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# NEWSLETTER

The Society of Xi Sigma Pi  
The National Forestry Honor Society

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Volume 44

July 2018

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National Headquarters 2016-2019  
Department of Forestry, Rangeland and Fire Sciences  
University of Idaho  
Moscow, Idaho 83844

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# NEWSLETTER

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The National Forestry Honor Society

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# National Office

## 2016-2019

Forester: Dr. Mark J. Kimsey, Jr.

Associate Forester: Vacant

Secretary/Fiscal Agent: Dr. Andrew S. Nelson

Contact: (208) 885-7520  
NationalOffice@XiSigmaPi.org  
www.XiSigmaPi.org

Mailing Address: Xi Sigma Pi National Office  
Attn: Dr. Mark Kimsey  
University of Idaho  
Dept. Forestry, Rangeland and Fire Sciences  
875 Perimeter Dr MS1133  
Moscow, Idaho 83844-1133

## NATIONAL OFFICERS, 1915-2018

Date	Forester	Associate Forester	Secretary/ Fiscal Agent	Parent Chapter
1915 - 1917	E. T. Clark	E. J. Hanzlik	Joseph G. Morgan	Alpha
1918 - 1919	E. T. Clark	E. J. Hanzlik	J. S. Williams	Alpha
1920 - 1921	E. T. Clark	I. V. Anderson	Donald H. Clark	Alpha
1922 - 1923	E. T. Clark	E. J. Hanzlik	Donald H. Clark	Alpha
1924 - 1925	A. K. Chittenden	E. J. Hanzlik	P. A. Herbert	Beta
1926 - 1927	Henry Schmitz	S. A. Graham	Albert Wackerman	Delta
1928 - 1929	Harry I. Nettleton	Arthur M. Sowder	Wallace M. Saling	Epsilon
1930 - 1931	Earl G. Mason	H. R. Patterson	T. J. Starker	Zeta
1932 - 1933	John A. Ferguson	A. C. McIntyre	William G. Edwards	Eta
1934 - 1935	M. E. Krueger	F. S. Baker	P. M. Barr	Theta
1936 - 1937	Charles G. Geltz	R. C. Brundage	Daniel DenUyl	Kappa
1938 - 1939	Bror I. Grondal	J. K. Pearce	Fred F. Wangaard	Alpha
1940 - 1941	M. E. Deters	H. R. Sayre	A. B. Bowman	Beta
1942 - 1943	D. B. Demeritt	C. W. Chapman	R. I. Ashman	Gamma
1944 - 1945	E. G. Cheyney	J. H. Allison	R. M. Brown	Delta
1946 - 1947	Allyn M. Herrick	T. W. Shaw	B. N. Prentice	Kappa
1948 - 1949	D. S. Jeffers	Earnest Wohletz	T. S. Buchanan	Epsilon
1950 - 1951	Lewis M. Turner	T. W. Daniel	George H. Kelker	Lambda
1952 - 1954*	Lenthall Wyman	James S. Bethel	William D. Miller	Mu
1954 - 1956	Ralph W. Hayes	Bryant A. Bateman	Robert W. McDermid	Nu
1956 - 1958	Lyle W. R. Jackson	Bishop F. Grant	J. Reid Parker	Xi
1958 - 1960	Charles W. Barney	Edwin W. Mogren	Gilbert H. Fechner	Omicron
1960 - 1962	K. R. Swinford	J. W. Willingham	Edward T. Sullivan	Pi
1962 - 1964	Kenneth L. Carvell	E. H. Tyron	James H. Brown	Rho
1964 - 1966	Henry G. Posey	Harold E. Christen	Wilbur B. DeVall	Sigma
1966 - 1968	Gene S. Cox	Richard C. Smith William J. O'Neil	R. H. Westveld	Tau
1968 - 1970	John Carow	Harrison L. Morton	Chas. E. Olson, Jr.	Upsilon
1970 - 1972	Robert F. Wambach	George M. Blake	Sidney S. Firssell	Phi
1972 - 1974	Alfred D. Sullivan Harold E. Burkhart	Harold E. Burkhart	Emmett F. Thompson Carlton M. Newton Peter P. Feret	Chi
1974 - 1976	Herschel G. Abbott	Joseph C. Mawson	Alton B. Cole	Psi
1976 - 1978	Paul L. Roth	David T. Funk	Charles C. Myers	Omega
1978 - 1980	A. R. Gilmore	Jeffrey O. Dawson	Michael F. Bolin	Alpha
1980 - 1982	William A. Shain	Kurt F. Ray	B. Allen Dunn	Alpha Beta
1982 - 1984	Harold S. McNabb, Jr.	Paul H. Wary	Fred S. Hopkins, Jr.	Alpha Gamma
1984 - 1986	Don J. Weatherhead	John H. Bassman	Grant A. Harris	Alpha Delta
1986 - 1988	James P. Barret	Robert T. Eckert	William Befort	Alpha Epsilon
1988 - 1990	David L. Kulhavy	Malcolm MacPeak	Ken G. Watterson	Alpha Zeta
1990 - 1992	Glenn Mroz	Roswell Miller	Stephen Shetron	Alpha Eta

1992 - 1994	Bruce Leopold	Terry Comers	Tor Schultz	Alpha Theta
1994 - 1996	Gary Schneider	John C. Rennie	David M. Ostermeier	Alpha Kappa
1996 - 1998	Carlton S. Yee	Gerald Allen	John Stuart	Alpha Lambda
1998 - 2000	Lawrence R. Gering	Robert F. Wittwer	Donald Turton	Alpha Mu
2000 - 2002	Jeffrey C. Stier	Craig G. Lorimer	Eric L. Kruger	Alpha Nu
2002 - 2004	N. Earl Spangenberg	John E. Houghton	Jan C. Harms	Alpha Xi
2004 - 2006	Denver Hospodarsky	Robert Larson	Martha E. Lee	Alpha Pi
2006 - 2008	Samantha Gill	Norman H. Pillsbury	Richard Thompson	Alpha Upsilon
2008-2013**	George Grozdits	Mark Gibson	David Long	Alpha Phi
2013-2016	Robert L. Ficklin	Philip A. Tappe	Sayeed R. Mehmood	Alpha Chi
2016-2019	Mark J. Kimsey	Kurt Pregitzer	Andrew S. Nelson	Epsilon

\*1952 National officers began to serve for two years from July 1 of even-numbered years.

\*\* Interruption in National Office; Resumption of regular business in October 2013.

## **National Forester's Report**

**Dr. Mark J. Kimsey, Jr.**

The 2017-2018 academic year saw a 28% year-over-year increase in membership across our chapters, for a total of 385 inducted into Xi Sigma Pi. An increase of this magnitude is directly attributable to the efforts of all the chapter advisors, efforts which are greatly appreciated.

