
ALPHA SIGMA NU
THE HONOR SOCIETY OF JESUIT
COLLEGES AND UNIVERSITIES



Chapter Handbook:
Policies and Procedures

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SECTION I:
Alpha Sigma Nu Information





ALPHA SIGMA NU PURPOSE

The purpose of the Society shall be to honor students of Jesuit institutions of higher education who distinguish themselves in scholarship, loyalty and service; to honor persons who may or may not be alumni of Jesuit institutions of higher education who have distinguished themselves in scholarship, loyalty and service in their intellectual, civic, religious, professional or commercial pursuits; to band together and to encourage those so honored to understand, to appreciate and to promote the ideals of Jesuit education; and to encourage the establishment and proper functioning of Chapters in accredited Jesuit institutions of higher education.

ALPHA SIGMA NU MISSION

Alpha Sigma Nu, the honor society of Jesuit institutions of higher education, recognizes those students who distinguish themselves in scholarship, loyalty and service. The only honor society permitted to bear the name Jesuit, ΑΣΝ encourages its members to a lifetime pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

ALPHA SIGMA NU VISION

A dynamic honor society whose members, recognized for embodying scholarship, service, and loyalty to the ideals of Jesuit education, embrace their Ignatian values as a lifelong pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

AΣN Operations and Governance

- The Central Office ensures the integrity and meaning of membership and adherence to the Alpha Sigma Nu bylaws by the Alpha Sigma Nu Board of Directors, Chapters and Alumni Clubs.
- The staff promotes and coordinates the total operation of Alpha Sigma Nu and serves the local Chapters and Clubs.
- The Central Office staff administers the annual general [Alpha Sigma Nu scholarships](#) and [Sargent Family Scholarship for First Generation College Students](#) (who have at least one more year of studies), grants for members, and other member benefits. All questions regarding procedures should be directed to the Central Office.

Governance

- AΣN is governed by a Board of Directors, whose members bear the final burden of responsibility for the success of the Society.
- The AΣN by-laws govern the corporate body as a 501c3 tax-exempt, religious organization.

Institutional Records

- The Central Office keeps accurate records of all Alpha Sigma Nu members, including the member database and the website.
- The Executive Director is responsible for managing the society's financial affairs and filing all required reports with state and federal agencies.
- Minutes of all Board meetings and committee reports are maintained by the Central Office.
- Donation records are housed at the Central Office according to the Document Management Policy.

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 33 member Jesuit colleges and universities.

AΣN Communications to Alumni Members and Institutional Partners

- An AΣN Magazine is published by the Central Office on the AΣN website and emailed to member donors. The AΣN magazine is also mailed to members who subscribe.
- Please encourage members to notify the office of changes of mailing and/or email addresses.
- An AΣN electronic newsletter is sent quarterly to all members with valid email addresses in the member directory.

- All members are encouraged to connect and follow on AΣN’s social media including Instagram, LinkedIn (including exclusive member group), and Facebook @alphasigmanu.

Induction Services

- The Central Office certifies all new inductees, supplies induction materials (program covers and welcome brochures), and facilitates orders with vendors for induction jewelry and medallions in a timely manner.
- The Central Office welcomes all new inductees via email and uploads the new inductee records into the member database and online member directory.
- The Central office welcomes new members to update their contact information in the online member directory or by notifying the central office directly.

Professional Organizations

- Alpha Sigma Nu is an affiliated member of the Association of Jesuit Colleges and Universities.
- Alpha Sigma Nu is certified by the Association of College Honor Societies.
- Alpha Sigma Nu has a Memo of Understanding with the Jesuit Conference of the United States and Canada.

Utilizing Website Resources

The Alpha Sigma Nu website (www.alphasigmanu.org) houses many documents and resources for the Chapter Adviser, Chapter Coordinator, and student E-Board. Accessing the latest forms, governing documents, timelines for induction, ideas for Chapter programming, etc. Website resources include:

- Member benefits
- Online magazine and news stories
- The Student Leaders tab is designed specifically for Chapter leadership where you can find Chapter documents, ideas, and directories.
- Resource hub for members and Chapters to stay on top of AΣN and Jesuit happenings.
- Find the latest versions of documents, Bylaws, timelines, handbooks, and Chapter of the Year application.
- Access AΣN social media pages including Facebook, Instagram, X, and LinkedIn.

