

# Induction- Application

## Boston College

**Goal/theme/intent:** By soliciting applications from top students in the Woods School of Advancing Studies (for older students pursuing a bachelor's degree), the Boston College Chapter of Alpha Sigma Nu seeks to create an honor society where the pillars of scholarship, loyalty, and service are not exclusive to college-aged students, but are applicable in all stages of life.



**Approximate planning time required:** There is no extra time required for planning. It took approximately 20-30 minutes for the ΑΣΝ board to consider the additional applications from the students in the Woods School of Advancing Studies and reach a final decision.

### Description:

Each year, the Boston College Chapter of Alpha Sigma Nu invites the top 15% of students in the Woods School of Advancing Studies to apply for membership. Since the Woods School is one of the smallest undergraduate divisions at BC, typically only 5% of the inductees come from this school, which is intended for mostly older seeking to earn a bachelor's degree while maintaining a full-time job.

Though the students from the Woods School of Advancing studies do not have much to list on their applications in the areas of extracurricular activities and academic awards, these students are some of the strongest applicants for membership in Alpha Sigma Nu, demonstrating true adherence to the tenets of scholarship, loyalty, and service. For a student in the Woods School, scholarship might be demonstrated by writing a memoir about losing a husband to cancer. Loyalty might be demonstrated by being a dedicated parishioner. And service, in many instances, means volunteering in their children's elementary schools.

### Critical advice:

It is especially worthwhile to include the students from the Woods School of Advancing Studies as members of Alpha Sigma Nu. Even at my own induction, these individuals served as models and reminded me that the goals of ΑΣΝ are lifelong ones. Thus, I recommend that other chapters have an expansive approach in seeking out perspective members who may not fall into the traditional student age bracket.

# Induction- Ceremony

**Location if applicable:** Ceremony was in St. Ignatius Church, both beautiful and warm. Reception was in nearby Student Union, and was warm and festive.

**Description:** The President of the University is present, hands out the certificates, and speaks. The Deans of each College present the students to the President. This makes a big impression. We have a speaker (a professor or dean) at the ceremony, too, and this year will add music.

# Induction- Selection

## Canisius College

**Goal/theme/intent:** Select new members for the Undergraduate Student Chapter

**Location if applicable:** Usually the Jesuit Guest Parlor & Guest Dining Room in the Jesuit Residence

**Approximate planning time required:** 3-4 hours



### Description:

1. The Chapter Coordinator, with help from some Work Study students and the Religious Studies & Theology (RS&T) Associate, prepares 4 or 5 copies of the application material (application form, student essay, and 1 letter of reference).
2. The RS&T Associate then makes packets [10-12 applications/packet, although this year she scanned the materials and placed them on a CD for each student to pick up—and return for destruction after the selection meeting] available to be signed out by ΑΣΝ chapter members.
3. The RS&T Associate has also constructed a form for ΑΣΝ students to provide comments on candidates and to indicate if they (ΑΣΝ members) strongly accept (SA), accept (A), reject (R), or strongly reject (SR) an applicant. This form is especially helpful if a member cannot attend the selection meeting or needs to leave before the meeting is over.
4. This process usually lasts about a week. On the appointed day for the selection meeting, usually about 4 or 4:30 PM on a Thursday or Friday, the chapter members have assembled in a Guest Parlor in the Jesuit Residence, have discussed each candidate, and then voted to accept or reject. Generally the group first chooses those whom they will certainly accept-or reject. Subsequently, the group goes through the list of those about whom they are uncertain for membership. They discuss the ones whom they are more certain should be elected for membership and vote on them. When they reach the number of inductees that we had previously determined would attain the 4% number for a given class we end the selection process. Usually we do seniors first, since there is a smaller number of applications and openings available (about 10 normally); then we aim to pick 20 juniors, if we have a suitable number of applicants.
5. Finally, the students will pick by majority vote one or two honorary members from the faculty or the administration.

About 90 minutes into the process we break for a supper (prepared by the Kitchen in the Jesuit Residence) of a hearty vegetarian soup, salad, and bread along with brownies, cookies, and, sometimes, cake for dessert. I also make sure that we have soda (pop), coffee, water, and juice available for the entire meeting. At the close of the meeting we leave a copy of the list of inductees for the RS&T Associate who types the list and forwards it to the Dean of Arts & Sciences and the President with a note from the Faculty Adviser

**Responsibilities for officers/student members:** The Chapter President needs to send out notification to fellow undergraduates to attend the event. The President then presides at the Selection meeting. The chapter Secretary records the votes to accept or reject. Students need to read the applications and participate in the Selection meeting-or drop off their evaluations with the Chapter President or another student member.

**Key Contacts:** Veronica Serwacki, Chapter Coordinator, Marilyn Tokarczyk, Religious Studies & Theology Associate, Jesuit Residence Kitchen Manager, and Chapter President

**Outcome of the Event:** About 30 new members usually chosen for the Undergraduate section and 1 or 2 honorary members.

**Critical advice:** Remind students that the proceedings are confidential and that they should not tell those selected of their acceptance until the selections are confirmed a few days later by the A&S Dean and the College President. Make sure that the applications and supporting documentation are destroyed after the meeting, except for the original applications that I hold for one year.

# Induction Ceremony

## College of the Holy Cross



Aspect of Induction: Check: Application Selection

Ceremony X Reception X

**Goal/theme/intent** For some years now we have had the Induction Ceremony as part of Family Weekend in October. We have it at 2:00pm on Sunday and many family members and relatives are in attendance, along with special guests: the President of the College, the Academic Vice-President, and the Class Dean. A photographer is on hand for the event. This is followed by a reception in a nearby location.

**Location if applicable:** We have the ceremony in a special library setting with comfortable chairs and a pleasant ambiance.

**Approximate planning time required:** 10-15 hours for the ΑΣΝ officers and my secretary

**Description:** We follow the ΑΣΝ recommended format with a brief address to the new members and honorary members. The whole ceremony lasts one hour.

**Responsibilities for officers/student members:** Each officer has assigned responsibilities beforehand. The entire ceremony is presented in detail at a meeting of the inductees one to ten days prior so everyone knows what to expect and where they will be seated (a diagram is provided).

