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# ALPHA SIGMA NU



THE HONOR SOCIETY OF JESUIT INSTITUTIONS OF HIGHER EDUCATION  
Member of the Association of College Honor Societies

Handbook for Faculty Advisers and Chapter Coordinators

*Revised September 2010*

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September 3, 2010

Dear Faculty Advisers and Chapter Coordinators,

Hello! I hope you all have had a restful and enjoyable summer. Out my window, Marquette freshmen are moving in, a sure sign it is time to gear up for another productive and spirit-filled Alpha Sigma Nu year.

The Board has been working this summer to take your input from the Triennial Conference and develop a vision and strategic plan for the next three years. I look forward to updating you about this in the first half of the year, and discussing it with you at the **Faculty Adviser Conference March 4-6, 2011**. I will be sending an email with more information.

You will find enclosed the **2010-11 Appendix** to the Faculty Adviser Handbook. Please discard the 2009-10 Appendix if you did not do so already. As you know, **you can also find this handbook online at [www.AlphaSigmaNu.org](http://www.AlphaSigmaNu.org) under Chapters and Resources**. As you review the Handbook, please pay special attention to the timelines, specifically the deadline (six weeks ahead) for ordering induction materials.

John Wenstrand and Yvonne King, the student members of the Board and chairs of the Chapter Committee, will be leading the Chapter presidents again this year. They plan to connect with the presidents via teleconference organized by school size. Please encourage your president to be on these calls.

On behalf of the Board and staff of AΣN, I thank you for your service and leadership. We appreciate your support of the Alpha Sigma Nu mission and for your investment in the strength and vitality of the Society.

Sincerely,

A handwritten signature in black ink that reads "Kate Gaertner". The signature is written in a cursive style with a long horizontal line extending to the right.

Kate Gaertner  
Executive Director

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## **SECTION I:**

# **Alpha Sigma Nu Information**

## Purpose of this Handbook

This handbook is a guide for Alpha Sigma Nu Faculty Advisers, Chapter Coordinators and officers at Jesuit institutions of higher education. The handbook lends uniformity to all Chapter operations without undue restrictions.

Faculty Advisers and Chapter officers have access to the resources of the Central Office, but can often save time by consulting this handbook for guidelines of operation. You will find references to the **Bylaws**, which you can find at our web site ([www.alphasigmanu.org](http://www.alphasigmanu.org)). This reference guide also provides background information about AΣN. New Advisers will find this information helpful to maintain continuity of operations and traditions on their campuses and to guide their Chapter officers in the administration of Chapter business.

The AΣN Central Office welcomes your questions and suggestions. Faculty Advisers should bring concerns to our attention and maintain good communication with the Central Office. **If your contact information changes, please send it to us so we can keep in touch!**

### Contact us:

Alpha Sigma Nu, Inc.

707 N. 11<sup>th</sup> St. #330

P.O. Box 1881

Milwaukee, WI 53201-1881

Phone: 414-288-7542

Fax: 414-288-3259 (Attn: Alpha Sigma Nu)

e-mail Executive Director Kate Gaertner:

[kate.gaertner@marquette.edu](mailto:kate.gaertner@marquette.edu)

Associate Director Mary Wacker :

[mary.wacker@marquette.edu](mailto:mary.wacker@marquette.edu)

### Please note:

Please send all FedEx & UPS package shipments to the address below, as they will not deliver to a P.O. Box.

Alpha Sigma Nu, Inc.

Marquette University

707 N. 11<sup>th</sup> St. #330

Milwaukee, WI 53233

## The Role of the Faculty Adviser

The importance of the Faculty Adviser to a local Chapter of Alpha Sigma Nu cannot be overemphasized. Each Chapter will operate effectively and perform its functions in proportion to the enthusiasm, initiative, and creative spirit of its Faculty Adviser. Each member's connection to the Society depends on his/her experience as a student inductee.

Although the active members should assume the responsibility of conducting the Chapter's affairs, the leadership role of the Faculty Adviser is critical. Student enthusiasm must be translated into action and deadlines must be met. Faculty Advisers are responsible for Alpha Sigma Nu's image on their campuses, as well as the communication of the society's ideals to each new generation of honor students.

### Faculty Advisers:

- ◆ Provide instruction and inspiration for the local Chapter.
- ◆ Facilitate all interactions with the Central Office.
- ◆ Direct the students in the screening and selection of new members.
- ◆ **Report the inductees to the Central Office.** Specific deadlines are necessary to ensure that the annual induction of new students can be achieved successfully. Please see this handbook's Section II for details.
- ◆ Oversee the planning of the induction ceremony. The annual ceremony is important in establishing the prestige of AΣN. The event need not be elaborate nor beyond the means of the student or institution, but it should be well planned and executed. The ceremony gives ample latitude to enable the Faculty Adviser and Chapter officers to conduct an event that will stand out in the academic lives of their students.
- ◆ Guide the student members in managing the local Chapter. Because Chapter Officers change every year, the Faculty Adviser will need to be sensitive to the leadership potential of each group of officers and compensate for occasional lapses. The Faculty Adviser should remain as a constant source of direction while the students assume responsibility for promoting the Chapter on campus.
- ◆ Encourage AΣN alumni participation in Chapter activities.
- ◆ Establish a noteworthy presence on campus to attract strong candidates. Membership in AΣN is the most prestigious honor a Jesuit institution can award, and all qualified students should be aware of their eligibility.

# Chapter Operations

It is Alpha Sigma Nu's policy to allow the local Chapters and Faculty Advisers to establish their own projects and manage their operations as local circumstances dictate. Since conditions vary greatly from one campus to another, the Central Office does not dictate actual operations. Here are guidelines to assist in the process of conducting Chapter operations.

## I. **By-Laws**

Develop and update your own Chapter Bylaws. These documents can help to clarify officers' duties, time and frequency of meetings, financial arrangements, election of officers, etc. This will encourage stability and continuity for the Chapter.