SECTION II:

Chapter Management and Programming



The Role of the Chapter Adviser

- ❖ Being the guide, spirit, and face of AΣN for Chapter leaders and the wider campus
- ❖ Ensuring a quality membership experience for each student member – future connection to the society depends on the student member experience
- ❖ Being responsible for the AΣN image on campus
- ❖ Communicating the society's ideals to each new generation of students
- ❖ Serving as the historical continuity of the Chapter given annual turnover
- ❖ **Collaborate with the Chapter Coordinator to ensure a high-level induction ceremony and membership experience at the university**

Chapter Advisers and Coordinators:

- ◆ 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.*
- ◆ **Submit induction forms for new 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 III for details.**
- ◆ Oversee the planning of the induction ceremony. The annual ceremony is important in establishing the prestige of AΣN. The event needs not be elaborate nor beyond the means of the student or institution, but it should be well planned and executed as to be noted as an exceptional experience in the academic lives of students and for the audience present.
- ◆ Facilitate all interactions with the Central Office.
- ◆ Provide instruction and inspiration for the local Chapter and guide the student members in managing the local Chapter.
- ◆ Because Chapter officers change every year, the Chapter Adviser will need to be aware of and sensitive to the leadership potential of each group of officers and compensate for occasional lapses.
- ◆ Direct the students in the screening and selection of new members.
- ◆ Invite AΣN alumni participation in Chapter activities.
- ◆ Complete annual Chapter Adviser Report and Upcoming Leadership Form by the end of the academic year.
- ◆ Encourage chapter leaders participate in virtual calls to engage with other chapter leaders.
- ◆ Partner with campus community including Jesuits, honors program directors, and other University leadership.

Chapter Operations

It is Alpha Sigma Nu's policy to allow the local Chapters and Chapter 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 help conduct Chapter operations.

1. **Bylaws**

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.

2. **Officers**

The number of officers and their duties should be determined by the local Chapter. President, vice president, secretary, and treasurer roles are recommended, as a minimum. **It is recommended that chapter student officers should be selected at least one month prior to Commencement.** Sending the Central Office the names of your new officers each year allows the Central Office to communicate with the student chapter leaders prior to the start of the academic year.

Student Chapter Executive Roles

Student Chapter President

The Student Chapter President shall preside at all Chapter meetings; appoint committees; and plan inductions, programs and activities with the Chapter Adviser and Coordinator.

Student Chapter Vice President

The Student Chapter Vice President shall preside at all Chapter meetings in the absence of the Chapter President, regularly submit Chapter information to the Central Office for the Alpha Sigma Nu newsletter, and assist the Chapter President in all duties as assigned.

Student Chapter Secretary

The Student Chapter Secretary shall attend all Chapter meetings and act as clerk thereof and shall record or cause to be recorded all Chapter minutes, keep documents and records, handle all Chapter correspondence, and submit an annual report of Chapter activities to the Central Office.

Student Chapter Treasurer

The Student Chapter Treasurer shall have general charge of the Chapter's financial affairs, reporting to the Chapter on collection of fees, submission for Haig funds, deposit of funds and authorized expenditures.

3. Meetings

Each Chapter will determine the occasions and times of their meetings. The following are possibilities:

- Liturgy for officers and membership
- Informal social with a guest speaker
- Networking event active members, including honorary faculty, and local ΑΣΝ alumni
- Chapter Officer meeting at the beginning and/or end of the school year with Chapter Adviser to establish work assignments and committees
- Dinner or event with the Jesuit community

4. Records

The Chapter Adviser and Coordinators 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 Chapter Adviser and Coordinators can provide the stability and continuity needed for accurate record keeping and effective Chapter management.**

Best practice: Send the names of your inductees to your Alumni Relations department and University Archives, if appropriate.

5. Annual Reports

Each Chapter should submit annual reports on the activities for the health, sustainability, and archival history of their chapter. The Central Office will provide reporting forms. Chapter Advisers are asked to complete the Chapter Adviser Report and Upcoming Leadership Form and ensure the Chapter President completes the End of Year form application in a timely manner to:

- ♦ Assess Chapter's activities for the year
- ♦ Collect the Chapter news for newsletter and website articles
- ♦ Share ideas for programs and best practices
- ♦ Determine the Chapter recognition and opportunities to highlight the chapter

The End-of Year President's form will serve as the Chapter of the Year application to be submitted two weeks prior to Commencement. This application is the responsibility of the Chapter President. Chapter Advisers should encourage Presidents to submit the application in a timely manner.

Criteria:

- ♦ Service projects – Number, Quality/Content, Attendance
- ♦ Events - with Jesuits, educational, etc. – Number, Quality/Content, Attendance
- ♦ ΑΣΝ Day Programming – Number of events, Quality/Content, Attendance
- ♦ Meetings – Number, Attendance, Content
- ♦ Induction ceremony - ΑΣΝ and Jesuit content, Speakers, inductees
- ♦ Chapter improvement – doing more than last year – growing expectations/traditions of ΑΣΝ
- ♦ Chapter leadership attendance on calls

6. **Selection and Induction of New Members**

Each Chapter determines the most efficient process for selecting new members, in accordance with the society's general bylaws. Please review AΣN bylaws for the society's guidelines. It is the Chapter Adviser's responsibility to ensure the application and selection processes take place according to Bylaws and induction timeline.

Chapters determine their own application process (a sample application is provided in this handbook) and selection process. Chapters must, however, report the new inductee information to the Central Office in a uniform manner, using the forms provided and adhering to the timeline. **Induction materials must be received in the Central Office no later than six (6) weeks prior to the date of induction.**

7. **Induction of University Leaders**

The Chapter Adviser, College/University president, the Provost/Chief Academic Officer Chief Mission and Identity Officer, and Rector/Superior of the Jesuit Community of your institution are invited to be members of Alpha Sigma Nu. If they are not already members at the time of their appointment, please induct them 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.