We would like to recognize Dr. Paul Catanzaro at the University of Massachusetts for revitalizing the Psi chapter (est. 1962). Welcome to the 9 newly inducted students at UMASS! Drs. Tom DeLuca (Phi, University of Montana) and Hank Stelzer (Tau, University of Missouri) are working toward the reinstatement of their respective chapters. There continue to be a number of inactive chapters; however, the National Office will continue to work with interested faculty to help facilitate their reinstatement.

Scholarships were awarded to four exceptional students during the 2017-2018 academic year. Additional information on these awardees and on the chapter advisors who served as reviewers is provided later in this newsletter. I want to express my appreciation to those advisors who gave their time to help evaluate scholarship applications.

The rollout of our online presence began during summer of 2018. Allison Harvey, University of Idaho graduate student, took on the task of building our website ([www.XiSigmaPi.org](http://www.XiSigmaPi.org)). This website is now live and ready for your review. Be aware it is still under development, so if some aspect seems broken, please note and send a comment to me. Your comments and suggestions on ways to improve the website can be sent to our new email address: [NationalOffice@XiSigmaPi.org](mailto:NationalOffice@XiSigmaPi.org). Also, please send captioned pictures of your chapter's XSP activities. We would like to post them in our picture gallery.

We have partnered with ZoHo, an online bookkeeping software, and WePay, an online payment portal (through Chase Bank), to track expenses and send invoices for 2018-2019. This partnership will also allow us to accept credit cards as an alternative payment method for your chapters.

As discussed in June, the National Office will continue to reside at the University of Idaho, beyond its 2 yr residence. Several factors contributed to this outcome. The primary reason is the pursuit of non-profit status for XSP. I felt it would be too disruptive and onerous to transfer this process to another chapter at this time.

Work items for 2018-2019 are 1) continue pursuing IRS 501c(3) non-profit status, 2) endeavor to reinstate more chapters, and 3) add pre-2006 inductees to Dr. Ficklin's comprehensive registry.

The next annual business meeting will be held at the Society of American Foresters convention in Portland, OR on October 4<sup>th</sup>, 3-4PM in Room A107 within the Oregon Convention Center.

Respectfully submitted,

Mark Kimsey

**Financial Statement for Xi Sigma Pi National Office  
(July 1, 2017 to June 30, 2018)**

**Operating Account**

Starting Balance (7-1-2017)	\$	8,571.37
Deposits	\$	12,652.39
Expenditures	\$	10,298.77
Ending Balance (6-30-2018)	\$	10,924.99

**Other Assets**

Savings Bond (Series EE, X3762628EE) Final Maturity 2023	\$	17,012.00
Savings Bond (Series EE, X3762630EE) Final Maturity 2023	\$	17,012.00
CD - Wells Fargo (Acct#: 9942625600; Renewal 4/23/2019 @ 1.6%)	\$	45,000.00
43 stoles	\$	1,505.00
Total:	\$	80,529.00

**Accounts Receivable**

Iowa State University	\$	300.00
Colorado State University	\$	987.79
Cal Poly	\$	450.00
Total:	\$	1,737.79

**Detail of Transactions**

**Deposits:**

Certificate & Stole Orders	\$	10,131.00
CD - Cash out at transfer from ONB	\$	2,521.39
Total:	\$	12,652.39

**Expenditures:**

Bank fees	\$	30.00
ACHS Dues	\$	379.00
Domain, Website, Email Fees	\$	13.05
Scholarships (4x\$1000)	\$	4,000.00
Stoles (100)	\$	3,346.83
Balfour- certificates	\$	1,799.59
Stamps & Shipping (stoles)	\$	230.30
Travel	\$	500.00
Total:	\$	10,298.77

<b>Total 2018 Assets:</b>	<b>\$</b>	<b>93,191.78</b>
2017 Assets	\$	93,181.01
<b>Year over Year +/-</b>	<b>\$</b>	<b>10.77</b>

## Xi Sigma Pi Regional Scholarships 2017-2018

At the 2016 annual business meeting it was determined that the second-place regional scholarships would be suspended. This suspension would allow us flexibility to accomplish several strategic goals: reinstatement with ACHS, resolve IRS tax-exempt status, and build a national website. The first and last of those strategic goals are complete. Once the IRS tax exempt process is complete we will re-evaluate XSP fund balance to determine if a second scholarship is financially viable.

The designated regional chapters and alternate chapters (for applications from students in the designated chapter) for evaluating applications were as follows:

Designated Regional Chapter

Designated Alternate Chapter

Northeast: University of Maine	Western: Washington State University
Lake States: University of Wisconsin-Stevens Point	West Central: Louisiana Tech University
Southeast: University of Tennessee	Lake States: University of Wisconsin-Stevens Point
West Central: Louisiana Tech University	Northeast: University of Maine
Western: Washington State University	Southeast: University of Tennessee

**Congratulations to our 2017-2018 Xi Sigma Pi Regional Scholarship recipients:**

	First Place (\$1,000)	Chapter	Second Place (\$500)	Chapter
<b>Lake States Region:</b>	Ashley Berton	Alpha Eta	Suspended for 2016-2018	
<b>Northeastern Region:</b>	Diana Gurvich	Alpha Omicron		
<b>Southeastern Region:</b>	Logan House	Xi		
<b>West Central Region:</b>	Mason LeBlanc	Nu		
<b>Western Region:</b>	No Applications Received			

**Designated Regional/Alternate Chapter advisors who evaluated applications and selected awardees:**

<b>Northeastern</b>	University of Maine	Dr. Louis Morin
<b>Lake States</b>	University of Wisconsin-SP	Dr. Nilesh Timilsina
<b>Southeastern</b>	University of Tennessee	Dr. Donald Hodges
<b>West Central</b>	Louisiana Tech University	Dr. Curtis VanderSchaaf
<b>Western</b>	Washington State University	Dr. Mark Swanson

**SCHEDULE OF DESIGNATED CHAPTERS FOR THE XI SIGMA PI REGIONAL  
SCHOLARSHIP PROGRAM**

(Note: Designations may change with the transfer of the National Office)

**YEAR**

**Lake States Region**

Southern Illinois University

2018-2019

University of Illinois

2019-2020

Michigan Tech University

2020-2021

University of Wisconsin-Stevens Point

2021-2022

University of Minnesota

2022-2023

\*Michigan State University (1998)

\*University of Michigan (2017)

\*University of Wisconsin - Madison (2017)

**Northeastern Region**

West Virginia University

University of Vermont

North Carolina State University

Virginia Tech University

University of Massachusetts

\*Pennsylvania State University (2017)

**Southeastern Region**

University of Tennessee

2018-2019

Mississippi State University

2019-2020

University of Georgia

2020-2021

University of Florida

2021-2022

Auburn University

2022-2023

\*University of Kentucky (1998)

**West Central Region**

Louisiana State University

Iowa State University

Stephen F. Austin State Univ.