**Key Contacts:** Paul F. Harman, S.J.

**Outcome of the Event:** A pleasant event. Parents, family members, and friends enjoy being present for the occasion.

**Critical advice:** Our students and their family appreciate a very well organized event. We have to plan well in advance to reserve the rooms, assign responsibilities, etc.

# Induction- Selection

## Fairfield University



**Goal/theme/intent:** to choose the 32 (4%) seniors who will best represent the ideas of AΣN

**Approximate planning time required:** two months

### **Description:**

**For undergraduates:** After the first semester of their junior year the registrar sends us the names of the top 15% of the junior class. Using the web, these students are invited to apply. Approximately 60 to 70 students out of the 120 applicable students will apply. These applications and their essays are read by a committee of present members of AΣN. We try to have each application read and graded by at least five students. I enter the grades onto an EXCEL spreadsheet which is then distributed to the committee when they meet. This spreadsheet includes the average score for each student and a standard deviation for each student.

The approximately 15 students on the selection committee are locked in a room for two hours and finally tell me whom they have chosen to be members of next year's AΣN Chapter.

For graduate students: Each of the six deans is asked to submit names proportionate in number to the size of their school. These individuals are asked if they would like to be a member of AΣN. If they answer yes, they are inducted in October with the undergraduates.

**Responsibilities for officers/student members:** The undergraduate treasurer chairs the selection committee for undergraduates.

**Critical advice:** Try to have as many students on the selection committee as possible. This not only spreads the work of reading the applications, but ensures a fair selection of the AΣN members.

# Induction- Ceremony, Reception

## Fairfield University



**Goal/theme/intent:** to honor undergraduate and graduate students for their academic successes and service to the community in a dignified and meaningful way

**Location if applicable:** Kelley Theatre in the Quick Center

**Approximate planning time required:** two months

### **Description:**

1. The students gather at 2:30 p.m. and enter the theater at 3:00 p.m.
2. They are asked to dress in an appropriate business style and their families and friends are present.
3. The ceremony is carried out as outlined in the ΑΣΝ booklet.
4. The Teacher of the Year, chosen by the ΑΣΝ students, gives a talk.
5. There is a reception for the students and friends afterwards.
6. Appropriate pictures are taken of the group and of each individual receiving their certificate from the president of the University.

**Responsibilities for officers/student members:** During the ceremony, the responsibilities of each officer is read by the appropriately elected officer.

**Outcome of the Event:** It increases the pride of each individual member in the association and heightens its visibility on campus. It is also a source of great pride and joy for the families. The association, in general, helps academically talented and generous students to get to know one another.

**Critical advice:** After the ceremony, each year, a good part of the next meeting is devoted to criticizing the ceremony and gathering ideas as to how it can be improved.

# Induction- Selection

## Fordham University

**Goal/theme/intent:** Around the time that applications for AΣN went out, my officers and I gathered to discuss our selection process. At our meeting, we talked in great detail about the attributes that we felt a member of AΣN should possess and determined qualities to look for in the applications based on our thoughts. We decided that each prospective member should have participated in at least two service-based organizations throughout their time at Fordham. We also felt that the essay was very important as it was often telling of the type of person that applicant was. Ultimately, we were looking for students who we felt were passionate about their education and their service to others. We wanted to find people who would see AΣN not just as something to put on their resume, but as an organization with the potential to do great things and make a difference on campus and in the community. We wanted future leaders.



**Approximate planning time required:** The planning of how we were going to go about the task took about an hour, it was the task itself that was very time consuming as we read applications and discussed as a group.

**Description:** All of the applications were divided into groups depending on the year of the applicant and the school that they were in (Fordham College at Rose Hill, College of Business Administration, Grad School, Lincoln Center campus). Each officer was then given a stack of applications that they were responsible for reviewing. Since we had determined the most important aspects of the application already, the essay and service involvement, everyone had a general sense of what to look for. We then each marked the applications that we read with a “yes,” “no,” or “maybe.” We decided to meet the following week to go over all of the “maybes.” At this meeting sat in a circle and each officer read each application that was under consideration. We all were to then to give a definitive “yes” or “no,” with majority ruling. If there was an application that we were torn about, for instance if the applicant did not have the amount of service that we originally wanted, but someone felt that they would make a good candidate based on other factors, we would all discuss as a group and come to a consensus.

### **Responsibilities for officers/student members:**

Each officer was responsible for reviewing their portion of the applications and attending the group meeting regarding the applications deemed to be “maybes.”

**Outcome of the Event:** We extended invitations to be inducted to approximately 70 students (about 70% of our applicants).

**Critical advice:** It is important that each chapter come up with a strategy that works well for them. We didn’t necessarily use the same process as the previous E-Board, but came up with one that we felt met our needs and allowed us to choose the best candidates.

# Induction- Ceremony

## Fordham University



**Name of Program:** Induction Ceremony at Fordham University

**Goal/theme/purpose of program:** to involve all members of the Fordham community

**Check all that apply:** Annual x fall winter spring x

**Location:** Ballroom of Student Center

**Time allotted:** 2 hours

**Approximate planning time required:** I begin planning months before (actually the day after the ceremony from the previous year!)

**Responsibilities for officers/student members:** Each officer has assigned for the ceremony.

**Critical advice:** Connect with the Deans and the President's office. The Deans' presence connects their academic work to their induction for the students. Father McShane's enthusiastic presence enhances the meaning of induction for the students.

# Induction- Ceremony

## Georgetown University



**Goal/theme/intent:** Induct new members

**Location if applicable:** Dahlgren Chapel, central, storied, free

**Approximate planning time required:**

Always coincides with Parents' Weekend in February

Three hours, mostly in preparing for the stage book

**Description:**

Stage book involves student officers as well as Faculty Adviser, AΣN Alumni Club representative

University president speaks

**Responsibilities for officers/student members:** Greet students, preside over ceremony, hand out certificates

**Key Contacts:**

**Outcome of the Event:** A meaningful, welcoming induction ceremony

Parents pleased to be in attendance and delighted to attend the reception at the Jesuit residence.

**Critical advice:** Plan speakers in advance, get on the President's calendar early

# Induction- Ceremony, Reception

## John Carroll University



**Goal/theme/intent** The purpose of the reception was to celebrate the induction of the new members with their families.

**Location if applicable:** The induction ceremony was held immediately after the Mass in the St. Francis Chapel on campus.