Chapter Success

Characteristics of a Thriving Chapter

These characteristics represent aspirational goals. Not all may be present at once, and chapter development is an ongoing process. The Central Office is available to support chapters in achieving these benchmarks.

1. Active Participation

- Consistent engagement in Alpha Sigma Nu programming, including:
 - Chapter Adviser and Coordinator Orientation
 - Triennial Conference
 - Virtual Leadership Summits
 - Chapter leader calls and peer learning opportunities
- Strategic use of the Haig Fund to support meaningful chapter programming
- Timely and organized preparation for the annual induction ceremony
- Responsiveness to requests from the Central Office
- Development of high-quality, mission-centered programming that fosters students' spiritual formation, ethical leadership, and commitment to service
- Collaboration with campus departments and other ASN chapters to enhance impact

2. Institutional and Community Connection

- Strong relationships with university leadership, including the President, Provost, and Vice President for Mission and Ministry
- Proactive communication across campus to promote awareness of Alpha Sigma Nu and the student selection process
- Thoughtful inclusion of Jesuits as honorary members, with appropriate approval from the local Rector or Superior
- Ongoing engagement with the local Jesuit community to deepen mission alignment
- Chapter Adviser and Coordinator work collaboratively to mentor student leaders and foster a vibrant chapter culture

3. Mission-Driven Commitment

- Commitment to inducting the full 5% of eligible students, with invitations extended to the top 15–20% of the class
- Active participation in campus initiatives that reflect Jesuit values, including dialogue on social justice, global citizenship, and ethical leadership
- Induction of key institutional leaders as ex-officio members, including:
 - University President
 - Provost or Chief Academic Officer
 - Vice President for Mission and Ministry
 - Chapter Adviser
 - Jesuit Rector
 - Honors Program Director (as honorary member, if appropriate)
- Hosting of a missioning or send-off ceremony for graduating members, reinforcing their lifelong commitment to the Society's ideals

4. Collaboration and Lifelong Engagement

- Intentional partnerships across campus to promote Alpha Sigma Nu's mission and visibility
- Clear communication of the expectations and privileges of **lifetime membership**

- Engagement with local alumni clubs and regional networks (where applicable)
- For international chapters, thoughtful adaptation of programming and expectations to align with local academic and cultural contexts, while upholding the Society's core values

Expectations

- The AΣN Board of Directors asks that each Chapter **hold at least two programs per year** beyond induction.
- The End of Year report outlines expectations for an active Chapter.
- The student leadership of the Chapter should plan and execute Chapter programming with Chapter Adviser guidance and encouragement as well as the support of the AΣN Board Chapter committee co-chairs and the Central Office staff.

Haig Fund

Alpha Sigma Nu has received an extraordinary \$75,000 gift through Rev. Frank Haig, S.J., of Loyola University Maryland, from the estate of his brother, the Honorable Alexander Haig, former United States Secretary of State and Supreme Allied Commander -Europe. Father Haig, with full support of the Board, has designated this gift as a fund for student Chapter programs promoting Alpha Sigma Nu's mission.

The Alpha Sigma Nu Board will award **grants of up to \$500 per chapter per year to support programs that promote the Alpha Sigma Nu values of Scholarship, Loyalty, and Service.** As the selection committee evaluates applications to the Fund, those programs that enhance the profile of Alpha Sigma Nu on campus will be given special consideration.

The Haig Fund instructions and application are available online [here](#). The selection committee will determine the grantees and inform you of their decision on a rolling basis.

Starting a Chapter

For more than 110 years, Alpha Sigma Nu has represented the highest values of a Jesuit education grounded in the Ignatian tradition and honored the students who have excelled in rigorous course of study. Alpha Sigma Nu grants charters for new chapters to Jesuit universities and their respective Mission Officers after an application and review process. Currently, there are 33 chapters (27 in the United States) that regularly induct new students into the Society.

Establishing a chapter is a mark of distinction and signal of the institution's commitment to offering an educational experience rooted in the mission of the Society of Jesus.

International Chapter Selection Criteria

The Committee on Standards and Eligibility of the Alpha Sigma Nu Board of Directors considers applications (see Section V, p. 45) from the perspective of the honor society's mission and vision. Because Alpha Sigma Nu is interested in the transformational development of students who, upon graduation, desire to serve the greater glory of God and be people for and with others, it seeks evidence that the educational programs and academic environment promote the Jesuit, Catholic mission. Alpha Sigma Nu requires that its member institutions give emphasis on scholarship, loyalty, and service as defined by the Alpha Sigma Nu Constitution.

The Committee on Standards and Eligibility will also examine the new chapter application to assess how students are engaged in their academics and service, to ensure that the student experience illuminates the Jesuit, Catholic mission and all of the hallmarks of the Ignatian tradition.

