

PETITION PROCEDURE TO ESTABLISH A SIGMA PI SIGMA ($\Sigma\Pi\Sigma$) CHAPTER AT QUALIFIED INSTITUTIONS

The following materials should be completed and returned to:

Director
Sigma Pi Sigma
One Physics Ellipse
College Park, MD 20740
Tel: (301) 209-3007
Fax: (301) 209-0839
E-mail: sps@aip.org
Web site: www.sigmapisigma.org

1. Petition form (attached, also to be found in the *SPS and Sigma Pi Sigma Information Handbook*). Attach additional sheets as needed.
2. Qualification sheet (attached, also to be found in the *SPS and Sigma Pi Sigma Information Handbook*).
3. Catalog of institution to document that the institution meets requirements for Sigma Pi Sigma chapters as indicated in Article VII of the SPS and Sigma Pi Sigma Constitution (see pages 11-18 of the *SPS and Sigma Pi Sigma Information Handbook*).
4. A letter from the Chair of the Physics Department (or of the department responsible for physics instruction) indicating willingness to support a Sigma Pi Sigma chapter and appoint an appropriate faculty member or advisor.
5. SPS membership applications for all persons not currently members of SPS.
6. Induction dues for all members.
NOTE: *The basic induction fee for Sigma Pi Sigma candidates who are members of the Society of Physics Students (SPS) is \$25.00. The fee for those who are not already members of SPS is \$45.00. Please send in SPS membership forms for those new Sigma Pi Sigma members who are not current SPS members.*
7. Each member will receive a set of reception items.
NOTE: *A set of reception items consists of a lapel pin, a membership card, and a membership certificate (shingle). Chapters should order the estimated number of men's and women's reception items needed from the National Office at least three (3) weeks before the reception is scheduled. Chapters will then be billed an entrance fee for each set. Credit is given for unused sets returned to the National Office. Keys and other insignia items may be ordered for members.*

QUALIFICATION SHEET FOR INSTITUTIONS PETITIONING TO ESTABLISH A SIGMA PI SIGMA ($\Sigma\Pi\Sigma$) CHAPTER

1. Name of Institution _____
2. Department Name _____
3. Address of Institution _____

(city, state, zip)

4. Telephone: Campus Switchboard: _____
Department Number: Direct Dial: _____ or Extension: _____
Fax Number: _____

5. Highest degree in physics offered by the Institution _____

6. Type of Institution (*university, four-year college, two-year college, etc.*) _____

7. By what accrediting agencies is the Institution approved?

8. Number of majors (or equivalent): _____
undergraduates _____ graduates _____

9. Number of students on campus: undergraduates _____ graduates _____

10. Is the Physics Department (or the department responsible for physics instruction) willing to sponsor the chapter and have the appropriate institutional groups given approval?

11. Full name and other information for the Sigma Pi Sigma Chapter Advisor appointed by the Department Chair (*please print*):

Sigma Pi Sigma Chapter Advisor

Telephone Number

E-mail Address

Signed: _____
Sigma Pi Sigma Chapter Advisor

12. Full name and other information for the Department Chair (*please print*):

Department Chair

Telephone Number

E-mail Address

The Sigma Pi Sigma Chapter Officers are:

President: _____ E-mail: _____
Vice President: _____ E-mail: _____
Secretary: _____ E-mail: _____
Treasurer: _____ E-mail: _____

Signed: _____
Chapter Secretary

PETITION TO THE SIGMA PI SIGMA NATIONAL OFFICE

We, the undersigned, members of the instruction staff, alumni, and students at

(Name of Institution)

sharing an interest in physics and believing in the worth and objectives of the Sigma Pi Sigma, the national physics honor society, do hereby signify our desire to be granted a charter of this Society. If this charter is granted, we do hereby agree at all times to comply with and abide by the Constitution and Bylaws of Sigma Pi Sigma in the organization and conduct of the chapter.

Signed, this _____ day of _____, 2 _____

SIGNATURE

(Names to be typewritten below each signature)

CLASSIFICATION

(Students give class; faculty give state academic title; alumni indicate position)