**Approximate planning time required:** The induction planning took only a few hours; the officers used the template provided in the handbook.

**Description:** We had a dessert reception with coffee and spiced hot cider (seasonal). Tables were set for seating; however, most guests milled around and took pictures of students/parents/friends. Centerpieces were also provided by the catering service.

**Responsibilities for officers/student members:** Officers attended in support of the new inductees.

**Key Contacts:** Andrew Vogel, Father Bichl, Elaine Hocevar

**Outcome of the Event:** There were about 150 people in attendance. The event lasted about an hour. It began about 7PM and ended approx. 8PM. Students and parents enjoyed the opportunity to meet each other and take photos.

**Critical advice:** Simple is best. Don't over-order food. Ask for favors from your catering service!

# Induction- Ceremony

## LeMoyne College



**Goal/theme/intent:** Our mission as AΣN officers is to provide a welcoming and inspiring ceremony that will help direct the new members into creating a better awareness of AΣN. Our hope is for the new members to live by the Jesuit ideals, spreading to others the significance of academics and service to the community.

**Location if applicable:** Our induction ceremony is held in the Chapel. There will be an optional Mass before the induction followed by the ceremony. Afterwards, there will be a reception in the school's cafeteria.

**Approximate planning time required:** Available time between now (February) and April 10<sup>th</sup>.

**Description:** See above for our mission and details about locations and itinerary.

**Responsibilities for officers/student members:** All officers work to choose the speaker for the ceremony. We are looking for an AΣN graduate from Le Moyne who has been influenced by the values that AΣN has given him/her. We hope that their story will help provide an example for what AΣN can do for them.

# Chapter Program- Application

## Loyola University Chicago



**Name of Program:** Alpha Sigma Nu Information sessions

**Goal/theme/purpose of program:** Give members and new inductees an overview of ΑΣΝ history, standards and mission.

**Check all that apply:**

Annually in the spring: Info session regarding application for ΑΣΝ and about ΑΣΝ's history, standards and mission.

Annually in the fall: Info session regarding the upcoming induction ceremony and Chapter plans for the academic year.

**Location:** On Lakeshore Campus and downtown campus, Chicago

**Time allotted:** one hour

**Approximate planning time required:** total of 6hrs

**Description of Event:**

To help prospective new members gain better knowledge of what Alpha Sigma Nu stands for and who its members are, the Loyola Chapter organizes several information sessions at each of our campus locations, open to all students and faculty members. Events usually have good attendance and prospective members verbalize their appreciation to have a chance to ask questions about the Honor Society and the chance to hear more about the history of ΑΣΝ.

**Responsibilities for officers/student members:**

Contact ΑΣΝ alumni, Central office, reserve rooms, order food (usually pizza), prepare room, prepare slide show / presentation to be given.

**Number of Members in Attendance:** 50

**How do you promote participation among student members?** E-mails to all current and prospective members

**Outcome of the Event:** This is a regular event that is widely accepted among students and is always a successful.

**Critical advice:** critical event for the chapter - to be held at least two to three times a year.

# Induction- Ceremony, Reception

## Loyola University Chicago



**Goal/theme/intent:** Formal Induction Ceremony. Give new members a short overview of AΣN's history and current mission.

**Location if applicable:** Madonna della Strada (Lakeshore Campus, Chicago)

**Approximate planning time required:** We start in the summer (late May/early June) for the ceremony in late September to ensure everything will be done in time.

**Description:** The Induction Ceremony starts with a greeting from the Chapter President who introduces the honorary AΣN Inductees and the keynote speaker, who is often an honorary inductee. Other officers will talk about the three standards, scholarship, loyalty and service. New inductees receive their medallion and certificate from Fr. Garanzini.

### **Responsibilities for officers/student members:**

All officers: Planning the induction ceremony and reception with Faculty Adviser.

All officers: Select Fr. Ferguson Award recipient from new inductees (done 4 weeks before the induction)

Chapter President: Contacts photographer and piano player to book them for the event.

All officers: Hold information session 2 weeks before the ceremony to give the inductees an opportunity to ask questions about the event and to give them an idea of what to expect.

**Outcome of the Event:** We decided to split the officiating of the ceremony among the officers. It kept the event more dynamic.

For the Reception afterward we had round tables for people to sit and visit. To avoid long lines for food, we went with hors d'oeuvres and "finger food." We received great feedback for the ceremony and reception. We also have a piano player playing in the background, which gives the reception a nice "formal touch." People can get their picture taken by a professional photographer, which most of them appreciate.

### **Critical advice:**

All officers should practice their part for the Ceremony. We decided to meet in the church an hour before the ceremony to practice speaking into the microphone. There is nothing more boring for an audience if they cannot hear the speakers.

# Induction- Application, Selection

## Loyola Marymount University

**Goal/theme/intent:** 2011: Year of the Jesuit

We are inducting 5 Honorary Members from the LMU Jesuit Community.

**Location if applicable:** Sacred Heart Chapel

**Approximate planning time required:** 6 months

### Description:

#### I. SPRING INDUCTION ΑΣΝ Nomination & Selection

A. Back planning from the date of induction is crucial. All information must be sent to the Central Office no less than 6 weeks before the induction. There are other time frames that must be taken into consideration:

1. You must give students at least 1 ½ weeks to receive their applications, fill them out, and return them. This also includes students abroad, whose applications will arrive via email.
2. You must allow 3 weeks for the selection committee to review the applications and make their recommendations.
3. 1 day must be given for the selection process with the faculty Adviser and officers.
4. You must give at least 2-3 days for Judicial Affairs to process the student names for possible records.
5. You must allow 2-3 days for the acceptance letters to be prepared, signed and mailed.
6. You must give students at least 2 weeks to receive their letter of acceptance and turn in their dues.
7. You must have received the LMU Graduate divisions' and the LMU Law Schools' information and dues, which will also be sent to Marquette.
8. Implemented in S'10: ΑΣΝ Dues for undergraduates who accept their membership will automatically be deducted from their student account. The inducted members will need to pay their dues directly to the student accounts office.

B. Collection & Selection - Late Fall: All Deans must be notified (by letter) in the middle of November to begin selecting students they would like to nominate for Alpha Sigma Nu. This is usually sent by campus mail by the Faculty Adviser. This information needs to be received by the first week in December.