In examining the qualifications of colleges and universities seeking to establish a chapter, the Board of Directors will give close attention to the process and procedures by which an applicant institution can articulate:

- Commitment of campus partners who support and sponsor a chapter of Alpha Sigma Nu. Campus partners would include members of the administration, faculty and staff who commit to the administering an annual selection, invitation, and induction process. This may include the President and Provost offices, Jesuit Community, Campus Ministry, Deans of the Colleges, Honors Program, for example.
- A five-year starting plan of selection, programs, and campus collaborations to connect students to the Jesuit, Catholic mission and charism.
- Collaborative orientation. Strong partnerships rely on communicating goals, continuous improvement processes, and trust.

SECTION III:

Induction Ceremony Procedures & Sample Documents



Induction Timeline Checklist

6 Months in Advance or Beginning of Academic Year:

- 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
- Confirm induction date and location with university president and AΣN Central Office. Make room reservations and notify deans, professors and area AΣN alumni
- Mail applications to eligible students, inviting them to apply and indicating deadlines
- Discuss and select honorary AΣN membership nominees.

5 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
- Chapter Adviser approves list and submits for approval to university president

4 Months in Advance:

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

3 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

2 Months in Advance:

- Complete electronic spreadsheet of new inductee information for Central Office – this includes permanent addresses of inductees, emails, etc.
- Gather signatures of Chapter Adviser and University President if they are to be pre-printed on certificates

Six Weeks in Advance:

- Submit induction order form, honorary member form(s), and new member registration spreadsheet via email to the Central Office (forms on the Alpha Sigma Nu website under Chapter Advisers and Coordinators [here](#)). If complete, correct order is not received by AΣN Central Office six weeks prior to induction, they cannot 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
- Receive “Welcome” brochures and AΣN pledge cards from Central Office for distribution to new inductees
- Request AΣN program covers from Central Office if needed (through induction order form) and create program
- Confirm guest speaker and final plans for ceremony

1-2 Weeks in Advance:

- Receive induction pins, certificates and medallions (if purchased) from Central Office
- Confirm that Central Office has received payment for induction orders

1-2 Weeks 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!

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.

Recruitment of New Members

- ♦ Induct the full 5% of juniors, 5% of seniors, and 5% of graduate and professional students
- ♦ Newly appointed presidents, chief academic officers, mission officers, and Chapter Advisers should be inducted at the first induction ceremony after the appointment

Students

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 or appointed member committee evaluate(s) eligible students based on academic achievement, loyalty to the Jesuit ideals, and service activities. The officers create and present a list of inductee candidates to the Chapter Adviser for approval.

2. Selection by dean: After receiving a list of the qualified students from the registrar, deans at some institutions may know their students well enough to nominate outstanding candidates without further consultation. However, we suggest the Chapter Adviser and the Chapter officers check the qualifications of each candidate. It is the role of the Chapter Adviser to consult with recommending deans on the service and loyalty requirements.

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.

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 a maximum of five honorary members each year. All nominations shall be approved by the President of the institution.
- ◆ Some suggestions:
 - Jesuits who have not yet been inducted
 - Leaders of local Jesuit projects (Cristo Rey High Schools, Nativity schools, etc.)
 - Well-respected faculty
 - Teacher of the Year Award winners
- Each Chapter is responsible for the induction fee for each honorary member. Fees are waived for the institution presidents, Provost/Chief Academic Officers, Chief Mission Officers, Rector/Superior of the Jesuit Community, and Chapter Advisers. Please report any changes to this leadership promptly to the Central Office.
 - ◆ These candidates are not included in the five total nominations available to a Chapter each academic year.

SAMPLE

This document is only a SAMPLE. Chapters should create and use an electronic application.

Alpha Sigma Nu Induction Application

You are under consideration for membership into Alpha Sigma Nu, the Honor Society of Jesuit Institutions of Higher Education. Membership is limited to those students in Jesuit institutions who possess the qualities of Scholarship, Loyalty, and Service to an outstanding degree. Please fill out the application below to describe how you embody these qualities.

Date: _____

Name: _____

Local Address: _____

City State Zip

Permanent email address _____

Local Phone: _____

Permanent Address: _____
Street City State Zip

Parents' Names: _____

Parents' Address: _____

City State Zip

School/College in which enrolled: _____

Year (Junior, Senior, Graduate): _____

Expected Graduation Date (mo/year): _____

Number of hours carried this semester: _____

Major(s): _____

Minor(s): _____

Cumulative Grade Point Average: _____

Please list all honors you have received:

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. _____	_____	_____

Sample Questions: (Word limits are recommended.)

- Describe your most meaningful service experience at [university]. What made this experience especially significant and how has it helped you understand the world?
- Describe your most meaningful academic experience at [university] (i.e., a course, professor, seminar, etc.). How did this experience contribute to your intellectual and personal development?
- From your experience receiving an education from a Jesuit university, explain how you demonstrate the Alpha Sigma Nu ideals of scholarship, loyalty, and service in your daily life.