Oklahoma State University

University of Arkansas-Monticello

\*University of Missouri (2017)

\*Texas A&M University (2017)

## **Western Region**

University of Idaho	2018-2019
Humboldt State University	2019-2020
Oregon State University	2020-2021
Colorado State University	2021-2022
Washington State University	2022-2023

\*University of Alberta (1996)

\*University of Montana (1996)

\*(date)=chapter is inactive and ineligible to participate in the scholarship program until such time as they are certified as active by the National Office. The designated chapter administers the scholarship program for their region.

## Xi Sigma Pi Executive Council Meeting Minutes (SAF Convention, November 15, 2017)

- I. Call to Order - 4:10 PM
- II. Introductions
  - a. Meeting Attendees: Mark Kimsey (UI), Robert Ficklin (UAM), Tony D'Amato (UV), Blair Orr (MTU), Richard Standiford (UC-Berkeley), George Panek (USFS)
- III. Old Business
  - a. Amendments to Constitution and By-Laws
    - 1. Summarized changes to the constitution and by-laws enacted February 20th, 2017. Changes included reducing credit hour requirements to enable recruitment of true Junior or 1<sup>st</sup> year graduate students, and to allow for courses that teach forestry concepts but do not have a forestry course designation to count toward credit requirements. There were several other minor text changes to meet ACHS membership requirements. Amendments past with a majority of votes through an email ballot.
  - b. ACHS Recognition
    - 1. XSP was reinstated as a member of good standing with the Association of College Honor Societies at their annual business meeting in Orlando, FL in February of 2017, with membership effective for the 2017-2018 academic year. XSP ranks in their Level A dues structure or 0-999 student inductees per year. Annual dues for Level A membership was \$379. ACHS has also been helpful in pursuing tax-exempt status, providing guidance in documentation and process.
  - c. Scholarship Awards
    - 1. Three students were awarded \$1000 scholarships for the 2016-2017 academic year. Two regions did not submit: Northeastern and Southeastern. They will be strongly encouraged to submit student applications for the 2017-2018 academic year. Kimsey thanked the chapter advisors who reviewed application packets.
  - d. Status of Chapters
    - 1. There are approximately 25 active chapters (defined by submitting inductee lists to National annually). Of the 19 "inactive" chapters, there are a handful that still function as chapters, but are not active annually with National. Two chapters were re-instated in 2016-2017: University of Vermont (Alpha Omicron, Advisor: Dr. Tony D'Amato) and Washington State (Alpha Delta, Advisor: Dr. Mark Swanson). National will contact all

inactive chapters in 2017-2018 to determine what we can do to help reinstate their chapter.

2. Richard Standiford suggested we use the NAUFRP membership list if we have difficulty reaching current contacts in the various chapters.

e. Website development

1. XiSigmaPi.org domain and NationalOffice@XiSigmaPi.org email was purchased through 1and1.com web hosting service. First year fee was nominal, with reasonable out year fees.

IV. Treasury Report

a. 2016-2017 Audit

1. Deposits, expenditures, and investment interest were presented. Overall, the asset balance for XSP is relatively unchanged from 2016-2017 at \$93,181.01. It was noted that annual dues are not sufficient to cover certificate orders and scholarships annually and we will continue to see red. Without interest from investment income, annual financial income would steadily decline. Stole purchases are self-sustaining.

V. New Business

a. IRS 501c3 status

1. In the process of submitting Form 1023EZ for 501c3 status with the IRS. Non-profit division usually staffs up in late January, so will finalize documentation in preparation of submitting forms at this time.

2. Blair Orr suggested that once we receive non-profit status, we would have an opportunity to shift our investment income towards an endowment structure that would allow for a higher annual interest rate.

b. Scholarships for 2017-2018

1. Given current annual deficits, we will continue with only the 5 - \$1000 regional scholarships for 2017-2018. Once we can break even annually (through interest income or dues), we will reinstitute the second place \$500 regional scholarships.

2. Scholarship applications guidelines will be sent out in early January 2018. The designated scholarship review chapters for 2017-2018 are:

1. Lake States: Purdue
2. Northeastern: West Virginia
3. Southeastern: Clemson
4. West Central: Louisiana Tech

## 5. West: Northern Arizona

### c. Dues Rate

1. Current dues rate of \$15 (\$4890, 2016-2017 income) is inadequate to cover Balfour certificate costs (~\$1800) and the five annual scholarships (\$5000). Interest income totals approximately \$1400 annually on the two bonds and CD, which still does not cover the annual shortfall.
2. It was proposed that dues rate be increased by \$5 (\$20 annual dues) to help cover the shortfall, while also pursuing a higher investment yield on the CD once it matures in March 2018. A letter will be sent to all chapter advisors discussing this potential dues rate increase and solicit feedback. Based on feedback, we will either move to a vote, or table the proposal. Any enacted dues rate increase would not take effect until the 2018-2019 fiscal year.

### d. Website Development

1. Peter Hoch, UI graduate student, and XSP student member has volunteered to begin building content. Goal is to have beta versions tested through winter 2017/2018 with final rollout in June 2018. Pursuing the ability for a credit/debit card payment portal to allow for stole purchases and certificate payments online.
2. Richard Standiford suggested we use the Forestry Source as another vehicle for advertising Xi Sigma Pi, the new website, and also recognize regional scholarship recipients.

### e. National Office for 2018-2020

1. National Office transfer occurs every two years and is slated to transfer from the University of Idaho on July 1, 2018. The chapter following Epsilon is Zeta at Oregon State University. However, it was proposed that the chapters preceding Epsilon, who were unable to take on the National Office for 2016-2018 be re-approached to determine if they are capable of hosting the National office for 2018-2020.