- i. Deans (Law school, Graduate, Undergraduate) need to provide a complete name and ID/SSN number for each student they are nominating.

C. Before Christmas Break

- i. Letters of recommendation that come in from faculty need to be filed away and kept confidential. Create a spreadsheet listing the student recommended, the faculty member and department. Not all students will receive recommendations and not all recommendations will be selected students. Record the outcome.



- ii. All initial letters inviting students to apply must go out to the students before they leave for Christmas break (during finals week). This will give them enough time to complete the online application.
- iii. The cover letter must be signed by both the Faculty Adviser and the Chapter Coordinator.
- iv. Contact the Study Abroad office to determine the students who have been invited to apply that are currently or will be studying abroad. The students that are abroad in the Fall may not get their letters in a timely manner. E-mail them a copy of the letter and mail the letter to their permanent address for their family to forward. The students that will be abroad in the spring will have delayed communications and may be slower to pay their dues. They will also be unable to attend the induction ceremony. Plan to mail their induction materials if they are admitted.
- v. All other letters inviting the student to apply will be sent to *campus boxes only*. It is the student's responsibility to check their mail before the deadline date. There will be a natural attrition of students who do not check their mail or get their application turned in past the deadline.
- vi. The signed letter inviting them to apply will include a link to the online application and an ΑΣΝ brochure, provided by the Central Office.
- vii. Once the deadline passes, send all of the names and student ID numbers of those that applied to Judicial Affairs to be cleared. Any student that has a record of any kind is automatically denied nomination into Alpha Sigma Nu. There are no exceptions to this policy.

#### D. January

- i. For those late entries with extenuating circumstances, forward the information to the Faculty Adviser. He/she will decide to accept the application or not.
- ii. Once all the applications have been cleared through both Judicial Affairs and the Registrar's office, the ΑΣΝ officers and Faculty Adviser will meet to determine the final nominations into Alpha Sigma Nu.
  - 1. The Faculty Adviser and ΑΣΝ officers may meet for dinner or lunch (depending on student availability) in order to determine the final selection.
  - 2. A venue will have to be selected and reserved and an order needs to be sent to Sodexo - it will be for the student officers plus the Faculty Adviser. A simple, hot meal is recommended, with desert and beverage.
- iii. Only 4% of the juniors and seniors nominated will be accepted.
- iv. Once the final selection has been made, the applications need to be divided into 3 categories:
  - 1. All accepted student applications
  - 2. Students not accepted but are eligible to reapply next year (Juniors)
  - 3. Students not accepted and are graduating (Seniors)
- v. There are 3 different letters that get sent to each category. Please make sure the right letter is sent to the right student in each category.
- vi. Send acceptance letters to both the campus box and via email. For the students who are abroad, send it via e-mail and to their permanent address.
- vii. The acceptance letters need to go out within 1-2 days of the final selection. Accepted students need to be given at 1 ½ - 2 weeks to receive the letter and send in their dues. All membership dues must be paid by the due date. Students who, in

- confidentiality, express that they are having difficulty paying can also be covered by the scholarship. No student will be denied membership based on financial hardship.
- viii. Generate the final list of accepted students for the President to sign off on. This will be in an Excel spreadsheet. At the same time, begin finalizing the spreadsheet for the Central Office, using the students' preferred spelling of their name.

E. Check Request and Information to Central Office

**Selection process for Spring induction – undergraduates only**

**The week prior to fall break,** The letter of invitation to these students, with the protocol and timeline for application is mailed. **Officers** will label, fold, & stuff envelopes and e-mail invited student to check their campus mailboxes.

**From the end of October until December 1** Students will be submitting their application for membership. **Officers** may return inquiry phone calls from applicants.

Photocopies applications, flags any applications that are incomplete and prepares 7 (seven) binders: one for the Adviser, one for the Coordinator, and one for each of the five officers.

**ALL OFFICERS: During finals week,** the **officers** each pick up their application binder from the **Coordinator** to review it over **Christmas break**. **Officers** do the selection by sending the Adviser their finalist lists **by the first week of the Spring term**. They designate the applicants in 3 lists as follows:

- a) obvious choices, such that no discussion is needed
- b) obvious non-qualified, such that no discussion would help
- c) the middle group of possibles (these are the ones we discuss)

**Before the end of January is the Selection Meeting.** **The Adviser** holds a two-hour selection meeting with the **Officers** to review their compiled lists. The officers will be presented with the list of obvious finalists, and the list of those that need to be discussed. **Soon after that,** once the list of students is approved by the Deans and Fr. Lawton, the **Adviser & Coordinator** will prepare the acceptance letters. **Officers** will label, fold, & stuff envelopes and e-mail accepted student to check their campus mailboxes.

The **Coordinator** will collect their \$75 induction fee and their 3x5 card with their name as they wish it to be on the certificate. The deadline for this needs to be **seven (7) weeks prior to the induction date**.

**Invitations to the Induction** go out with the help of the Officers. **Officers** will label, fold, & stuff envelopes and e-mail students to check their campus mailboxes for their invitation

**Induction Ceremony:** The **Officers** will meet with the **Adviser** to discuss each officer's participation in the Induction Ceremony.



# Induction- Ceremony, Reception

## Loyola Marymount



### I. Mass, Induction, Reception & Dinner

Registrar Office will provide you with a list of continuing members and new inductees who are 21 years of age and older. Since alcohol will be served. Students will sign in at the registration table to obtain a wrist band which will identify to the bartenders that they are of age to drink.