Optional: Is your parent or other family member a member of Alpha Sigma Nu? (If yes, ask on the induction invitation whether this member will be in attendance.)

Return deadline date: _____

This document is only a **SAMPLE**. Chapters should create and use an electronic criteria/rubric appropriate for the chapter.

Alpha Sigma Nu selection checklist for membership candidates

Please use a ranking of:	Exceptional	Very high	Average	Poor	NA
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					
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					
Service					
Gives time and energy to:					
School/campus organizations					
Larger community needs					
Holds Leadership positions in orgs.					
Serves as quiet leader/member in service to others					

Ordering Pendants, Pins, Certificates, and Medallions

Alpha Sigma Nu provides each new inductee with either an engraved Alpha Sigma Nu pendant or pin and a member certificate, to be presented during the induction ceremony. Medallions may be provided upon special order.

- ◆ Forms must be submitted at least **six weeks prior to your induction date**.
 - ◆ Our suppliers need six weeks to personalize and guarantee delivery of your order.
- ◆ Submit the completed New Member Registration Form (spreadsheet) **via email**.
 - ◆ If you do not have the current spreadsheet template, contact the Central Office or find the form on the Chapters and Resources tab of the AΣN website.
- ◆ Submit the signed Induction Order Form with accompanying signatures **via email**.
 - ◆ Orders will be shipped directly to the Chapter Adviser or Coordinator, as indicated on your Induction Order Form.
- ◆ Submit the signed Honorary Members Forms and explanation of qualifications **via email**. Honorary member information must be included on the New Member spreadsheet, and fees for honorary inductees should be included at the time of your order.
- ◆ Submit the check to cover induction fees **via postal mail**.
 - ◆ You may request an invoice for your billing department from the Central Office.
- ◆ **ACCURACY IS CRITICAL TO SUCCESSFUL FUTURE COMMUNICATION WITH OUR MEMBERS.** Please take care to provide accurate names, permanent address, and other inductee information. Inductees have lifetime membership benefits and will continue to receive communication after they leave your institution. Correction of errors on induction orders after shipment 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 3-4 weeks. Medallions purchased with your induction order cost \$20 each with no shipping charges.
- ◆ Individual medallions ordered separately cost \$20 each, plus shipping and handling. These should be ordered through the Regalia Store on the AΣN website.
- ◆ Replacement AΣN jewelry and certificates, as well as other regalia, can be purchased through the AΣN website.

**International Chapters should contact Sarah Craine at sarah.craine@marquette.edu to discuss payment processing options.*

Instructions for New Member Registration Form*

- ◆ Be sure to **use the most up-to-date version** of the form, indicated by the current school year in the header.
- ◆ List the inductees in **alphabetical order**, according to last name.
- ◆ Optional data: Race and Religion - This information is optional for members and should be collected **after** they have been accepted. It is illegal to select members based on race and religion. Please be attentive and cautious with student information for application processes.
- ◆ Names printed on certificates will be exactly as listed on the spreadsheet. *Corrections after printing will result in additional fees.*
- ◆ Do not change the spreadsheet headings or substitute your own form; the Central Office form has been designed to load directly into our database.
- ◆ **Follow formatting exactly as it appears in the EXAMPLE ROW.**
- ◆ If available, please include titles (Mr., Ms., Dr., etc.).
- ◆ List the 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.
- ◆ List the inductee's school email address AND non-school email address. This also ensures contact post-graduation.
- ◆ Include the names and permanent mail and email addresses of all honorary members. **Please do not use their campus mailing address!**
- ◆ **Email** the completed New Member Registration Form, [induction order form](#), and [honorary forms](#) to sarah.craine@marquette.edu **at least six weeks prior to induction.** The new member registration form is downloadable on the Alpha Sigma Nu website [here](#).
 - ◆ You do **NOT** need to mail a hardcopy of the forms with your payment.
- ◆ Retain a copy for your Chapter records.
- ◆ Please contact the Central Office if there is a worthy candidate who cannot afford the induction fee.
- ◆ Use the following address when shipping by UPS or Federal Express:

Alpha Sigma Nu, Inc.
1102 W. Wisconsin Ave., # 330
Milwaukee, WI 53233

* All current year forms mentioned here can be found in the Section IV Appendix AND at the Chapter and Resources tab on the AΣN website. The Central Office can email forms to you; contact Sarah Craine at sarah.craine@marquette.edu.