VI. Adjourn - 5:04 PM

## 2017-2018 Xi Sigma Pi Chapter Advisor and Contact Information

Chapter Name	University	Advisor	Email	Phone #
<b>Lake States</b>				
Beta	Michigan State University	NA	NA	NA
Delta	University of Minnesota	Dr. Micheal A. Kilgore	mkilgore@umn.edu	(612) 624-6298
Kappa	Purdue University	Dr. Walter Mills	wmills@purdue.edu	(765) 494-2575
Upsilon	University of Michigan	Dr. John Witter	jwitter@umich.edu	(734) 746-2249
Omega	Southern Illinois University	Dr. Eric Holzmueller	eholzmue@siu.edu	(618) 453-3708
Alpha Alpha	University of Illinois	Dr. Dick Brazee	brazee@illinois.edu	(217) 333-6271
Alpha Eta	Michigan Tech University	Dr. Blair Orr	bdorr@mtu.edu	(906) 487-2291
Alpha Nu	University of Wisconsin - Madison	Dr. Scott Bowe	sbowe@wisc.edu	(608) 265-5849
Alpha Xi	University of Wisconsin - Stevens Point	Dr. Nilesh Timilsina	Nilesh.Timilsina@uwsp.edu	715-346-2446
<b>Northeastern</b>				
Gamma	University of Maine	Dr. Louis Morin	LMorin@maine.edu	(207) 581-2854
Eta	Pennsylvania State University	Dr. Marc McDill	mem14@psu.edu	(814) 865-1602
Mu	North Carolina State University	Dr. Richard R. Braham	Richard_braham@ncsu.edu	(919) 515-7568
Rho	West Virginia University	Dr. Kathryn Gazal	Kathryn.Arano@mail.wvu.edu	(304) 293-2941
Chi	Virginia Tech University	Dr. Kevin McGuire	kevin.mcguire@vt.edu	(540) 231-6017
Chi	Virginia Tech University	Dr. Brian D. Strahm (2nd contact)	brian.strahm@vt.edu	(540) 231-8627
Psi	University of Massachusetts	Dr. William A. Patterson, III	wap@eco.umass.edu	(413) 545-1970
Alpha Epsilon	University of New Hampshire	Dr. Mark Ducey	mjducey@unh.edu	(603) 862-4429
Alpha Omicron	University of Vermont	Dr. Anthony D'Amato	awdamato@uvm.edu	(802) 656-8030
<b>Southeastern</b>				
Xi	University of Georgia	Dr. Gary Green	ggreen@warnell.uga.edu	(706) 542-6556
Xi	University of Georgia	Dr. Mike Kane (2nd contact)	mkane@warnell.uga.edu	(706) 542-3009
Pi	University of Florida	Dr. Taylor Stein	tstein@ufl.edu	(352) 846-0860
Sigma	Auburn University	Dr. Brian K. Via	bkv0003@auburn.edu	(334) 844-1088
Alpha Beta	Clemson University	Dr. Puskal Khanal	pkhanal@clemson.edu	(864) 656-3079
Alpha Theta	Mississippi State University	Dr. Hui Wan	hw2@msstate.edu	(662) 325-0214
Alpha Kappa	University of Tennessee	Dr. Donald Hodges	dhodges2@utk.edu	(865) 974-7126
Alpha Rho	University of Kentucky	NA	NA	NA
<b>West Central</b>				
Nu	Louisiana State University	Dr. Quang Cao	qcao@lsu.edu	(225) 388-4218
Tau	University of Missouri	Dr. Hank Stelzer	stelzerh@missouri.edu	(573) 882-4444
Alpha Gamma	Iowa State University	Dr. Miranda Curzon	mcurzon@iastate.edu	(515) 294-1587
Alpha Zeta	Stephen F. Austin State University	Dr. Matthew McBroom	mcbroommatth@sfasu.edu	(936) 468-2469
Alpha Mu	Oklahoma State University	Dr. Omkar Joshi	omkar.joshi@okstate.edu	(405) 744-6805
Alpha Sigma	Texas A&M University	Dr. Carol Loopstra	c-loopstra@tamu.edu	(979) 862-2200
Alpha Chi	University of Arkansas-Monticello	Dr. Robert L. Ficklin	ficklin@uamont.edu	(870) 460-1692
Alpha Phi	Louisiana Tech University	Dr. Gordon Holley	gholley@latech.edu	(318) 257-4985
<b>Western</b>				
Alpha	University of Washington	Dr. Fernando Resende	fresende@uw.edu	(206) 221-1580
Epsilon	University of Idaho	Dr. Mark Kimsey, Jr	mkimsey@uidaho.edu	(208) 885-7520
Zeta	Oregon State	Dr. Jim Kiser	Jim.kiser@oregonstate.edu	(541) 737-6111
Theta	University of California-Berkeley	Dr. Scott L. Stephens	sstephens@berkeley.edu	(510) 642-7304
Lambda	Utah State University	Dr. James Lutz	james.lutz@usu.edu	(435) 797-4056
Omicron	Colorado State University	Dr. Robert (Rocky) Coleman	rocky@cnr.colostate.edu	(970) 491-0710
Phi	University of Montana	NA	NA	NA
Alpha Delta	Washington State University	Dr. Mark Swanson	markswanson@wsu.edu	(509) 335-1349
Alpha Lambda	Humboldt State University	Dr. Andrew Stubblefield	Andrew.Stubblefield@humboldt.edu	(707) 826-3258
Alpha Pi	Northern Arizona University	Dr. Richard Hofstetter	rich.hofstetter@nau.edu	(928) 523-6425
Alpha Upsilon	California Polytechnic State University	Dr. Samantha Gill	sgill@calpoly.edu	(805) 756-6205
Alpha Tau	University of Alberta	NA	NA	NA

## Order of Chapter Establishment

1. ALPHA- University of Washington
2. BETA (Inactive)- Michigan State University
3. GAMMA- University of Maine
4. DELTA- University of Minnesota
5. EPSILON- University of Idaho
6. ZETA- Oregon State University
7. ETA (Inactive)- Pennsylvania State University
8. THETA- University of California- Berkeley
9. KAPPA- Purdue University
10. LAMBDA- Utah State University
11. MU- North Carolina State University
12. NU- Louisiana State University
13. XI- University of Georgia
14. OMICRON- Colorado State University
15. PI- University of Florida
16. RHO- West Virginia University
17. SIGMA- Auburn University
18. TAU (Inactive)- University of Missouri
19. UPSILON (Inactive)- University of Michigan
20. PHI (Inactive)- University of Montana
21. CHI- Virginia Tech University
22. PSI- University of Massachusetts
23. OMEGA- Southern Illinois University
24. ALPHA- University of Illinois
25. ALPHA BETA- Clemson University
26. ALPHA GAMMA- Iowa State University
27. ALPHA DELTA- Washington State University
28. ALPHA EPSILON- University of New Hampshire
29. ALPHA ZETA- Stephen F. Austin State University
30. ALPHA ETA- Michigan Tech University
31. ALPHA THETA- Mississippi State University
32. ALPHA KAPPA- University of Tennessee
33. ALPHA LAMBDA- Humboldt State University
34. ALPHA MU- Oklahoma State University
35. ALPHA NU (Inactive)- University of Wisconsin- Madison
36. ALPHA XI- University of Wisconsin- Stevens Point
37. ALPHA OMICRON- University of Vermont
38. ALPHA PI- Northern Arizona University
39. ALPHA RHO (Inactive)- University of Kentucky
40. ALPHA SIGMA (Inactive)- Texas A&M University
41. ALPHA TAU (Inactive)- University of Alberta
42. ALPHA UPSILON- California Polytechnic State University
43. ALPHA PHI- Louisiana Tech University
44. ALPHA CHI- University of Arkansas at Monticello