- A. The online RSVP will generate an Excel spreadsheet for those who are attending. New inductees should be advised not to invite more than their complimentary two guests. Remember it's not just the new inductees who are invited, but also AΣN faculty, honoraries, and staff members and their guests.
  - B. The program and invitations are done by University Relations. The program information cannot go to University Relations until all the inductees have been verified. CHECK NAMES CAREFULLY.
  - C. Book the Photographer (and DJ if you want one).
    - i. Call University Relations at least 3 months in advance of the event to request a photographer.
  - D. Mass
    - i. Sacred Heart Chapel should be booked at the same time that all other reservations are made for this event.
    - ii. Mass is held in Sacred Heart Chapel and is a very simple affair. The Faculty Adviser will ask a Jesuit to preside over the mass. Campus Ministry needs to be notified well in advance of this so they can pull out his vestments. Both the music and readings must be set in place.
    - iii. The liturgy can be updated in Publisher and printed in Graphics. Only about 75-100 are needed. Request on the form that they be folded.
  - E. Induction - follows liturgy
  - F. Reception
    - i. After the induction, everyone will move to the reception.
    - ii. Have music playing before guests start to arrive.
    - iii. The service org student helpers will walk over the guests to the site of the reception.
    - iv. There will be a check-in area for students to receive their wrist band
    - v. There will be a check-in area for those who need to pick up extra tickets
    - vi. Send flowers home with the Honorary Inductees or other VIP's
- II. Anytime after the Induction ceremony, the final exam exemption forms for seniors who are graduating in May can be prepared and signed by the Faculty Adviser in advance. E-mail the seniors that the form is ready. Students may pick them up from the Chapter Coordinator's office.
- III. Send the final report to the AΣN Central Office c/o Kate Gaertner or Mary Wacker no later than one month after the Induction Ceremony.

### Responsibilities for officers/student members:

- 2. Laying out all the certificates, pins and medallions in alphabetical order by college, following the procedure stated in the program

# Induction- Selection

## Marquette University



**Goal/theme/intent:** To facilitate an efficient selection process

**Location if applicable:** Quiet conference room with one long table or several smaller tables and chairs for at least 10 persons. Private location such as the Jesuit Residence or Student Union building.

**Approximate planning time required:** two to three hours

**Description:** Selection process for new inductees.

1. Set aside 5 to 6 hours on a Saturday or Sunday afternoon.
2. Provide lunch for selection committee members.
3. Strive for at least three teams of three members to review applications for new membership.
4. Organize teams by colleges or departments in which students are enrolled.
5. Conduct a tutorial or practice session to familiarize members with process. T
6. Three in each team allows for a bit of triangulating when interpreting the data on the applications.

**Responsibilities for officers/student members:** Come to consensus on whether each application is a “yes”, “no”, or “maybe”. Decide based upon written essays and whether they exhibit the three core values of Alpha Sigma Nu, as well as level of engagement in leadership positions or activities listed on the application. All applicants should be previously screened by their dean’s office for level of scholarship. Also, the Alpha Sigma Nu coordinator has assigned numbers to each application and “blinded” them so that committee members do not know their actual names. In addition, coordinator has determined maximum number allowable for induction according to bylaws as a guide or limit as to how many can be selected.

**Key Contacts:** Dean’s Offices, President’s Office, chapter coordinator, Faculty Adviser, Chapter president

**Outcome of the Event:** Finalize the list of applicants to recommend to the university president for acceptance as members

**Critical advice:** Make sure to conduct a training session prior to beginning the selection process by using a sample application (either hard copy or electronic) and reviewing the parts of it to familiarize committee members with the criteria and data available for each. Go over the process and the various steps in deciding whether or not to accept an applicant.

# Induction- Selection

Regis College



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**Regis College  
Alpha Sigma Nu Induction  
ORDER OF CEREMONIES**

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Invocation.....	Gilles Mongeau, S.J.
Welcome .....	Adrienne Pereira
Standard of “Scholarship”.....	Michael Knox, S.J.
Standard of “Loyalty”.....	Greta De Longhi
Standard of “Service”.....	Gemma Neal
Remarks from the Chapter .....	Maureen Baldwin, CND
Music Interlude.....	Regis Faculty Trio
Usher .....	Nancy Schwarz
Introduction of the Student Candidates .....	Gilles Mongeau, S.J.
Call and Response.....	Gilles Mongeau, S.J. and each student candidate
Alpha Sigma Nu Pledge .....	Student Candidates
Acceptance of Candidates & Presentation.....	Joseph G. Schner, S.J. and Patricia Grant, IBVM assisting
Introduction of Honorary/Alumni Memberships.....	Gilles Mongeau, S.J.
Call and Response.....	Gilles Mongeau, S.J.
Alpha Sigma Nu Pledge .....	Honorary Candidates
Acceptance of Candidates and Presentation .....	Joseph G. Schner, S.J. and Wilma Scherloski assisting
Regis College President’s Remarks.....	Joseph G. Schner, S.J.
Thanks and Welcome to Reception.....	Elaine Chu
Benediction .....	Erin MacCarthy

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## BENEDICTION

Erin MacCarthy

**Leader:**

In the spirit of Ignatius and his first companions –  
committed to the service of faith communicated and shared, and  
remembering Ignatius' words, "all for the greater glory of God",  
we ask you, our God present in all things, to bless us with compassionate hearts.

In the spirit of all Jesuits – pastors, teachers, poets, philosophers, scientists, theologians, leaders, priests, brothers –  
committed to a concern for and promotion of justice, and  
remembering Ignatius' words, "through Christ, in Christ and as Christ",  
we ask you, our God present in all things, to bless us with passionate energy.

In the spirit of all the women and men who have walked  
and are walking the Ignatian way –  
committed to enculturation, evaluation and transformation of cultures, and  
remembering Gerard Manley Hopkins' words, "Glory be to God for dappled things...  
all things counter, original, spare, strange,"  
we ask you, our God present in all things, to bless us with gentle, healing wisdom.

In the spirit of Mary, our Mother and Sister –  
committed to dialogue with, openness to and  
collaboration with other traditions, and  
remembering Pierre Teilhard de Chardin's words,  
"that the light of your countenance may shine for me in the life of that *other*",  
we ask you, our God present in all things, to bless us  
with Mary's willingness to dare trust.

**Leader:** Eternal God,

**All:** confirm us in compassion shared.

**Leader:** Eternal Son,

**All:** confirm us in passion lived.

**Leader:** Eternal Spirit,

**All:** confirm us in wisdom grown.

**Leader:** Holy Trinity,

**All:** confirm us in trust dared.

**Leader:** Our only God,

**All:** confirm us in your love and grace.  
that is enough for us.

**Leader:** So bless us, bless all those whom we love and bless all whose who need our love.

**All:** Amen.

This Benediction was first written and presented by Elizabeth Davis for the Regis College AΣN Chapter Induction Ceremony of 2003. From then onwards it has been received by the Chapter as our prayer of blessing for generations to come.

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## **Standard of Scholarship**

Presented by Michael Knox, S.J.