Sample New Member Registration Form

New Member Registration Spreadsheet
Please Alphabetize by last name and Email to: sarah.craime@marquette.edu

Please fill in information using the exact formatting shown in the Example row of this spreadsheet. Please provide preferred Title for each individual. Alphabetize by last name. Lowercase column B, C, and D

No.	Junior, senior, graduate or honorary	pin or pendant	male or female	Title	First Name	Md. Name or Initial	Last Name	Suffix	Permanent Address	City	State	Zip	Country	Phone	School Email	Non-school Email	Expected Grad Date	Race	Religion	First-generation Yes/No	School ID	
1	Example honorary	pin	female	Dr.	Jane	A.	Doe	PhD	1102 W. Wisconsin Ave.	Millwaukee	WI	53233	United States	414-288-2008	jane.doe@school.edu	jane.doe@gmail.com	May 2016	hispanic	Catholic	Yes	1ZE+07	
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
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SAMPLE CERTIFICATE



Certificate of Membership

This is to certify that

Sarah Marie Uraime


has been duly enrolled as a member of the

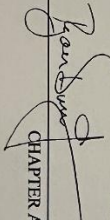
Alpha Sigma Nu

Jesuit Honor Society

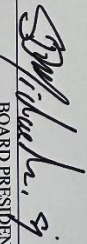
Marquette University


April 2, 2023


PRESIDENT


CHAPTER ADVISER




BOARD PRESIDENT


BOARD SECRETARY

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:

- ◆ Use the most updated ritual, found in this book and at www.AlphaSigmaNu.org
- ◆ 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:

Invitees

In addition to the new inductees and their families, it is always appropriate to invite your Chapter's current members--that is, those students inducted the previous year. The Deans of Colleges, University Leadership Councils, Alpha Sigma Nu faculty and staff members, as well as members of the Board of Directors and alumni living nearby should be invited to represent the Society. If there is a local Alumni Club, its president may welcome the new inductees to the Alpha Sigma Nu community. The Central Office database can be utilized to invite other local alumni members. Contact Amy O'Neil at amy.oneil@marquette.edu for contact information of alumni in your area.

Honorary Membership

Chapters are urged to consider as candidates for honorary membership of people who represent the tenets of scholarship, loyalty, and service. These may include members of the Jesuit community, the faculty and administration, persons working in local or national Jesuit projects, and other individuals who have distinguished themselves in their community. Please be sure to check to see if an honorary candidate is already a member by consulting the online Member Directory or calling the Central Office.

The **President, Chief Academic Officer, Rector/Superior of the Jesuit Community, and Chief Mission Officer** of the college/university, and the Chapter's **Chapter Adviser** shall become members at the first induction following their appointment if they are not already members.

Induction Program Covers

The Alpha Sigma Nu Central Office has induction program covers available to all Chapters at no charge. The induction cover information includes:

- ◆ Alpha Sigma Nu purpose and mission
- ◆ The Greek words and their translation
- ◆ Eligibility information
- ◆ Brief history
- ◆ List of all Chapters
- ◆ The Alpha Sigma Nu Pledge

The Central Office updates the induction program covers annually. By using them, you can be assured you are sharing the most accurate and up to date information about Alpha Sigma Nu. If you choose not to use them, please be sure to include the items listed above and to update the text you use for creating the program.

Public Announcement of Your New ΑΣΝ 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, Chapter Adviser, or institution president
- ◆ Announcement and/or listing at honors convocation
- ◆ Sharing list of inductees to campus via University Marketing Communications and Relations, when appropriate
- ◆ Announced on Chapter and/or institution's weekly email news and website
- ◆ Recognition at Commencement exercises and in program
- ◆ Social media news releases by the Chapter or institution
- ◆ Sharing the list with University Advancement and Alumni Relations for future opportunities for alumni events

Shared ideas of elevating the induction ceremony:

- Reserve a prominent, formal space with appropriate after-ceremony space, if possible.
- Invite the chapter's student leaders as well as university administration (ex. President, Provost, Deans, Jesuit Rector/Superior) to take part in a meaningful way and/or offer remarks.
- Offer a virtual option for families who are not able to attend the in-person ceremony.
- Practice pronouncing names correctly and double check spelling and grammar in the program.
- Music and slides should be managed by a non-participant.
- Capture the celebration with photos (individual and full group, posed and candid, professional and from participants) and give credit if/when sharing.
- Work with the Rector/Superior of the Jesuit Community to see if there are any Jesuits who are not members and should be invited. The Central Office can verify names and years/institutions of induction via email.
- If your university has programs in another country, and if it is feasible and desirable, consider working with a faculty member/Jesuit on that campus to coordinate an induction ceremony for members.

Other chapter induction ideas can be found on the Alpha Sigma Nu website [here](#).

Chapter Adviser Induction Form 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 V of this handbook.**

_____ **Induction Order Form** (section V)

The completed and signed form is required **BEFORE** inductees' jewelry and certificates can be ordered. You must provide signatures of both the institution President and the Chapter Adviser to signify that the inductees listed in the New Member Spreadsheet have been approved for selection.

- ◆ Order Induction Program Covers at no cost from the Central Office by indicating a quantity
- ◆ Welcome Brochures and AΣN pledge cards will be mailed from the Central Office to be distributed to new inductees at their induction

_____ **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 to complete this process. See the sample certificate on for a visual guide for signature size.

_____ **New Member Registration Spreadsheet**

This form will be sent via email to the Central Office. *Only the electronic version will be accepted.* The Central Office will use this information in printing induction certificates.

_____ **Honorary Member Form**

Chapters may nominate up to five (5) honorary members total. Fill out a separate form for each honorary member, making copies as needed. A short explanation of why the inductee is a qualified candidate for membership is required with each form.