## II. **Officers**

The number of officers and their duties should be determined by the local Chapter. We recommend a president, vice president, secretary, and treasurer as minimum. **Please be sure to send the Central Office the names of your new Officers each year (Upcoming Leadership Form, Section 3)**

## III. **Meetings**

Some Chapters meet frequently, while others come together only to select candidates and plan the induction ceremony. Each Chapter will determine the occasions and times of their meetings. The following are possibilities:

- A. Liturgy for officers and membership
- B. Informal social with a guest speaker
- C. Meeting with active members and local AΣN alumni
- D. Chapter Officer meeting at the beginning and/or end of the school year with Faculty Adviser to establish work assignments and committees

## IV. **Projects**

Creating a Society-wide project with the dual purposes of concretizing the AΣN mission and increasing campus awareness of Alpha Sigma Nu was the challenge delivered to leaders at the 2009 Triennial Conference. Given this opportunity to be visionary, Chapter presidents and Faculty Advisers developed action plans based on the concept of a week devoted to these purposes. Seventeen Chapters held **AΣN Week** events in 2009-2010.

Chapters have provided these additional examples of past projects:

- A. Invite ASN alumni to speak about careers, ethics, and other issues
- B. A retreat for Chapter members
- C. Sponsor prominent speakers and events on campus
- D. Administer a —Faculty of the Year award
- E. Assist in student orientation programs
- F. Conduct forums on current issues
- G. Provide tutoring services for other students

V. **Records**

The Faculty Adviser should preserve the Chapter's records. These records include an accurate list of all members, meeting minutes, and financial records.

The Adviser ensures that the new officers receive their materials at the start of each new term. **Only the Faculty Adviser can provide the stability and continuity needed for accurate record keeping and effective Chapter management.**

VI. **Annual Reports**

The AΣN Central Office provides forms (see Section III) to be filled out both by the Faculty Adviser and Chapter Secretary and **returned to our office after your induction and prior to the end of the academic year.** The Central Office staff relies on these reports to:

- A. Assess Chapter's activities for the year
- B. Collect the Chapter news for newsletter articles and Web page articles
- C. Share ideas for programs and best practices

VII. **Alumni Clubs**

The AΣN Board strongly supports the establishment of Alumni Clubs. The Central Office can assist with member lists, mailings, etc. For a list of current Alumni Clubs, please see Section III of this handbook.

VIII. **Sustaining Fund Drive**

The continued growth of our annual Sustaining Fund reflects alumni interest and support. This program of voluntary giving to Alpha Sigma Nu supports student scholarships, the Book Awards, the operation of the AΣN Central Office, and the Triennial Conference.

IX. **Induction of University Leaders**

The Faculty Adviser, College/University president, and the Chief Academic Officer of your institution are to be members of Alpha Sigma Nu. If they are not already members at the time of their appointment, please induct them as honorary members at the first ceremony after their appointments at no cost to the Chapter. Include their names with your order for pendants/pins and certificates. Prompt notification of such appointments is appreciated.

## ΑΣΝ Chapters and Dates of Activation

1915	Marquette University	Milwaukee, Wisconsin
1921	Creighton University	Omaha, Nebraska
1923	Saint Louis University	St. Louis, Missouri
1924	University of Detroit Mercy	Detroit, Michigan
1936	Loyola of New Orleans	New Orleans, Louisiana
1937	Spring Hill College	Mobile, Alabama
1938	Loyola University of Chicago	Chicago, Illinois
1939	John Carroll University	Cleveland, Ohio
1939	Boston College	Boston, Massachusetts
1939	Gonzaga University	Spokane, Washington
1939	Xavier University	Cincinnati, Ohio
1939	Loyola Marymount University	Los Angeles, California
1939	Saint Joseph's University	Philadelphia, Pennsylvania
1940	Seattle University	Seattle, Washington
1940	College of the Holy Cross	Worcester, Massachusetts
1941	University of San Francisco	San Francisco, California
1942	Santa Clara University	Santa Clara, California
1942	Loyola University Baltimore	Baltimore, Maryland
1943	University of Scranton	Scranton, Pennsylvania
1950	Georgetown University	Washington, D.C.
1951	Le Moyne College	Syracuse, New York
1953	Rockhurst College	Kansas City, Missouri
1955	Canisius College	Buffalo, New York
1959	Wheeling Jesuit University	Wheeling, West Virginia
1961	Fairfield University	Fairfield, Connecticut
1966	Regis University	Denver, Colorado
1967	Saint Peter's College	Jersey City, New Jersey
1967*	<i>Saint Mary's University</i>	<i>Halifax, Nova Scotia, Canada</i>
1975	Sogang University	Seoul, Korea
1982	Fordham University	Bronx, New York
1994+	Jesuit School of Theology at Berkeley	Berkeley, California
1994**	<i>Weston Jesuit School of Theology</i>	<i>Cambridge, Massachusetts</i>
2000	Regis College Toronto	Toronto, Ontario, Canada
2005	Campion College	Regina, Saskatchewan, Canada

\* Dropped in 1975 when it ceased being a Jesuit university.

\*\* Reaffiliated with Boston College in 2008

+ Affiliated with Santa Clara University in 2009

## Gamma Pi Epsilon Chapters and Dates of Activation

1925	Marquette University	Milwaukee, Wisconsin
1947	Saint Louis University	Saint Louis, Missouri
1950	Gonzaga University	Spokane, Washington
1951	Le Moyne College	Syracuse, New York
1952	Creighton University	Omaha, Nebraska
1953	University of Detroit Mercy	Detroit, Michigan
1958	University of San Francisco	San Francisco, California
1959	Wheeling Jesuit College	Wheeling, West Virginia
1962	Seattle University	Seattle, Washington
1963	Georgetown University	Washington, D.C.
1964	John Carroll University	Cleveland, Ohio
1966	Santa Clara University	Santa Clara, California
1971	Regis University	Denver, Colorado
1971	Xavier University	Cincinnati, Ohio