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Alpha Sigma Nu celebrates rigorous scholarship  
that is firmly rooted in the Catholic tradition  
and is embedded within and relevant to the local community.  
As one humbly apprentices oneself  
to the knowledge and wisdom that discovers God in all things,  
one is transformed,  
and is enabled to transform the inheritance received,  
responding to the signs of the times.

Ignatian scholarship is lived  
according to a pattern that begins in experience  
and moves through reflection  
to bear fruit in action.  
It is a passion for the truth  
marked by depth of comprehension  
and breadth of knowledge.

Such faith seeking understanding is encounter with God:  
as I seek God in all things,  
God finds me.

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## Standard of Loyalty

Presented by Greta De Longhi

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In scholarship  
we discover God's faithfulness to us in all things;  
because God is faithful to us,  
we are empowered to be faithful to God and to others.  
Loyalty, then, is a desire to live out a life  
oriented to God's greater service and praise.

Loyalty in Alpha Sigma Nu means loyalty to the Ignatian educational vision,  
the formation of the whole person.

This certainly involves an *intellectual* appreciation of Jesuit  
ideals of higher education;  
but it goes further, speaking of a *lived commitment* to these ideals on  
all levels – intellectual, moral, social and religious.

To be loyal to these ideals means developing a sense of conscience,  
responsible to the truth – truth spoken in love  
and lived in a faith that does justice.

This may involve embracing unpopular positions,  
either occasionally or in an ongoing counter-cultural witness.  
It will *always* mean a prophetic commitment  
to a way of living that reflects  
the integrity of our relatedness to God and one another.  
It includes an abiding effort to advance the common good  
and the well-being of all people,  
especially the most powerless.

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## **Standard of Service**

Presented by Gemma Neal

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When the Jesuit theologians  
who had been summoned  
to assist the Council of Trent with its work left Rome,  
they carried with them  
instructions from Saint Ignatius that during their stay in the city  
they were to find work in hospitals  
and in teaching catechism to children and the unlettered.  
Ignatius believed  
that for their learning to be of genuine service to the Church,  
it had to be grounded in ministry to the poor and broken.

Ignatian service is most itself  
when it consists  
of humble practices of leadership from below,  
and when it is expressed in learned ministry  
that is attentive to the whole person and the whole context.  
It is always open to new actions  
that transform the present situation  
into a truer reflection of the Reign of God.

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## **Call and Reponse**

Gilles Mongeau and each student candidate

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### **Call and Response for ΑΣΝ Candidates**

*Call:*

"Alpha Sigma Nu seeks to provide  
an opportunity for Regis College  
to celebrate the Ignatian values  
of scholarship, loyalty and service.

Have you accepted your nomination in this spirit?"

*Response:*

"Yes I have."

# Induction- Selection

## Regis University

### Goal/theme/intent:

To welcome new members into the organization and make them feel like their passions can be utilized efficiently and with a direct focus in accordance w/ AΣN Jesuit values.



**Location if applicable:** We reviewed applications in the Aspen Room of Carroll Hall.

**Approximate planning time required:** One week

### Description:

It takes most time to coordinate schedules with the board and other members to gather in one location and spend quality time reviewing applications. It is a long process and takes the most energy and effort. I also recommend having the applicant requirements available during the review process for members to look at.

### Responsibilities for officers/student members:

Dedication of time and energy to review applications and carry out duties during the ceremonial process (i.e. reading inductee bios, preparing written parts, committing to ceremonial attendance, engagement and support).

### Key Contacts:

Peggy Tran (former AΣN coordinator) helped coordinate all AΣN ceremonial events for all three colleges. Her position has currently been taken over by Gina Leyba. Her contact is gleyba@regis.edu.

**Outcome of the Event:** The event went very smoothly. All my board members committed to doing their part and many current members were present at the ceremony for support. From the application process to the final ceremony, the willingness to help and contribute was incredible. The AΣN Chapter held a reception afterward as well which was well attended and members seemed really excited to be a part of the organization.

**Critical advice:** Good communication between the Chapter President and advice from the AΣN Chapter Faculty advisor is needed.

# Induction- Reception

## Rockhurst University

Aspect of Induction: Reception



**Goal/theme/intent:** To make awarding of graduation medallions more special and to involve the dean in a closer capacity with the new ΑΣΝ student members

**Location:** Reception Room (near the Induction Ceremony Room)

**Approximate planning time:** Varies (not long)

**Description:** During the reception after the Induction Ceremony, the Faculty Adviser calls out the names of the new ΑΣΝ inductees and the dean hands them their ΑΣΝ graduation medallions while saying a word of congratulations to them.

**Responsibilities for officers:** None. Faculty Adviser informs the dean of the practice.

**Key Contacts:** The appropriate dean

**Outcome of the event:** A very nice way to distribute graduation medallions and a way to involve the dean more closely in the Induction process

**Advice:** Get on the dean's calendar early. Book the Reception Room very early.

# Induction- All

## Saint Joseph's University



In late August, our chapter mails letters of invitation to all qualified juniors and seniors. Those applying are asked to submit a resume along with an essay and permission to access their academic transcript.

The AΣN officers evaluate and choose approximately forty to fifty traditional undergraduate students (this has been historically the typical number of students that meets our standards, rather than a predetermined number).

These students interview for thirty minutes with an AΣN officer, a Jesuit and a faculty/staff AΣN member present.

- The officers stress scholarship, leadership, loyalty and service and they provide a fair balance by commenting on each interviewer's standards.
- The officers and faculty adviser meet for the selection process which typically results in 20-30 students.
- Officers are asked if any student who has not been considered should be added based on outstanding qualities, and the graduate and adult undergraduate deans are asked to recommend outstanding students (who do not go through the interview process) and submit resumes .
- Officers recommend honorary members.
- The finalized list is sent to the University president for approval and additions.

The induction ceremony begins with Sunday mass for inductees, family and friends of the candidates. All are invited to a welcoming brunch before the induction begins in our student center, including all University members of AΣN.

Congratulatory remarks are given by the Faculty Adviser, deans, provost, and the university president. We have recently added a faculty teaching award to our ceremony in addition to a guest speaker.

