

Sigma Gamma Tau Membership (Nomination) Form

Please note that all correspondence must be routed through your faculty advisor before contacting National.
(Simple questions are oftentimes easily resolved by the faculty advisor.)

Minimum part of process (**electronic list of names sent by advisor and dues check**) must be complete before certificates are ordered, which may take up to **2-3 months** for delivery.
(Printing company is especially busy starting in March to print spring semester certificates for hundreds of schools, universities, honor societies, and Greek organizations.)

IOU request may be made **directly by the faculty advisor**, but if certificates are ordered with an IOU, then stoles which are more time sensitive will **not** be ordered by IOU.

Please answer the following questions **before** completing the form on the next page.

Question #1: When was (will be) the initiation for the members?

Answer: If it was 6/30/16 or earlier then the ("one-time" life-time) membership dues are \$25 per initiate

If the initiation is **7/1/16 or later** then the ("one-time" life-time) membership dues are **\$35** per initiate

Question #2: Are there any Special Members (i.e., non-students) being initiated?

Special Membership requires advanced approval from **NATIONAL** (please see the website page on "Forms")
After receiving National approval, please include the special member in the same form,
but place a check-mark () beside the name in the form to indicate **Special Member**

If the dues amount is incorrect, the certificate printing will be delayed until a new check is received!
If you misspell the names, then it will cost your chapter \$10 per certificate for re-printing!

Some cautions which, if not taken care of, will add cost and/or delay to certificate printing:

1) Spell the names out **exactly** the way they are to appear on the **printed certificates**

2) E-mail list of names to the SGT Secretary [Dr. Myose at: roy.myose@wichita.edu] using Word document version of membership nomination form OR initiate names in text body of e-mail (no pdf or link to html).
Otherwise, there will be an additional cost and **SIGNIFICANT** delays in certificate printing

3) Faculty advisor signature is required (others are preferred, but not required)

Faculty signature indicates that all students meet eligibility requirements

[See website's Constitution Article V Section 3b for Graduate student eligibility requirements]

List sent by e-mail **directly by the faculty advisor** will be treated as an alternative to the physical signature.

4) Write **one** check made out to "**Sigma Gamma Tau**" (more than one check - then add \$5 per additional check)

5) Mail check and signed membership "nomination" form (page 2 and following, if relevant) to SGT Secretary:

Dr. Roy Myose / SGT, Dept. of Aerospace Engineering, Wichita State Univ., Wichita, KS 67260-0042

[Note: please **don't send** this first page with the nomination form]

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Sigma Gamma Tau Membership Form (4/19 version) - Dues enclosed:		initiates x \$ <input type="text"/> =
Check website for current form; send list of names in e-mail text body or as Word document file (no pdf), add \$10 if not sent by e-mail; make check out to " Sigma Gamma Tau " (personal check is fine, but the chapter is responsible for sufficient funds); \$5 <i>per check</i> additional charge if more than one check is sent.		Sent names by e-mail ? # of checks:
		Check-mark box: <input type="checkbox"/> Yes or <input type="checkbox"/> No <input type="checkbox"/> 1 or <input type="checkbox"/> many
University:		Initiation date (mo/day/yr): <input type="text"/> / <input type="text"/> / <input type="text"/>

Nominee names should be spelled out **exactly** the way they are to appear on the **printed certificates**.
 E-mail (non-scanned) list of names, then mail signed form & dues check (plus jewelry order, if any) to SGT Secretary; see website (under National Officer) for current Secretary's e-mail & physical mailing addresses.
 Advisor signature certifies student eligibility (2nd term sophomores top 1/5, juniors top 1/4 & seniors top 1/3).
 Faculty advisor signature (including additional pages if needed) is required; initiates should sign, if available.

Advisor:	Name (add check-mark <input type="checkbox"/> if Special Member)	Signature:
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Sigma Gamma Tau Membership Nomination Form (continued)

University:		Initiation Date (mo/day/yr):	/ /
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Nominee names should be spelled out **exactly** the way they are to appear on the **printed certificates**.
 Advisor signature certifies student eligibility (2nd term sophomores top 1/5, juniors top 1/4 & seniors top 1/3).
 Faculty advisor signature is required; initiates should sign, if available.

Advisor:	Name (add check-mark <input type="checkbox"/> if Special Member)	Signature:	
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