## Presidents of ΑΣΝ

1924-1926	*William J. Hebard	Marquette University	'24
1926-1928	*Nicholas J. Wagener	University of Detroit	'24
1928-1930	*Charles Bongardt	Creighton University	'21
1930-1932	*Thomas Colfer	Saint Louis University	'23
1932-1934	*Arthur Mullen	Creighton University	'29
1934-1936	*Charles O'Gorman	University of Detroit	'31
1936-1938	*Al Hoffmeister	Saint Louis University	'26
1938-1940	*Stephen A. Spitznagle	Creighton University	'23
1940-1942	*William Lamers	Marquette University	'21
1942-1951	*William McGrail, Jr.	University of Detroit	'34
1951-1954	William C. Rogers	Loyola of Baltimore	'45
1954-1958	*Paul Elward	Loyola of Chicago	'44
1958-1963	William C. Rogers	Loyola of Baltimore	'45
1963-1966	*Eugene F. Stanton	Creighton University	'37
1966-1974	*Everett J. Moen	Marquette University	'30
1974-1979	*Theodore R. Erlandson	Loyola Marymount University	'39
1979-1982	*Edward J. Gehringer	University of Detroit	'33
1982-1985	William J. Parente	University of Scranton	'71
1985-1992	Stephen R. Kuder, S.J.	Seattle University	'77
1992-1997	Thomas J. Regan, S.J.	Fairfield University	'84
1997-2003	Daniel K. Lahart, S.J.	Georgetown University	'82
2003-2006	Mark A. Kadzielski	John Carroll University	'67
2006-2009	David T. Ralston, Jr.	Georgetown University	'76
2009-2012	Rebecca A. Cates	Gonzaga University	'81

\*Deceased

# The AΣN Central Office

The Central Office ensures the integrity and meaning of membership. The staff promotes and coordinates the total operation of Alpha Sigma Nu and serves the local Chapters/Clubs and Faculty Advisers. All questions regarding procedures should be directed to the Central Office.

## Central Office Responsibilities

### **Governance**

AΣN is governed by a Board of Directors, whose members bear the final burden of responsibility for the success of the society. AΣN seeks to recruit a diverse and well qualified Board. The Board Directors and Officers are available as consultants to Faculty Advisers and Chapter/Club officers.

### **Institutional Records**

The Central Office keeps accurate records of all Alpha Sigma Nu members, including the member database and the web site. The Executive Director is responsible for managing the society's financial affairs and filing all required reports with state and federal agencies. Historical records are filed with the Marquette University archives. Minutes of all Board and committee meetings are maintained by the Central Office.

### **Sustaining Fund**

Alpha Sigma Nu directs an annual Sustaining Fund Appeal to members whose financial support is vital to the health of the society. The fund supports scholarships at all 31 Jesuit institutions of higher education and the Alpha Sigma Nu Book Awards given each year to faculty and staff members from Jesuit institutions of higher education. Additionally, the fund supports the Triennial Conference and expenses of the AΣN Central Office.

### **Triennial Conference**

Alpha Sigma Nu convenes every third year at a Jesuit campus selected by the Board of Directors. Invitations to host this event are welcomed from all Chapters. According to the AΣN Bylaws, each Chapter can send a Faculty Adviser and Chapter president, and each Alumni Club sends one voting delegate to the conference.

### **AΣN Newsletter**

The AΣN Newsletter is published by the Central Office and mailed to all members. Please encourage members to notify the office of changes of address. The Central Office welcomes any information about Chapter/Club members and activities. Photographs are needed for every issue.

### **Induction Services**

The Central Office certifies all new inductees and supplies induction materials (jewelry, graduation medallions, certificates, program covers, etc.) to the Faculty Advisers in a timely manner.

### **Professional Organizations**

Alpha Sigma Nu is a member of the Association of Jesuit Colleges and Universities and is certified by the Association of College Honor Societies.

### **Monthly Mass for the Deceased**

The Faculty Adviser on the AΣN Board offers a monthly mass for all deceased members of Alpha Sigma Nu. Please notify the Central Office of any recently deceased members.

## **History of AΣN**

Alpha Sigma Nu was founded in 1915 at Marquette University. The men's honor society, known as Alpha Sigma Tau until 1930, spread from Marquette to Creighton University, to St. Louis University, and to the University of Detroit (now UD Mercy) in its first decade.

In 1924, Gamma Pi Epsilon was founded to honor outstanding women. Alpha Sigma Nu and Gamma Pi Epsilon pursued separate but similar paths for almost 50 years, expanding nationally and cooperating on campuses where they existed together.

The two organizations agreed to merge in 1973, when Gamma Pi Epsilon had 14 Chapters and Alpha Sigma Nu had 22. With the merger in Omaha, Gamma Pi Epsilon ceased as all their members became members of the new Alpha Sigma Nu.

In May 1975, the Alpha Sigma Nu Board of Directors hired an executive director. The society was incorporated as a not-for-profit organization in the state of Wisconsin in 1977 and in 1978 was listed by the Internal Revenue Service as a non-profit organization.

Today, Alpha Sigma Nu is open to men and women at Chapters on 28 campuses in the United States, two in Canada, and one in Korea. With more than 60,000 known members, Alpha Sigma Nu initiates more than 1,800 students and honorary members each year.

## **AΣN Alumni Clubs**

Alpha Sigma Nu Alumni Clubs encourage lifelong commitment to the AΣN values of scholarship, loyalty, and service; the ideals of Jesuit education; and Ignatian spirituality. Clubs participate in service projects, present speaker events, develop programs that connect faith with life, and provide a venue for career and social networking. Each club determines its own activities and agenda, with the AΣN values of Scholarship, Loyalty, and Service acting as the focus.

Alumni Clubs work with Chapters to:

- ◆ Collaborate on service projects, speaker events, and other programming.
- ◆ Serve as AΣN ambassadors at local induction ceremonies.
- ◆ Provide career and social contacts for graduating AΣN members.

Alumni Clubs and Student Chapters are encouraged to collaborate on service projects, speaker events, mentoring, and career/social networking. Alumni Clubs would like regular contact with student Chapters where possible.

### **The Role of the Faculty Adviser in Alumni Clubs**

Some Faculty Advisers have been instrumental in local Club formation. Others serve as an informal liaison between the Club and the Jesuit institution by assisting in meeting room reservation, informing the institution's administration of the Club, and acting as a resource for alumni. The Central Office encourages each Faculty Adviser to establish a working relationship with local AΣN alumni.