# Induction- Selection, Application

## Saint Peter's College

**Goal/theme/intent:** To streamline and ensure confidentiality of the application process.

**Location if applicable:** All materials are administered from the chapter coordinators office.

**Approximate planning time required:** Approximately 5 months.

### Description:

1. Report naming eligible students is requested from Registrar's Office.
2. Letter of invitation is emailed and "snail mailed" to prospective applicants indicating deadline to express interest in applying. (see #1)
3. Application with letter is emailed with application in Adobe Acrobat 9 PDF format for their completion. Deadline is indicated. (#2)
4. Applicants who submit applications by the deadline have their names temporarily replaced by numbers to ensure anonymity and confidentiality.
5. These anonymous applications are copied onto a CD along with a tally form indicating "yes", "no", or "maybe". (#3)  
The CD is distributed to the members of the AΣN evaluation committee. Committee members are invited to evaluate applications every year. Those who express interest in doing so are forwarded a CD for evaluation along with instructions and a deadline to return the tally sheet.
6. Applicants with 50% or more "yes" are invited to join automatically. Applicants with 50% or more "no" are not invited to join.
7. A meeting of the evaluation committee is held to discuss applicants, who at this point are no longer anonymous, with 50% or more "maybe".
8. A congratulatory letter is emailed and "snail mailed" to accepted applicants along with information regarding the induction ceremony and jewelry/certificate ordering. (#4 and #5)
9. A letter of regret is mailed to those applicants not accepted.

**Responsibilities for officers/student members:** Submit materials in a timely manner.

**Key Contacts:** Chapter Adviser and Chapter Coordinator

**Outcome of the Event:** Induction Ceremony

**Critical advice:** Stick to timeline.

### Templates

#### 1. Letter to eligible students with invitation to apply/Faculty Adviser

Dear,

I am pleased to inform you that because of your excellent academic record you qualify to be considered for membership in Alpha Sigma Nu, the Honor Society of Jesuit Colleges and Universities. The purpose of this Honor Society is to recognize students who have distinguished themselves in scholarship and by their loyalty to the ideals of Jesuit education, as shown especially in service to their college and community. Saint Peter's College is one of twenty-



eight Jesuit Colleges and Universities in the United States, which include, here in the east, Boston College, Fairfield University, Fordham University, Georgetown University, and College of the Holy Cross.

Membership is restricted to 4% of your class. The selection will be made by the present members of Alpha Sigma Nu and by a committee of deans, representative faculty members and other administrators. The names of the most qualified candidates will be submitted to Dr. Eugene J. Cornacchia, President of Saint Peter's College, for his approval.

If you wish to apply, please send an e-mail to Maria Santiago, the Saint Peter's Chapter Coordinator (msantiago@spc.edu) stating your intention to apply. Your intention to apply must be received ***no later than Monday, August 2, 2010***. We will reply with an ***e-mail message*** at your Peacock Mail account ***@mail.spc.edu*** address that will explain the application procedure and will include attached files that will make the application procedure entirely electronic. Please note that all communications MUST be sent ***via your Peacock Mail account @mail.spc.edu address ONLY***.

Once again, congratulations and we look forward to welcoming you the Saint Peter's Chapter of Alpha Sigma Nu.

## 2. Letter to eligible students wishing to apply/Faculty Adviser/President

Dear Alpha Sigma Nu Applicant,

I'm delighted that you have expressed interest in applying for membership in the Saint Peter's College Chapter of Alpha Sigma Nu, the national Jesuit honor society. Simply being invited to apply for membership means that you are among the very best and brightest students at Saint Peter's College. Those invited to join will become members of an honorary society composed of men and women from every Jesuit institutions of higher learning in the country, and who best exemplify the highest standards of intellectual attainment and service to faith and justice that are the heart of the Jesuit educational tradition.

**Returning this form:** When you have completed this form:

- "save as" a PDF to your computer and print a copy for your records.
- Click "Submit Form".
- "Send From" screen will have your email address in the "Your Email" box.
- Select "Desktop Email Application" as client.
- Click "OK".

If you have any questions, please contact \_\_\_\_\_ . **Deadline for submission:** \_\_\_\_\_

The document is composed of two parts. The first two-page section asks you for basic information about yourself, including a local address, a permanent address, and your parents' address. This is especially important because it enables the national office and our local alumni chapter to maintain contact with you after you graduate from Saint Peter's. The remaining pages constitute the Application Essays. Read page three, the instruction page, carefully. Following the instruction page, you will find five pages with questions at the top followed by space for you to enter your response. You will be asked to write five short reflections of not more than one page, or 250 words each. Please do not exceed 250 words because the readers will stop reading at that limit. You need not use all the 250 words if fewer words answer the question adequately. If you wish, you can prepare your answers in separate documents and cut and paste the text, but remember the word limit. The final page gives you instructions for returning the completed application electronically.

The deadline for submitting your application is ***4:00PM, August 20, 2010***.

**VERY IMPORTANT NOTE: PLEASE ONLY USE YOUR @MAIL.SPC.EDU EMAIL ADDRESS. ALL CORRESPONDENCE WILL BE THROUGH THAT ADDRESS ONLY.**

Your application will be carefully read by two panels composed of current AΣN Chapter members, honorary AΣN members, and current faculty and administrators. We will inform you of the outcome by the end of September. If we have to revise this tentative schedule you will be advised by e-mail.

Thank you very much for your interest in Alpha Sigma Nu. I look forward to welcoming you into the Saint Peter's College Alpha Sigma Nu Chapter for 2010.

3. Congratulatory letter/President

Dear «First\_Name»,

On the recommendation of the Selection Committee, your name has been submitted for membership in Alpha Sigma Nu. I am most happy to give my approval and welcome you into the Saint Peter's College Chapter of the Honor Society of Jesuit Colleges and Universities. Your academic achievements were the initial basis for consideration. But you were finally selected because you were judged to be someone of whom Saint Peter's College is proud in every way that counts. Congratulations on this high honor!

I look forward to joining you at the initiation Ceremonies on Thursday, November 18. There are two enclosures from Fr. Michael L. Braden, S.J. with details about that.

Sincerely,

President

5. Congratulatory letter/Faculty Adviser

Let me add my congratulations to those of Dr. Cornacchia on your acceptance into Alpha Sigma Nu. The Induction Ceremonies will be held in McIntyre on Thursday, November 18. The evening will begin with Mass in the College Chapel, in Saint Peter Hall at 5:30. We will then move to McIntyre for socializing at 6:00, followed by dinner at 6:45. After dinner, Dr. Cornacchia will award certificates and pins.