# Xi Sigma Pi Inductees

Processed July 1, 2017 to June 30, 2018

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Chapter</u>	<u>Induction Year</u>	<u>University</u>
Ben		Amerman	Omicron	2017	Colorado State University
Kodi		Bay	Omicron	2017	Colorado State University
Carly		Bentley	Omicron	2017	Colorado State University
Arian		Brazenwood	Omicron	2017	Colorado State University
Paul		Burnsworth	Omicron	2017	Colorado State University
Travis		Cavenah	Omicron	2017	Colorado State University
Matias		Comina	Omicron	2017	Colorado State University
Dixie		Crowe	Omicron	2017	Colorado State University
Ashley		Daffron	Omicron	2017	Colorado State University
Anna		Eick	Omicron	2017	Colorado State University
Elizabeth		Enoch	Omicron	2017	Colorado State University
Kait		Evensen	Omicron	2017	Colorado State University
Arielle		Falcone	Omicron	2017	Colorado State University
Katie		Fitzsimmons	Omicron	2017	Colorado State University
Katie		Gray	Omicron	2017	Colorado State University
Kelsey		Greiner	Omicron	2017	Colorado State University
Max		Griffis	Omicron	2017	Colorado State University
Laura		Hanna	Omicron	2017	Colorado State University
Johanna		Hodge	Omicron	2017	Colorado State University
Lauren		Hughes	Omicron	2017	Colorado State University
Elizabeth		Kehm	Omicron	2017	Colorado State University
Faryn		Klebe	Omicron	2017	Colorado State University
Natalie		Knowles	Omicron	2017	Colorado State University
Daria		Kramer	Omicron	2017	Colorado State University

Loren		Lamb	Omicron	2017	Colorado State University
Katheryn		Little	Omicron	2017	Colorado State University
Levi		Loria	Omicron	2017	Colorado State University
Samantha		Mahoney	Omicron	2017	Colorado State University
Cora		Marrama	Omicron	2017	Colorado State University
Diane		Meraz	Omicron	2017	Colorado State University
Ian		Moffit	Omicron	2017	Colorado State University
Gabby		Moreno	Omicron	2017	Colorado State University
Aaren		Morrell	Omicron	2017	Colorado State University
Kensie		Murray	Omicron	2017	Colorado State University
Madisen		Norton	Omicron	2017	Colorado State University
Alex		Olsen-Mikitowicz	Omicron	2017	Colorado State University
Kyle		Personett	Omicron	2017	Colorado State University
Aaron		Provencio	Omicron	2017	Colorado State University
Jonah		Rampini	Omicron	2017	Colorado State University
Christine		Rayne	Omicron	2017	Colorado State University
Anna		Roller	Omicron	2017	Colorado State University
Ethan		Rutledge	Omicron	2017	Colorado State University
Logan		Sandman	Omicron	2017	Colorado State University
Blake		Scarborough	Omicron	2017	Colorado State University
Jamie		Schmidt	Omicron	2017	Colorado State University
Ali		Shea	Omicron	2017	Colorado State University
Isy		Simondet	Omicron	2017	Colorado State University
Makenna		Spencer	Omicron	2017	Colorado State University
Lexi		St. Denis	Omicron	2017	Colorado State University
Kienna		Stephens	Omicron	2017	Colorado State University
Acacia		Sublette	Omicron	2017	Colorado State University
Kelsey		Thomas	Omicron	2017	Colorado State University
Roy		Van Anda	Omicron	2017	Colorado State University

Alesha		Weinland	Omicron	2017	Colorado State University
Michael		Parker	Alpha Gamma	2017	Iowa State University
Brogan	T	Schanz	Alpha Gamma	2017	Iowa State University
Trenten	J	Stuchel	Alpha Gamma	2017	Iowa State University
Rachel		Johnson	Alpha Xi	2017	University of Wisconsin - Stevens Point
Vanessa		Komada	Alpha Xi	2017	University of Wisconsin - Stevens Point
Ryan		Batjiaka	Alpha	2018	University of Washington
Kathryn	Rose	Cerny-Chipman	Alpha	2018	University of Washington
David	Daniel	Diaz	Alpha	2018	University of Washington
Scott	Bernardino	Elliott	Alpha	2018	University of Washington
Aoife		Fae	Alpha	2018	University of Washington
Lesly Joanne		Franco Deloya	Alpha	2018	University of Washington
Ryan		Garrison	Alpha	2018	University of Washington
Cole	D	Gross	Alpha	2018	University of Washington
Hiruni	Thisanka	Jayasekera	Alpha	2018	University of Washington
Danyan		Leng	Alpha	2018	University of Washington
Brooke	A	Lillie	Alpha	2018	University of Washington
Martha Fabiola		Pulido-Chávez	Alpha	2018	University of Washington
Iona	Mae	Rohan	Alpha	2018	University of Washington
Daniel	G	Sorensen	Alpha	2018	University of Washington
Kelsey		Taylor	Alpha	2018	University of Washington
Regina		Wandler	Alpha	2018	University of Washington
Lila		Westreich	Alpha	2018	University of Washington
Hannah	N	Keckeisen	Alpha Xi	2018	University of Wisconsin - Stevens Point
Glenda		Alfaro	Epsilon	2018	University of Idaho
Reagan		Barron	Epsilon	2018	University of Idaho
Yen Leng		Chong	Epsilon	2018	University of Idaho
Mario		De Haro Marti	Epsilon	2018	University of Idaho