## SECTION II:

# Induction Ceremony Procedures & Sample Documents



## Induction Timeline Checklist

### Induction Ceremony Date:

#### Six Months in Advance of Induction Ceremony, or Beginning of Academic Year:

- Confirm induction date and location with university president and AΣN Central Office. Make room reservations and notify deans, professors and area AΣN alumni
- Request list of academically eligible students from registrar –juniors, seniors, and graduate students
- Chapter Officers and Faculty Adviser meet to discuss the year's induction and year-long calendar of events
- Mail applications to eligible students, inviting them to apply and indicating deadline
- Request information brochures from the Central Office to be mailed to candidates (this brochure is also available as a .pdf file).
- Discuss and select honorary AΣN membership nominees.

#### Five Months In Advance:

- Collect and review applications with selection committee (may require 3-4 meetings)
- Select honorary inductees (limit of 5). Complete bio and registration form for each
- Faculty Adviser approves list and submits for approval to university president

#### Four Months In Advance:

- Mail acceptance or regret letters to applicants, requesting fees and jewelry preference for new inductees

#### Three Months In Advance:

- Deadline for all induction fees to be collected
- Confirm induction ceremony details; confirm featured speaker, programs, etc.
- Request check for AΣN Central Office to accompany induction order

#### Two Months In Advance:

- Complete electronic spreadsheet of new inductee information for Central Office – this includes permanent addresses of inductees, emails, phone numbers, and names spelled correctly. This information becomes our permanent member record.
- Gather signatures of Chapter President and Secretary, Faculty Adviser and University President to be pre-printed on certificates. Follow instructions on the order form.

### Six Weeks In Advance:

- Submit electronic spreadsheet via email to the AΣN Central Office.
- Submit hard copies of all necessary materials (completed Induction Order Form, Honorary Order Forms, signatures for certificates, payment of fees or purchase order) to the Central Office.

**Please note: Complete order must be received by AΣN Central Office six weeks prior to induction in order to guarantee that your induction pins and certificates will arrive on time.**

### One Month In Advance:

- Finalize RSVPs for the induction ceremony
- Last minute detail planning for your ceremony
- Send out invitations to deans, alumni, other special guests
- Mail confirming information about ceremony to inductees
- Print programs for ceremony
- Receive “Welcome” brochures and AΣN newsletters from Central Office for distribution to new inductees

### One Week In Advance:

- Receive induction pins, certificates and graduation medallions (if purchased) from Central Office
- Confirm guest speaker and final plans for ceremony
- Confirm that Central Office has received payment for induction orders

### One Week After Induction:

- Conduct first meeting of new members. Select officers for upcoming year
- Complete reports for Central Office
- Set date for next year’s induction!**

## Recruitment of New Members

### I. Students

Article III of the Bylaws details the qualifications for membership. The Central Office does not dictate one specific method for selecting qualified candidates for membership. Below are two methods for consideration:

1. Selection by student members: A list of academically-qualified students should be obtained from the institution's registrar. The Chapter officers evaluate eligible students based on academic achievement and service activities. The officers create and present a list of inductee candidates to the Faculty Adviser for approval.
2. Selection by dean: Deans at some institutions may know their students well enough to nominate outstanding candidates without further consultation. However, we suggest the Faculty Adviser and the Chapter officers check the qualifications of each candidate. It is the role of the Faculty Adviser to consult with recommending deans on the service and loyalty requirements.

A few other notes to consider:

1. Scheduling the induction ceremony  
The Bylaws do not prescribe a time or season for induction ceremonies, so the decision rests with the local Chapter and its traditions. Many Chapters induct new members in the spring, but some are changing to fall or early winter, as this allows juniors the opportunity to become involved and active while on campus.

**Make sure you begin the induction process early enough so both the Chapter and the AΣN Central Office will have enough time to process all necessary invitations, paperwork, and orders. Whichever selection method you chose, be sure to include a firm response deadline in the initial membership application and then stick to that date. See the Induction Timeline Checklist for a guide to planning your Chapter's induction responsibilities throughout year.**

2. Chapters are encouraged to induct the full 4% of juniors, up to 4% of seniors, and the full 4% of graduate students.

### II. Presidential Nomination of Students

The Bylaws allow your institution president to nominate up to three (3) additional student inductees who fulfill the requirements of Alpha Sigma Nu. Presidential nominees should meet all membership requirements of Scholarship, Loyalty, and Service.

### III. Honorary Membership

A Chapter may select individuals who have distinguished themselves in scholarship, loyalty and service to be awarded an honorary membership into the Society. Each Chapter may induct five honorary members each year. All nominations shall be approved by the President of the institution.

- ◆ Each Chapter is responsible for the induction fee for each honorary member. Fees are waived for the institution presidents, chief academic officers, and Faculty Advisers. Please report any changes to this leadership promptly to the Central Office.



Please list all activities in which you have participated as a student and ALL organizations to which you have belonged. Include committee appointments and elected offices on campus or in the community. Please indicate current activity. Use a separate sheet if necessary.

Activities/Organizations	Offices Held	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work experience:

Company	Position Held	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please list references:

Name and Title	Relationship to you	Length of time known
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Return this form to:

Return deadline date: \_\_\_\_\_

## Chapter Checklist for Membership Candidates

Rank each candidate on the three AΣN values, then total the points to compare the candidates.

- (5) Exceptional
- (4) Very high
- (3) Average
- (2) Poor
- (1) N/A

**Scholarship:**

- Depth of comprehension \_\_\_\_\_
- Breadth of knowledge \_\_\_\_\_
- Passion for:
  - World of ideas \_\_\_\_\_
  - Critical analysis \_\_\_\_\_
- Integrates knowledge and wisdom \_\_\_\_\_
- Integrates the practical and theoretical \_\_\_\_\_
- Wisdom beyond classroom \_\_\_\_\_
- Total:** \_\_\_\_\_

**Loyalty:**

- Intellectual appreciation of the Jesuit ideals of education \_\_\_\_\_
- Commitment to these ideals:
  - Intellectual \_\_\_\_\_
  - Social \_\_\_\_\_
  - Moral \_\_\_\_\_
  - Religious \_\_\_\_\_
- Sense of decency \_\_\_\_\_
- Responsibility to truth and justice \_\_\_\_\_
- Moral convictions \_\_\_\_\_
- Total:** \_\_\_\_\_

**Service:**

- Gives time and energy to:
  - School/campus organizations \_\_\_\_\_
  - Larger community needs \_\_\_\_\_
- Holds Leadership positions in organizations \_\_\_\_\_
- Serves as quiet leader/member in service to others \_\_\_\_\_
- Total:** \_\_\_\_\_

**Grand Total:**

## Ordering Pendants, Pins, Certificates, and Medallions

Alpha Sigma Nu provides each new inductee with either an engraved AΣN pendant or pin, to be presented during the induction ceremony. Please indicate the inductee's choice on the New Members Spreadsheet, following the instructions carefully. The total number of inductees and number of pins/pendants and medallions needed is required information on the Induction Order Form.