_____ **Signed Check**

A check should be enclosed for the correct amount – \$70.00 per new member (\$90.00 with medallion) including honorary inductees. Invoices can be provided upon request for your school's billing department.

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

_____ **Medallion Orders**

Direct individual seniors to our online regalia store at www.alphasigmanu.org/store to purchase a graduation medallion with a neck ribbon.

SECTION IV:
Induction Ritual



Alpha Sigma Nu Ritual of Induction

Introduction

The Alpha Sigma Nu Ritual of Induction serves to:

- ♦ Inform inductees and their guests of the history, mission, and purpose of the Society
- ♦ Describe the Alpha Sigma Nu tenets of Scholarship, Loyalty, and Service
- ♦ Congratulate the inductees on living these tenets and ask for their lifelong commitment to these values
- ♦ Formally induct new members

This manual is presented as a guideline for Chapter induction ceremonies. While flexibility and different degrees of formality may be appropriate, the following order of ceremonies and instructions shall assist Chapters in carrying out this essential Ritual of Induction into Alpha Sigma Nu. The term President in this ritual will refer to the President of the student Chapter. The President of the institution will be specifically noted.

Order of Ceremonies

Induction Prayer
 Introduction of Candidates
 Remarks of the Chapter President
 Standard of Scholarship Explained by the Vice President
 Standard of Loyalty Explained by the Student Chapter Executive Board Member
 Standard of Service Explained by the Student Chapter Executive Board Member
 President's Address
 Alpha Sigma Nu Pledge
 Acceptance of Candidates
 Presentation of Keys and Certificates
 Conferral of Honorary Memberships
 Remarks by the University/College President
 Remarks by the Chapter Adviser or Guest Speaker
 Introduction of Guests, Alpha Sigma Nu Board, and Alumni Representatives
 Announcements
 Reception/Banquet

General Instructions

The objective is to make the ceremony as impressive as possible for the inductees and guests. This ceremony may be the only formal contact some members will have with Alpha Sigma Nu. Chapter officers are urged to retain the essentials but are free to add elements that will enhance the ceremony. *The Alpha Sigma Nu chapter bylaws require that all inductees recite the Pledge during the Induction Ceremony.*

It is desirable that each candidate be identified as clearly as possible. This may be accomplished by announcing each name during the ceremony and by publication of the names of those inducted in the Induction Program.

The President of the college/university should take an active part in the ceremony. Often, the date of the ceremony is set according to the President's availability, which requires setting the date far in advance.

Variety and interest are added to the ceremony when a number of active members (student, alumni, board, and honorary) participate.

Responsibilities

All of the officers are responsible for the induction. The Induction Ceremony is called to order by the President of the Chapter.

Invitations

The Chapter Adviser and Chapter officers shall decide whether the ceremony will be open to the institution's community or if it will be by invitation only. Faculty members, deans, department heads, and other administrative officers should be reminded to wear Alpha Sigma Nu pins if they are members.

Protocol

Members, especially officers, should wear their pins/pendants. Chapters are urged to display the official Alpha Sigma Nu banner at the ceremony and at any social functions following the induction. Provision for music at the entrance and exit or a suitable musical interlude might be made. The institution's song and/or an appropriate anthem might be sung.

Seating

The inductees should be arranged in a central place. Chapter officers are to have prominent places. Honorary inductees and the student inductees should be seated where they can be seen and where they can move conveniently about and to the dais area. The faculty should be seated near the candidates.

Tenets

The explanation of the three tenets is the essential message of the Induction and shall be described by the Chapter officers.

Script for the Ritual of Induction

Induction Prayer

This induction prayer may be used to open the Induction Ritual ceremony.

Gracious and loving God,

As we gather to honor the achievements of these members of Alpha Sigma Nu

And those who will be inducted this day,

We pause to celebrate the many ways you have blessed their lives

And to give you thanks and praise.

For their dedication to scholarship;

For their intelligence and ideals that lead them to deepen their commitment to the pursuit of knowledge.

May they come to see that the wisdom they gain today will be realized in what your great plan holds for their lives tomorrow.

We give you thanks and praise

For their dedication to loyalty;

*For the challenges they encounter in seeking truth and justice,
So as to live as men and women of honor and integrity in their daily lives.
May the vision of St. Ignatius be their guide in deepening their encounters with God and with others.*

*We give you thanks and praise
For their dedication to service;
For the work of their hands and the generosity of their hearts
that reach out to see the sufferings of others and seek ways to serve.
May the ideal of generous service be their guiding principle as they work for justice in our world.*

*Lord,
May this induction ceremony today be a life-long reminder of the ideals of Jesuit education
that have been so firmly rooted in the mission of the Society of Jesus and [name of school].
And may your grace continue to fill their lives
that they may always be challenged to be leaders
who are examples of excellence and integrity,
generous in their compassion, and committed to serving others for your greater glory.*

Amen.