Kassadie		Dunham	Epsilon	2018	University of Idaho
Kathleen		Farmer	Epsilon	2018	University of Idaho
Deanne		Fitzgerald	Epsilon	2018	University of Idaho
Breanna		Graves	Epsilon	2018	University of Idaho
Kelsie		Grover	Epsilon	2018	University of Idaho
Jacob		Hansen	Epsilon	2018	University of Idaho
Gabrielle		Harden	Epsilon	2018	University of Idaho
Brittani		Hulme	Epsilon	2018	University of Idaho
Alexis		Lopez	Epsilon	2018	University of Idaho
Natalie		Martin	Epsilon	2018	University of Idaho
Kathryn		Matthews	Epsilon	2018	University of Idaho
Joshua		Moore	Epsilon	2018	University of Idaho
Kenneth		Randall	Epsilon	2018	University of Idaho
LaDonn		Robbins	Epsilon	2018	University of Idaho
Carlos		Simms	Epsilon	2018	University of Idaho
Jonathan		Thompson	Epsilon	2018	University of Idaho
Anjeleeca		Tomayko	Epsilon	2018	University of Idaho
Kara	M	Aiken	Gamma	2018	University of Maine
Benjamin		Aldrich	Gamma	2018	University of Maine
Alexander	D	Alvandian	Gamma	2018	University of Maine
William		Aman	Gamma	2018	University of Maine
Ezatollah	Nima	Amini	Gamma	2018	University of Maine
Alexander	Corin	Audet	Gamma	2018	University of Maine
Noah	Kai	Begin	Gamma	2018	University of Maine
Raeann	E	Berry	Gamma	2018	University of Maine
Marshal	A	Bertrand	Gamma	2018	University of Maine
Edward	E	Boyczuk	Gamma	2018	University of Maine
Jacob	D	Brown	Gamma	2018	University of Maine
Kiley	M	Davan	Gamma	2018	University of Maine

Kayla	B	Gagner	Gamma	2018	University of Maine
Shokoofeh		Ghasemi	Gamma	2018	University of Maine
Luke		Greenwood	Gamma	2018	University of Maine
Aiden	S	Heikkinen	Gamma	2018	University of Maine
Ethan	P	Hill	Gamma	2018	University of Maine
Connor		Huck	Gamma	2018	University of Maine
Clara	A	Irvine	Gamma	2018	University of Maine
Tal		Kleinhouse	Gamma	2018	University of Maine
Meija	Thayer Sabina	Knafl	Gamma	2018	University of Maine
Hope		Kohtala	Gamma	2018	University of Maine
Olivia	A	Lappin	Gamma	2018	University of Maine
Alicia	L	Miller	Gamma	2018	University of Maine
Aidan	M	O'Brien	Gamma	2018	University of Maine
Baidehi		Roy	Gamma	2018	University of Maine
Carolyn	M	Ryan	Gamma	2018	University of Maine
Carlton		Scott	Gamma	2018	University of Maine
MaryBeth	C	Semosky	Gamma	2018	University of Maine
Kaitlyn	Paige	Spaulding	Gamma	2018	University of Maine
Benjamin		Stevens	Gamma	2018	University of Maine
Bryan	J	Sullivan	Gamma	2018	University of Maine
Shannon		Thomas	Gamma	2018	University of Maine
Anthony	Michael	Zenga	Gamma	2018	University of Maine
Hali	L	Barkley	Lambda	2018	Utah State University
Annalisa	K	Crow	Lambda	2018	Utah State University
Kenen	B	Goodwin	Lambda	2018	Utah State University
Ethan	C	Hammer	Lambda	2018	Utah State University
Jenny		Harris	Lambda	2018	Utah State University
Jason	A	Phelps	Lambda	2018	Utah State University
Stephanie	J	Simandl	Lambda	2018	Utah State University

James	P	Waltz	Lambda	2018	Utah State University
Alexander		Ade	Mu	2018	North Carolina State University
Vitor		Aguiar	Mu	2018	North Carolina State University
Casey		Beam	Mu	2018	North Carolina State University
James		Brodie	Mu	2018	North Carolina State University
Rachel		Burris	Mu	2018	North Carolina State University
Siobhan		Cahill	Mu	2018	North Carolina State University
Cameron		Cairney	Mu	2018	North Carolina State University
Max		Craft	Mu	2018	North Carolina State University
Charles		Decker	Mu	2018	North Carolina State University
Giacomo		Fagan	Mu	2018	North Carolina State University
Bailey		Gray	Mu	2018	North Carolina State University
Zach		Grover	Mu	2018	North Carolina State University
Winslow	Clare	Gurney	Mu	2018	North Carolina State University
Quyen-Huong	Joy	Ha	Mu	2018	North Carolina State University
Sarah		Hallyburton	Mu	2018	North Carolina State University
Allison		Harris	Mu	2018	North Carolina State University
Ryan		Held	Mu	2018	North Carolina State University
Megan		Hester	Mu	2018	North Carolina State University
Madeline		Hook	Mu	2018	North Carolina State University
Maya		Hoon	Mu	2018	North Carolina State University
Alexander		Hornaday	Mu	2018	North Carolina State University
Meredith		Hovis	Mu	2018	North Carolina State University
Chad		Kibbe	Mu	2018	North Carolina State University
Justin		Lindemann	Mu	2018	North Carolina State University
Shan		Liu	Mu	2018	North Carolina State University
Jordan		Luff	Mu	2018	North Carolina State University
Drew		Markiewicz	Mu	2018	North Carolina State University

Daniel		McAdams	Mu	2018	North Carolina State University
Joshua		Mesimer	Mu	2018	North Carolina State University
Kaitlin		Midgett	Mu	2018	North Carolina State University
Alan		Miller	Mu	2018	North Carolina State University
Evan	A	Morris	Mu	2018	North Carolina State University
Geeta		Nakkina	Mu	2018	North Carolina State University
Megan		Parrish	Mu	2018	North Carolina State University
Hartwell		Perkinson	Mu	2018	North Carolina State University
T.	Austin	Quate	Mu	2018	North Carolina State University
Nicholas		Roberts	Mu	2018	North Carolina State University
Mary	Summers	Rogers	Mu	2018	North Carolina State University
Austin		Rose	Mu	2018	North Carolina State University
William		Schoppman	Mu	2018	North Carolina State University
Christopher	A	Smith	Mu	2018	North Carolina State University
Emily		Ulman	Mu	2018	North Carolina State University
Mary	Paz Alvarez	Valverde	Mu	2018	North Carolina State University
Mariana	Baptistella	Vedovello	Mu	2018	North Carolina State University
Christopher	D	Wheeler	Mu	2018	North Carolina State University
Dylan	T	Wingler	Mu	2018	North Carolina State University
Morgan		Winstead	Mu	2018	North Carolina State University
Gilbert		Ototo	Nu	2018	Louisiana State University
Samantha		Pioli	Nu	2018	Louisiana State University
Ashley		Casello	Psi	2018	University of Massachusetts
Paul		Catanzaro	Psi	2018	University of Massachusetts
Jessica		Duquenoy	Psi	2018	University of Massachusetts
Rebecca		Holdowsky	Psi	2018	University of Massachusetts
Brendan		Kelly	Psi	2018	University of Massachusetts
Emmett		Lollis-Taylor	Psi	2018	University of Massachusetts
Christina		McKeown	Psi	2018	University of Massachusetts