Further notes on ordering:

- ◆ Submit the New Members Spreadsheet via e-mail when your induction information is complete. Do not change the spreadsheet headings. If you do not have the current spreadsheet template, contact the Central Office and we will email a new form to you.
- ◆ Mail the Induction Order Form with accompanying signatures **no later than six weeks** before your induction. The Central Office will process your order promptly, but our suppliers need six weeks to personalize and guarantee delivery of your order. Orders will be shipped directly to the Faculty Adviser or Coordinator as indicated on your Induction Order Form. All jewelry and certificates, including replacements, must be ordered through the Central Office.
- ◆ Honorary Membership Applications and fees for honorary inductees should be included at the time of your order.
- ◆ Send **a single check** to cover total induction fees\* when submitting your order forms. If a check cannot be mailed with your order, please submit a purchase order – do not delay your order waiting for the check!
- ◆ Please take care to provide accurate names, permanent address, and other inductee information to the Central Office. Alpha Sigma Nu inductees have lifetime membership benefits and will continue to receive communication after they leave your institution. **Accuracy is critical** to successful future communication with our members. Correction of errors on induction orders will result in additional fees to the Chapter.
- ◆ Medallions may be ordered via the Induction Order Form or later in the year as graduation nears. Since no engraving is involved, medallion orders can be processed in two weeks. Medallions purchased with your induction order cost \$15 with no shipping charges. Individual medallions ordered separately cost \$15 each, plus \$5 for shipping and handling. An order form can be downloaded at [www.alphasigmanu.org](http://www.alphasigmanu.org).
- ◆ Replacement AΣN jewelry and certificates, as well as other regalia, can be purchased through the Alpha Sigma Nu web site. Check the web or call the Central Office for current information and pricing.

*\*international Chapters are encouraged to pay their induction fees online at [alphasigmanu.org](http://alphasigmanu.org)*

## Instructions for New Members Spreadsheet\*

1. List the inductees in alphabetical order. Names engraved and printed on induction regalia will be **exactly as listed on the spreadsheet**. Corrections will result in additional fees.
2. Show the status of each member, using the following code designations:
 

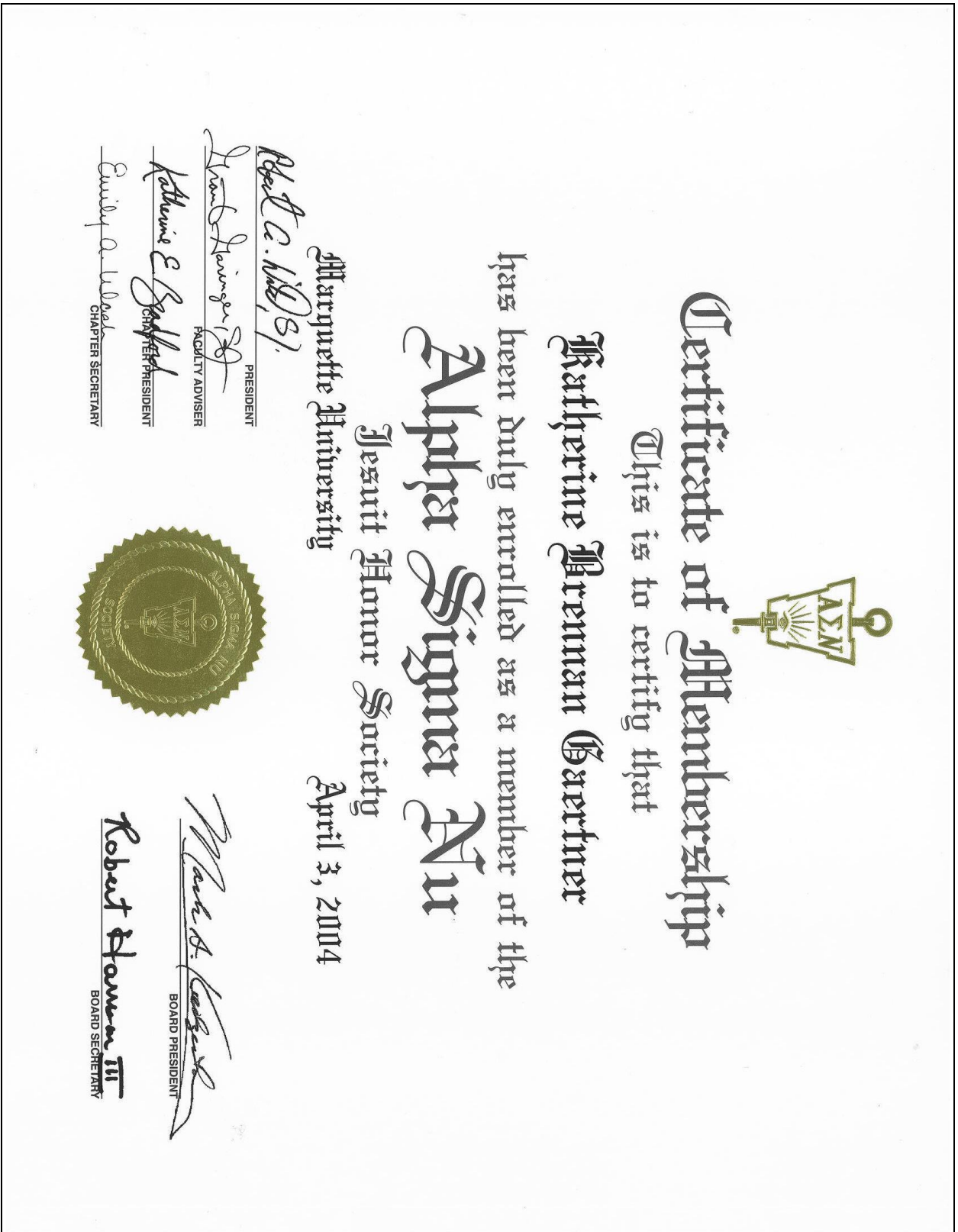
honorary	for Honorary Members
junior	for Junior Inductees
senior	for Senior Inductees
graduate	for Graduate or Professional School Inductees
male/female	For male or female
3. List inductee's **permanent** address in the space provided. Please do not use campus addresses. This is necessary to generate an accurate and reliable membership list for future use.
4. Include the names and permanent addresses of all honorary members, as well as on the Honorary Membership Application.
5. E-mail the original New Members Spreadsheet to the Central Office at [mary.wacker@marquette.edu](mailto:mary.wacker@marquette.edu) and retain a copy for your Chapter file. Do not substitute your own form, as the Central Office form has been designed to load directly into our database.
6. Print and send this spreadsheet with the Induction Order Form (pg. 30) and a check to cover the total induction fee. **The fee is \$60 for each new inductee**. The fee is waived for the induction of a new institution president, a chief academic officer, or Faculty Adviser.
7. Please contact the Central Office if there is a worthy candidate who cannot afford the induction fee.
8. Use the following address when shipping by UPS or Federal Express:

Alpha Sigma Nu, Inc.  
707 N. 11th St., #330  
Milwaukee, WI 53233

\* All current year forms mentioned here can be found in the Section III Appendix. Electronic spreadsheet (in excel) will be emailed to the Faculty Adviser, and can be requested via email to the Central Office ([mary.wacker@marquette.edu](mailto:mary.wacker@marquette.edu)).



# Sample Certificate



## Public Announcement of Your New AΣN Members

Public announcement of your induction helps promote the prestige of Alpha Sigma Nu on every campus. This may require the cooperation of your public relations department and other staff members.

Here are a few suggestions to consider:

- ◆ Personal letter to inductee from the Chapter president, Faculty Adviser, or institution president
- ◆ Letters of congratulations to parents and spouses
- ◆ Announcement and/or listing at honors convocation
- ◆ News releases to campus paper, hometown papers, area papers, and broadcast media when appropriate
- ◆ Notification to inductee's high school
- ◆ Announced on Chapter and/or institution's Web site
- ◆ Recognition at Commencement Exercises and in program
- ◆ Mention in a student yearbook

## The Induction Ceremony

Your induction ceremony may include a reception and/or dinner, brunch, or a special liturgy. Some feature a speaker chosen from the faculty, honorary members or other sources.

All Alpha Sigma Nu induction ceremonies should:

- ◆ Communicate the honor and prestige of the Society
- ◆ Provide an opportunity to welcome new members
- ◆ Encourage those members attending to participate in Chapter activities
- ◆ Educate members about the mission and purpose of the Society
- ◆ Include the reading of the AΣN Pledge by new inductees

Specific notes regarding the ceremony:

- ◆ **Induction Ceremony Ritual Packet**

Refer to the Induction Ceremony Ritual Packet found on the AΣN web page ([www.AlphaSigmaNu.org](http://www.AlphaSigmaNu.org)) often while preparing your induction. The Ritual Packet gives the Chapters a great deal of latitude in planning the ceremony, but provides several suggestions that have proven useful. The Central Office also has hard copies of the Rituals available upon request.

- ◆ **Guests**

Families of the inductees, deans, other administrators, faculty members, and AΣN alumni and officers of Alumni Clubs are often invited to the ceremony. When possible, the Executive Director and/or Board Officers also welcome invitations to participate in the ceremony. Contact information for these individuals is located in the Appendix of this Handbook.

- ◆ **Induction program covers**

The Central Office offers an attractive cover for induction programs, which you may order at no charge. The program cover contains Alpha Sigma Nu's background, criteria, history, and pledge. Simply contact the Central Office and ask for as many as you like. A sample is provided in the appendix.

## Faculty Adviser Checklist

**Complete** induction orders must be sent to the Alpha Sigma Nu Central Office no later than **six weeks** before the induction ceremony. Forms can be found in Section III of this handbook.

\_\_\_\_\_ **Induction Order Form** (pg. 30)

Before the inductees' jewelry and certificates are orders, you must provide signatures of both the institution President and the Faculty Adviser on this form. The signatures signify that the inductees listed in the New Members Spreadsheet have been approved for selection.

\_\_\_\_\_ **Signatures**

Signatures can be printed on the certificates only if they are supplied with the induction order. Please follow the instructions on the bottom of the Induction Order Form (pg. 30) to complete this process. See the sample certificate on pg. 25 for a visual guide for signature size.

\_\_\_\_\_ **New Members Spreadsheet** (sample, pg. 24)

This form will be sent via e-mail to the Central Office. *Only this electronic version will be accepted – please see pg. 23 for instructions.* The Central Office will use this information in printing induction certificates and ordering engraved jewelry.

\_\_\_\_\_ **Application Form for Honorary Membership** (pg. 31)

Chapters may nominate up to five (5) honorary members total. Fill out this form for each honorary, making copies as needed.

\_\_\_\_\_ **Signed Check**

A check should be enclosed for the correct amount – \$60.00 per new member (\$75.00 with medallion) including honorary inductees.

As soon as possible after the induction ceremony or the final event of the year, please submit the following to the Central Office:

\_\_\_\_\_ **Faculty Adviser Annual Report** (pg. 33)

\_\_\_\_\_ **Upcoming Chapter Leadership Form** (pg. 24)

\_\_\_\_\_ **Chapter Secretary Annual Report** (pg. 35)

Faculty Advisers may contact the Central Office to order additional graduation medallions for those inductees who request them at least *three weeks* before their graduation.

\_\_\_\_\_ **Medallion Order**

Direct seniors to our online order form at [www.alphasigmanu.org](http://www.alphasigmanu.org) to purchase a graduation medallion with a neck ribbon to wear at graduation.