The Ceremonies will be attended by present student members of Alpha Sigma Nu, members of the College's administration and faculty. You are invited to bring two guests.

The initiation fee of \$75 should be made payable to Alpha Sigma Nu. This fee includes your initiation fee, certificate and pin. Please complete the attached form and return accompanied by the \$75 fee. These must be received no later than Friday, October 22 to ensure timely delivery of the jewelry and certificates.

A formal letter will arrive at your home address via postal service. We are sending this by email in the interest of expediting the engraving of the jewelry and preparation of the certificates, so that we can receive them on time for the induction.

Very truly yours,

6. Regret letter/Faculty Adviser

I am very sorry to inform you that you have not been selected for membership in Alpha Sigma Nu, the Jesuit Honor Society. The charter of the Society limits membership to 4% of a given class and unfortunately this limitation has prevented the selection committee from inviting some very highly qualified students.

Since I do not ordinarily offer anything but praise and good news to a person of your academic caliber, I will take this opportunity to extend, along with my regrets, my congratulations for your accomplishments at Saint Peter's College and especially my gratitude for what you have done for the College.

Very truly yours,

## Ceremony

Ceremony was in St. Ignatius Church, both beautiful and warm. Reception was in nearby Student Union, and was warm and festive. The President of the University is present, hands out the certificates, and speaks. The Deans of each College present the students to the President. This makes a big impression. We have a speaker (a professor or dean) at the ceremony, too, and this year will add music.

# Induction- Ceremony

## University of Scranton



**Goal/theme/intent:** The intent is to have a well-attended, socially meaningful and memorable induction ceremony.

**Location** if applicable: The McIlhenny Ballroom (the largest formal meeting space on campus) in the DeNaples Student Center.

**Approximate planning time required:** Planning takes place all year long. As soon as one year's ceremony finishes, we begin planning for the following year: setting the date, reserving rooms, getting the University President's calendar fixed for the event, and initiating the selection process.

**Description:** From its humble beginnings in 1942, when about a dozen students were inducted into Alpha Sigma Nu in the Jesuit residence, with no one other than the inductees and moderator in attendance, to the present day ceremony attended by about 250 people, the ΑΣΝ induction is, in many people's opinion, one of the best, if not the best, ceremony on campus. In attendance are virtually all inductees, along with their parents (or spouses in the case of adult students), honorary inductees and their guests, the University President, many faculty and staff ΑΣΝ members, the student officers. Brief statements about each inductee are available along with the program.

**Responsibilities for officers/student members:** Officers, along with the Faculty Adviser, preside at the induction. The student president gives remarks. All officers participate in presenting inductees, including reading brief biographical sketches of each with emphasis on their scholarly and service activities; and officers present the ΑΣΝ Teacher of the Year award. Current student members serve as greeters.

**Key Contacts:** The Chapter Coordinator has considerable responsibility for logistic arrangements, including room reservations, invitations, catering for the elaborate brunch, ordering flowers, printing programs, etc. The Faculty Adviser and Chapter Coordinator are in touch throughout the year on all such arrangements. Student officers help with final details.

**Outcome of the Event:** The most important outcome is that inductees, both student and honorary, are made welcome to ΑΣΝ and are impressed with the solemnity and vitality of the event. As a byproduct, family members in attendance stand in awe of inductees' accomplishments. Student inductees are impressed with the number of faculty, staff, and administrators in attendance. Follow up with PR office on news releases, photos, etc.

**Critical advice:** 1. Make sure you have a very good chapter coordinator! 2. Plan all year long. 3. Get the University President on board. 4. Don't overburden student officers with details.

# Induction- Selection

## Spring Hill College



### Selection process:

Each year, I outline for the chapter members various models for the selection process. Consistently, the students have opted for a selection committee model.

The selection committee has five members: three ΑΣΝ alumni/faculty members, and two student officers. The adviser acts as an additional reader in case of disagreements. The selection committee members read the applications and personal essays. They then select the 10 candidates best suited for membership—without consulting each other. The adviser takes the 5 lists and compiles the votes. Remarkably, each year those selected for membership have garnered 4 or 5 votes from independent application readers.

Remaining applications are then submitted to the President of Spring Hill College for his three selections. The list of selected candidates is then sent to The Vice President for Student Life for final vetting.



# Induction- All

## Wheeling Jesuit University



**Name of Program:** Selection/Induction

A campus-wide (to faculty, administration, staff) email solicitation for nominees gives the opportunity to inform the campus of AΣN's existence. An application form is provided that permits one to list reasons why one is qualified for admission. AΣN members also nominate candidates.

**The induction ceremony** is held in the chapel—combining solemnity with warmth—background music before the ceremony being from “The Mission.” Parents and friends of inductees are invited.

The ceremony is generally held in late March or April with a reception following at a local restaurant (deemed more special than having it at one of the commonplace campus gathering spots).

**Location:** Induction ceremony is held at the Chapel of Mary and Joseph.

**Description:** We follow the Handbook ceremony and “tweak” it to the occasion, e.g., a member tells of their work doing the “bread run” year-round.

**Responsibilities for officers/student members:** The officers participate in the induction ceremony. Usually the AΣN chapter president acts as the moderator of the ceremony, and the other officers read the ideals of scholarship, loyalty and service.

**Key Contacts:** Michael Steltenkamp, S.J. AΣN adviser – 304-243-2547

Margie Cooke – AΣN Coordinator – 304-243-2251

# Induction- Application, Selection

## Xavier University



Aspect of Induction: Check:    Application/Selection

### Approximate time required:

Less than an hour to collect names of invitees, send out invitations to apply, and send reminder emails.  
One hour information session before applications are due.

Two to three hour session after officers have read applications to make final decisions about who to induct.

### Description:

Students in top 15% of each of the three colleges are invited to apply. Application includes: resume that includes service work and a short essay explaining how the values of scholarship, service and loyalty have played a role in the applicant's life at Xavier.

### Responsibilities for officers/student members:

Officers run the information session for applicants and handle publicity. All four officers read all applications. Final decisions about acceptance to AΣN are made by the four officers and the faculty advisor.