Jacob		Seidel	Psi	2018	University of Massachusetts
Julia		Sidman	Psi	2018	University of Massachusetts
Camila		Quintana del Carpio	Theta	2018	University of California-Berkley
Barbara		Camacho Garcia	Theta	2018	University of California-Berkley
Jamie		Chen	Theta	2018	University of California-Berkley
Jacob		Levine	Theta	2018	University of California-Berkley
Guy		Eroh	Xi	2018	Univerisity of Georgia
Lanier		Forster	Xi	2018	Univerisity of Georgia
Lora		Haas	Xi	2018	Univerisity of Georgia
Johnson		Jeffers	Xi	2018	Univerisity of Georgia
Evelyn (Evie)		Jones	Xi	2018	Univerisity of Georgia
Edward	Knox	Martin III	Xi	2018	Univerisity of Georgia
Elise		McDonald	Xi	2018	Univerisity of Georgia
Tyler		Reeves	Xi	2018	Univerisity of Georgia
Kayla		Reeves	Xi	2018	Univerisity of Georgia
Amanda		Saulnier	Xi	2018	Univerisity of Georgia
Savannah		Schell	Xi	2018	Univerisity of Georgia
Allison		Sheeks	Xi	2018	Univerisity of Georgia
Chase		Berg	Zeta	2018	Oregon State
Emily		Burkhart	Zeta	2018	Oregon State
Anna		Fledderjohann	Zeta	2018	Oregon State
Lindsay		Golly	Zeta	2018	Oregon State
Christopher		Janik	Zeta	2018	Oregon State
Krystal		Lemhouse	Zeta	2018	Oregon State
Alison		Luce	Zeta	2018	Oregon State
Robert		Rose	Zeta	2018	Oregon State
Trevor		Sartnurak	Zeta	2018	Oregon State

Taylor		Stokes	Zeta	2018	Oregon State
Micah		Sutfin	Zeta	2018	Oregon State
Ray		Van Court	Zeta	2018	Oregon State
Bridget		Blood	Alpha Beta	2018	Clemson University
Dan		Callaghan	Alpha Beta	2018	Clemson University
Brittany		Dirienzo	Alpha Beta	2018	Clemson University
Wesley		Edwards	Alpha Beta	2018	Clemson University
Garth		Groshans	Alpha Beta	2018	Clemson University
Adam		McClure	Alpha Beta	2018	Clemson University
Lawton		Poston	Alpha Beta	2018	Clemson University
Jill		Robinson	Alpha Beta	2018	Clemson University
Carl		Ureta	Alpha Beta	2018	Clemson University
Margaret		Utecht	Alpha Beta	2018	Clemson University
Cailyn	N	Bolick	Alpha Chi	2018	University of Arkansas-Monticello
Austin	A	Brakebill	Alpha Chi	2018	University of Arkansas-Monticello
Samantha	A	Clowers	Alpha Chi	2018	University of Arkansas-Monticello
Elizabeth	R	Harshaw	Alpha Chi	2018	University of Arkansas-Monticello
Bryan	Cody	Martin	Alpha Chi	2018	University of Arkansas-Monticello
John	M	McDowell	Alpha Chi	2018	University of Arkansas-Monticello
Amanda	H	Medaries	Alpha Chi	2018	University of Arkansas-Monticello
Koven	D	Minor	Alpha Chi	2018	University of Arkansas-Monticello
Daniel	C	Oden	Alpha Chi	2018	University of Arkansas-Monticello
Tyler	E	Raines	Alpha Chi	2018	University of Arkansas-Monticello
Billy	A	Sanders	Alpha Chi	2018	University of Arkansas-Monticello
Kameron	F	Skinner	Alpha Chi	2018	University of Arkansas-Monticello
Reed	C	Sorrells	Alpha Chi	2018	University of Arkansas-Monticello
Clayton	A	Whitaker	Alpha Chi	2018	University of Arkansas-Monticello
Caleb	J	Wilson	Alpha Chi	2018	University of Arkansas-Monticello
Jarrod	L	Amundson	Alpha Eta	2018	Michigan Tech University

Chelsey	Renae	Bach	Alpha Eta	2018	Michigan Tech University
Tanner	Michael	Barnes	Alpha Eta	2018	Michigan Tech University
Clark	K	Cederberg	Alpha Eta	2018	Michigan Tech University
Rachel	Ann	Christensen	Alpha Eta	2018	Michigan Tech University
Megan	Minnie	Cleaver	Alpha Eta	2018	Michigan Tech University
Lauren		Cohen	Alpha Eta	2018	Michigan Tech University
Tori	M	Engler	Alpha Eta	2018	Michigan Tech University
Moose		Henderson	Alpha Eta	2018	Michigan Tech University
Edward	A	Hodges	Alpha Eta	2018	Michigan Tech University
Gregory	R	Horton	Alpha Eta	2018	Michigan Tech University
Eric	O	Isaacs	Alpha Eta	2018	Michigan Tech University
Joseph	D	Johnson	Alpha Eta	2018	Michigan Tech University
Benjamin	D	Miller	Alpha Eta	2018	Michigan Tech University
Munkaila		Musah	Alpha Eta	2018	Michigan Tech University
Jamal	Anthony	Parker	Alpha Eta	2018	Michigan Tech University
Nathaniel	Alexander	Prangley	Alpha Eta	2018	Michigan Tech University
Garret	Lee	Price	Alpha Eta	2018	Michigan Tech University
Elisabeth	V	Stimmel	Alpha Eta	2018	Michigan Tech University
Jack	D	Zwart	Alpha Eta	2018	Michigan Tech University
Nicholas	J	Banwarth	Alpha Gamma	2018	Iowa State University
Logan	M	Cinnamon	Alpha Gamma	2018	Iowa State University
Leslie		Du	Alpha Gamma	2018	Iowa State University
Hannah	G	Hampton	Alpha Gamma	2018	Iowa State University
Alex	L	Hoffman	Alpha Gamma	2018	Iowa State University
Andrew	D	Jones	Alpha Gamma	2018	Iowa State University
Sabrina	I	Keiper	Alpha Gamma	2018	Iowa State University
Andrew	D	Larson	Alpha Gamma	2018	Iowa State University
Drew	M	Phillips	Alpha Gamma	2018	Iowa State University
Sarah	J	Rueger	Alpha Gamma	2018	Iowa State University