## **SECTION III**

### **Appendix of Essential Forms and Contact Information**

## Induction Order Form

**To be submitted to the AΣN Central Office six weeks prior to your Induction**

Faculty Adviser: \_\_\_\_\_ Chapter: \_\_\_\_\_

Date of induction: \_\_\_\_\_

Junior inductees: \_\_\_\_\_ % of total enrollment  
 Senior inductees: \_\_\_\_\_ % of total enrollment  
 Graduate inductees: \_\_\_\_\_ % of total enrollment  
 Honorary inductees: \_\_\_\_\_ (maximum 5 - submit honorary membership forms for each)

Total inductees @ \$60 each\*: \_\_\_\_\_ Number of graduation medallions @ \$15 each: \_\_\_\_\_

(\*Total number of insignia pins: \_\_\_\_\_ insignia pendants \_\_\_\_\_)

\_\_\_\_\_ We will sign membership certificates when they arrive  
 \_\_\_\_\_ We want our signatures electronically printed as noted in the box below (instructions on back)

Pre-print Institution President's Signature:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Digital	<input type="checkbox"/> Sample enclosed
Pre-print Faculty Adviser's Signature:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Digital	<input type="checkbox"/> Sample enclosed
Pre-print Chapter President's Signature:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Digital	<input type="checkbox"/> Sample enclosed
Pre-print Chapter Secretary's Signature:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Digital	<input type="checkbox"/> Sample enclosed

This is to certify that the following candidates have been duly processed by the Faculty Adviser and have been approved by the president of the institution. *A copy of this form must also accompany late additions to your induction list.*

If you would like the Central Office to send AΣN Program Covers, indicate quantity here: \_\_\_\_\_

Signed: \_\_\_\_\_ date \_\_\_\_\_  
Faculty Adviser

Approved: \_\_\_\_\_ date \_\_\_\_\_  
University President

<b><u>Mail this form to:</u></b>	<b><u>Please Ship Induction Materials to:</u></b>
Alpha Sigma Nu Central Office	Mail to: _____
P.O. Box 1881	Address: _____
707 N. 11 <sup>th</sup> St. #330	_____
Milwaukee, WI 53201-1881	_____
	Phone number: ( _____ ) _____
	E-mail address: _____

### **Alpha Sigma Nu certificate signature instructions**

Signatures of the Faculty Adviser, university president, student Chapter President and student Chapter Secretary printed can be pre-printed on the new inductees' certificates. Please choose one of the following methods to submit your signatures. Signatures **MUST** be submitted with your induction order, and should be received six weeks in advance of your induction date.

#### **Email method(preferred):**

E-mail a digital image of the signatures in a high-resolution format such as .tif or .jpeg attachment. Send them to mary.wacker @marquette.edu

#### **Paper Method:**

Mail three (3) samples of each signature, written on white paper with a black pen to fit the signature line on the certificate - 2½" in length and 3/8" high. Do not underline your samples. Send them with this completed form.

## Honorary Membership Form

*Copy as Necessary* ♦ LIMIT: Four (5) nominations per year

Note: Your institution president must approve this selection. Your Faculty Adviser is responsible for payment of the \$60 induction fee, and an additional \$15 if an AΣN Medallion is requested. These fees are waived for the Faculty Adviser, president, or chief academic officer of the institution. Please include this inductee's information on your electronic spreadsheet.

Candidate's Name: \_\_\_\_\_  
                                    First                                    Middle                                    Last

Faculty Adviser of Induction: \_\_\_\_\_

If alumnus, name of Jesuit institution attended: \_\_\_\_\_

Please include below:

- ♦ The candidate's title
- ♦ The values of Scholarship, Loyalty and Service this person has displayed in his/her professional and community life to merit your Faculty Adviser's nomination for honorary membership

**Two signatures required:**

Faculty Adviser: \_\_\_\_\_

Date: \_\_\_\_\_

Institution President: \_\_\_\_\_

Date: \_\_\_\_\_



## Induction Fee Billing Form\*

Name of School: \_\_\_\_\_

Number of Inductees at \$60.00 each: \_\_\_\_\_

Number of Graduation Medallions @ \$15 each: \_\_\_\_\_

Please authorize check payable to Alpha Sigma Nu for \$ \_\_\_\_\_

Remit to:  
Alpha Sigma Nu  
707 N. 11<sup>th</sup> St., #330  
P.O. Box 1881  
Milwaukee, WI 53201-1881

Faculty Adviser's Signature \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Induction Date: \_\_\_\_\_

*This form is provided for your convenience, in the instance that your institution would require an official billing statement. It need not be submitted to the Central Office.*

# Faculty Adviser Annual Report

ACADEMIC YEAR 2010-2011

Return after Induction and before the end of the academic year

Please return this form to the Central Office as soon as possible after your induction or final event of the school year. Thank you for your feedback.

Chapter and Faculty Adviser Name: \_\_\_\_\_

**Selection of Candidates:**

- ◆ How many students were eligible for AΣN membership based on the academic top 15%? \_\_\_\_\_  
 How many were invited to membership? \_\_\_\_\_ How many accepted? \_\_\_\_\_  
 How many refused? \_\_\_\_\_ Was cost a factor in refusal? \_\_\_\_ How many did not respond? \_\_\_\_\_
- ◆ Does your institution pay all or part of the fee for new members? All  Part  \$ \_\_\_\_\_ None
- ◆ What was the **total charge** to your students? (Including local dues, if applicable) \$ \_\_\_\_\_

**Induction Ceremony:**

- ◆ Is attendance at the ceremony required for induction into AΣN? No  Yes   
 What exceptions are allowed? \_\_\_\_\_
- ◆ Who was the keynote speaker at your Induction Ceremony? \_\_\_\_\_  
 How was your speaker selected? \_\_\_\_\_

**Provided AΣN Induction Materials:**

- ◆ Rate the usefulness of the following, circling (5) for most helpful and (1) for least helpful:

Program covers	1	2	3	4	5	n/a
Newsletters	1	2	3	4	5	n/a
Welcome Brochure	1	2	3	4	5	n/a
Banner	1	2	3	4	5	n/a

**Chapter Activities:**

- ◆ Does your Chapter perform any activities outside of the induction ceremony? No  Yes   
 Please describe briefly: \_\_\_\_\_  
 \_\_\_\_\_
- ◆ What can the Central Office do to help you meet your goals? \_\_\_\_\_  
 \_\_\_\_\_

\* Please mail this form with the Upcoming Chapter Leadership Form and a copy of this year's induction ceremony program to the AΣN Central Office at 707 N. 11<sup>th</sup> St. #330, P.O. Box 1881, Milwaukee, WI 53201-1881.

