LIST OF ELIGIBLE CURRENT STUDENTS AND SEND OUT INVITATIONS TO JOIN AS MEMBERS OF THE CHARTER INDUCTION CLASS.

6

CELEBRATE!

HOLD YOUR FIRST INDUCTION CEREMONY WHERE THE CHAPTER WILL BE INSTALLED AND CELEBRATE YOUR NEW MEMBERS!

** For more information on the requirements to form a chapter and the Honor Society, visit www.phietasigma.org or send us an email at HQ@phietasigma.org