Levi	J	Schwartz	Alpha Gamma	2018	Iowa State University
Derek	J	Seward	Alpha Gamma	2018	Iowa State University
Robert	M	Valek Jr.	Alpha Gamma	2018	Iowa State University
Benjamin	T	Wilson	Alpha Gamma	2018	Iowa State University
Riggs	O	Wilson	Alpha Gamma	2018	Iowa State University
Abigail	N	Zabrodsky	Alpha Gamma	2018	Iowa State University
Devon	R	Zaun	Alpha Gamma	2018	Iowa State University
Justin		Ford	Alpha Mu	2018	Oklahoma State University
Jacob		Hammons	Alpha Mu	2018	Oklahoma State University
Jeffrey		Hawkins	Alpha Mu	2018	Oklahoma State University
Steven		Holt	Alpha Mu	2018	Oklahoma State University
Morgan		Starr	Alpha Mu	2018	Oklahoma State University
Patricia		Torquato	Alpha Mu	2018	Oklahoma State University
Ian		Vaughan	Alpha Mu	2018	Oklahoma State University
Luke		Wilson	Alpha Mu	2018	Oklahoma State University
Louis		Bonnet	Alpha Omicron	2018	University of Vermont
Brenna		Christensen	Alpha Omicron	2018	University of Vermont
Anna		Clayton	Alpha Omicron	2018	University of Vermont
Gene	O	Desideraggio	Alpha Omicron	2018	University of Vermont
Owen		Dumais	Alpha Omicron	2018	University of Vermont
Maria		Emanuelli	Alpha Omicron	2018	University of Vermont
Liam		Farley	Alpha Omicron	2018	University of Vermont
Luke		Huntington	Alpha Omicron	2018	University of Vermont
Matthew		Marshall	Alpha Omicron	2018	University of Vermont
Nina		McDonnell	Alpha Omicron	2018	University of Vermont
Colin		McPhillips	Alpha Omicron	2018	University of Vermont
Aaron		Richards	Alpha Omicron	2018	University of Vermont
Heather		Alexander	Alpha Theta	2018	Mississippi State University
Emily		Babl	Alpha Theta	2018	Mississippi State University

Madeline		Burton	Alpha Theta	2018	Mississippi State University
Jordan		Childs	Alpha Theta	2018	Mississippi State University
Ben		Crystal	Alpha Theta	2018	Mississippi State University
Alex		Davis	Alpha Theta	2018	Mississippi State University
Isabella		Durham	Alpha Theta	2018	Mississippi State University
Carice		Godbey	Alpha Theta	2018	Mississippi State University
Jason		Gordon	Alpha Theta	2018	Mississippi State University
Brian		Izbicki	Alpha Theta	2018	Mississippi State University
Connor		McLendon	Alpha Theta	2018	Mississippi State University
Heidi		Renniger	Alpha Theta	2018	Mississippi State University
Courtney		Siebert	Alpha Theta	2018	Mississippi State University
Evie		VonBoeckman	Alpha Theta	2018	Mississippi State University
Sean	W	Adams	Alpha Upsilon	2018	California Polytechnic State University
Colin		Blackie	Alpha Upsilon	2018	California Polytechnic State University
Raven	B	Bouregy	Alpha Upsilon	2018	California Polytechnic State University
Harrison		Centen- Rightmire	Alpha Upsilon	2018	California Polytechnic State University

**Administrative Guidelines for New Officers and Chapter Advisors**  
**SUMMARY OF ADMINISTRATIVE PROCEDURES**

**ORDERING MEMBERSHIP CERTIFICATES**  
**AND RECORD KEEPING**

**\*\*IMPORTANT READING FOR CHAPTER ADVISORS AND OFFICERS\*\***

Conducting initiations, ordering membership certificates and graduation stoles for new initiates and reporting annual activities to the National Office are important, but relatively easy actions, expected of an active Xi Sigma Pi Chapter.

If a new Chapter Advisor has been appointed, the previous Advisor should brief him or her. The new Advisor should also get the Xi Sigma Pi Administrative Handbook. The name, mailing address and email address of the new advisor should also be sent to the Xi Sigma Pi National Office.

To ensure an orderly transition each academic year, **IT IS STRONGLY RECOMMENDED** that the newly elected and out-going officers meet with the Chapter Advisor to review procedures and expectations.

## PROCEDURES

**Chapter Officers** should familiarize themselves with these procedures, as well as with the Constitution and By-laws of the Society of Xi Sigma Pi and the local chapter. It is the responsibility of retiring officers to familiarize their successors with chapter records and procedures. Chapter officers are urged to work closely with the faculty Advisor (Executive Council Representative) in following these procedures.

### I. INITIATION:

It is the responsibility of the chapter to determine that all persons nominated for membership meet the criteria set forth in Article III of the Constitution.

A major responsibility of chapter officers is to assure that membership certificates are presented to new initiates as soon as possible after each initiation. To this end, the procedures in this statement should be followed promptly and with care.

**A. Timing of initiation:** In so far as possible, initiation should be scheduled before March 1. Approximately 6-8 weeks are required for processing and delivery of membership certificate orders. Submit the initiation certificate order and payment to the National Office for processing.

**B.** Immediately after each initiation, **send the certificate order form (Balfour Excel spreadsheet) and a check payable to “Xi Sigma Pi National Office” to the National Office.** Lifetime national dues, including membership certificate, are **\$15.00 per initiate.**

**C. Ordering membership certificates:** the National Office now prepares the certificate order via an Excel spreadsheet of new initiates submitted by local chapters. Therefore, it is **extremely important** that the information in the file be accurate. Chapters **should submit the file electronically** by attaching it to an email addressed to the National Forester.

Please also mail a hard copy print-out of the file along with the dues check to the National Office, and always keep a hard copy of the certificate orders for chapter records.

**D. If a membership certificate contains an error:**

a) If the error is made by the initiating chapter (e. g. name misspelled or wrong date), the chapter is responsible for paying to have a new certificate issued. Replacement certificates cost \$5.00 plus shipping and they can be included along with regular orders for new initiates. Simply include a note in the Excel spreadsheet explaining which certificate(s) is a replacement.

b) If the error is made by the National Office or the Balfour Company, the certificate will be reprinted at no cost to the local chapter.

**E. Ordering graduation stoles:** the National Office has stoles available for purchase. Cost is \$35/stole + shipping. Request can be conducted by email; however, please also mail a hard copy request along with the amount due to the National Office. Always keep a hard copy of the request for chapter records.

## **II. CHAPTER ACTIVITIES:**

The Chapter Activities is an annual report of activities for the academic year. The activities should be filled out by each chapter at their last meeting of the academic year and forwarded to the National Office for the annual report. Chapters **must submit the file electronically** by attaching it to an email addressed to the National Office. The call for activity reports will be made in the spring, but submissions may be sent electronically at any time.