# Upcoming Chapter Leadership Form

## *FOR NEXT ACADEMIC YEAR (2011-2012)*

*Return with Faculty Adviser Report after your election meeting*

Chapter: \_\_\_\_\_

\_\_\_\_\_  
Faculty Adviser Name

\_\_\_\_\_  
Chapter Coordinator Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

Office Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**New Officers:**

◆ President: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Cellphone # \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

◆ Vice President: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Cellphone # \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

◆ Secretary: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Cellphone # \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

◆ Treasurer: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Cellphone # \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

# Chapter Secretary Annual Report

ACADEMIC YEAR 2010-2011

Return after Induction Ceremony and prior to the end of the academic year

Chapter: \_\_\_\_\_

Chapter Secretary: \_\_\_\_\_

Secretary elect: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

◆ What is your candidate selection process? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

◆ What is the role of the Faculty Adviser in this selection process? \_\_\_\_\_  
 \_\_\_\_\_

◆ Check any items that describe your Alpha Sigma Nu induction ceremony:

- Liturgy                       Reception                       Brunch/dinner  
 Institution pays fees       Campus publicity               Mandatory attendance

◆ Check all that attended the induction ceremony:

- University/College president     Academic Vice President     Academic Dean     Faculty Adviser  
 Alumni Members               AΣN Faculty Members       Other: \_\_\_\_\_

◆ How many meetings/events will your Chapter have this year? \_\_\_\_\_

Who attends? \_\_\_\_\_

◆ How many projects have you done this year? \_\_\_\_\_ How many total hours were spent on these? \_\_\_\_\_

Please tell us about your projects: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

◆ Do you collaborate with other groups on campus?  Yes  No

If so, who? \_\_\_\_\_

◆ Do you have contact with AΣN alumni?  Yes  No    Would you like to?  Yes  No

◆ How often are projects, programs, and new inductees given publicity?

- Usually                       Sometimes                       Never

Please describe how you publicize: \_\_\_\_\_  
 \_\_\_\_\_

◆ Do you have a Chapter AΣN Web site/page?  Yes  No

If not, do you plan to develop one?  Yes  No    Can the Central Office help?  Yes  No

Board of Directors Page

*ALUMNI CLUB PRESIDENTS 2010-2011*

**Baltimore**

Kate Gaertner  
Baltimore@AlphaSigmaNu.org

**Boston**

Michael Heinecke (Wheeling '97)  
Boston@AlphaSigmaNu.org  
(781) 893-5551

**Buffalo**

Mary Lou Wyrobek (Canisius '85)  
Buffalo@AlphaSigmaNu.org  
(716) 875-7513

**Chicago**

Anne Divita Kopacz (Loyola Chicago '02)  
Chicago@AlphaSigmaNu.org  
(773) 631-0619

**Cleveland**

Elaine Hocevar (John Carroll '97)  
Cleveland@AlphaSigmaNu.org  
(216) 397-1521

**Denver**

Laura Padgett (Regis '03)  
Denver@AlphaSigmaNu.org

**Kansas City**

Joe Pierron (Rockhurst '67)  
KC@AlphaSigmaNu.org

**Los Angeles**

Patrick Cain (LMU '78)  
LA@AlphaSigmaNu.org  
(213) 895-4900

**Milwaukee Danihy**

Terry Peterson (Marquette '75)  
Danihy@AlphaSigmaNu.org  
(414) 764-7171

**New York**

Cassandra Clark (Holy Cross '01)  
NYC@AlphaSigmaNu.org  
(212) 899-1307

**Scranton**

Steven B. Pendrak (Scranton '84)  
Scranton@AlphaSigmaNu.org

**Omaha**

Anne McGuire (Creighton '72)  
Omaha@AlphaSigmaNu.org

**St. Louis**

David Frenzia (St. Louis '06)  
StLouis@AlphaSigmaNu.org

**Washington, D.C.**

Jack Landers (Rockhurst '62)  
DC@AlphaSigmaNu.org  
(301) 229-7153

# Alpha Sigma Nu Fact Sheet

## What is Alpha Sigma Nu?

Alpha Sigma Nu is the Jesuit Honor Society. AΣN is unique among honor societies in that it seeks to identify the students of the Jesuit institutions of higher education who demonstrate exceptional commitment to the AΣN tenets of scholarship, loyalty to Jesuit ideals, and service to campus and community.

## Who is eligible to apply?

Juniors, seniors and graduate students who rank academically in the top 15% of their class and have a demonstrated record of service and loyalty to the Jesuit ideals. Only 4% of each class is inducted.

## What are the benefits?

- Dedication and diligence are tangibly rewarded. Membership is the highest honor bestowed at Jesuit institutions
- Involvement in Jesuit mission-focused activities
- Life-long membership, networks and collegiality with a remarkable group of people from all 29 Jesuit institutions in the United States, two in Canada and one in Korea
- Connection to the AΣN online member directory of 67,000 Alpha Sigma Nu members
- Membership in one of 14 Alpha Sigma Nu Alumni Clubs upon graduation.
- Entrance at the GS-7 level in numerous professional and technical occupations in the Federal service.
- Through partnerships with the Washington Internship Institute, The Fund for American Studies, and The Washington Center of Internships members of each ACHS member society may qualify for scholarships

## What is the cost?

The dues are \$60 for a lifetime membership. This provides for your certificate and official pin plus future mailings from AΣN. There are no annual dues. Our members support Alpha Sigma Nu through donations to the annual Sustaining Fund.

## Where can I find more information?

At our web site, [www.alphasigmanu.org](http://www.alphasigmanu.org). Each campus Chapter has a local Faculty Adviser and Chapter officers you can contact for more information.

## Are there networking possibilities?

Yes. AΣN has 69,000 members throughout the world. Alumni can be located in the AΣN Member Directory online. Members may contact other members for advice, referrals, internships and positions. Members are also connected on Facebook and LinkedIn.

## Will this help with graduate or professional school admission?

Yes. This is a recognized and respected credential. Established in 1915, Alpha Sigma Nu is an accredited member of the Association of College Honor Societies.

**Campus Contact:** \_\_\_\_\_