Written by Maureen Bergen, Spring Hill College

Remarks of the President

Alpha Sigma Nu, the honor society of Jesuit institutions of higher education, is a dynamic fellowship of lifetime leaders dedicated to Ignatian vision and values in the highest tradition of the 450-year Jesuit mission in Catholic higher education. An invitation to be inducted into Alpha Sigma Nu is one of the very highest honors a Jesuit institution confers upon a student. As a unique honor society, Alpha Sigma Nu carries a profound mission:

Alpha Sigma Nu recognizes those students who distinguish themselves in scholarship, loyalty and service. The only honor society permitted to bear the name Jesuit, Alpha Sigma Nu encourages its members to a lifetime pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

Founded in 1915, Alpha Sigma Nu is an international organization with chapters at all 27 Jesuit colleges and universities in the United States, and five outside of the U.S. The name Alpha Sigma Nu signifies the Greek words *Adelphotes Scholastikon Nikephoron* (ah-del-foh-tes scow-**last**- i- kown Nee-kay- **for**-own), meaning “the company of honor students.” The key of the society bears the three Greek letters together with the eye of wisdom. On the reverse side is inscribed (institution name) and date of induction. The Alpha Sigma Nu colors are maroon and gold.

The President may add his/her own remarks here. Some Presidents choose to give a brief reflection on the Chapter’s activities and experiences throughout the year.

The invitation to membership in Alpha Sigma Nu has been based upon the journey you began on the first day you matriculated at _____. This ceremony celebrates your dedication to Alpha Sigma Nu’s values: scholarship, loyalty, and service. Keep in mind that, as this commitment determined your selection, so shall it justify membership in the future. The first standard is Scholarship, to be explained by the Vice-President of our

Chapter, (name).

Descriptions of the Alpha Sigma Nu tenets by the Officers

Scholarship

Scholarship is the most important qualification for membership in Alpha Sigma Nu, as this tenet reflects the primary purpose of higher education. True scholarship, however, runs deeper than a high grade point average or the mastery of information and specialized knowledge.

Alpha Sigma Nu recognizes those persons as scholars who possess a depth of comprehension and a breadth of knowledge. Alpha Sigma Nu honors those students who have a passion for knowledge, the world of ideas, and critical analysis. The true scholar realizes that education and knowledge are lifelong pursuits, but never loses contact with the world of reality beyond the library or the classroom. Through a balanced integration of experiences, the scholar advances in both knowledge and wisdom. Humility is a mark of true scholars who continue to develop their intellectual gifts with the awareness that they pursue a standard set by God, who alone is wise.

(The President then calls on the assigned student chapter executive board member to explain the criterion of Loyalty.)

Loyalty

The search for wisdom is also a search for truth. The vision of Saint Ignatius Loyola is that the purpose of Jesuit education is to lead students to the knowledge and love of God, our Creator and Lord. Thus, membership in Alpha Sigma Nu is a lifelong vocation, not merely a scholastic honor. You, as Jesuit-educated men and women, are called to make and live out a lifelong personal commitment to the moral and social values of the Gospel.

Inspired by the vision and values of The Society of Jesus and the teachings of its Superiors General, you, as new members of Alpha Sigma Nu, are invited to further develop a depth of thought and imagination in the Ignatian tradition that will transform your minds and hearts. You will become collaborators with the Society of Jesus in the service of faith and the promotion of justice, with a special care for the marginalized and the poor.

To be loyal to these ideals means developing a full engagement with the real with a deep sense of decency and responsibility to truth and justice. It will always entail personal integrity as well as an abiding effort to advance the good of society and the well-being of all.

(The President then calls on the assigned student chapter executive board member to explain the criterion of Service.)

Service

The third of the standards, which were the basis for your selection, is Service. St. Ignatius has said that love is shown in deeds, not merely in words, and so service to others is an integral part of the philosophy of Jesuit education and thus of Alpha Sigma Nu. Knowledge should not exist in a vacuum; it should be used to build up and ennoble the world in which we live. This is why a distinguished academic record is not sufficient to warrant admission to Alpha Sigma Nu. There must be a proven dimension of willing and generous service to others. This is demonstrated by giving freely of time and talent to the academic community as well as to the larger community. Alpha Sigma Nu expects its members to translate ideals into actions as lifelong leaders and contributors to the building of a just and decent world.

President's Address

These three standards -- Scholarship, Loyalty, and Service -- are the core of Alpha Sigma Nu, but they are only powerful when translated into action.

Each of you is working toward this goal in your own unique way, both in and out of the classroom, both on and off campus.

The President may add his/her own remarks here. Some Presidents choose to give specific examples of student achievement and involvement.

Your ongoing commitment to the ideals of Alpha Sigma Nu may evolve as your situations become increasingly diverse. Together, you are a strong community of leaders devoted to scholarship, loyalty, and service. While membership spans state and country borders, what brings the Society together is its distinct Jesuit identity, and each member's continuous striving toward the *magis*: a desire to reach further, dig deeper, and go beyond what is expected.

New inductees join the community of Alpha Sigma Nu members who commit their imagination and energy to address the needs and concerns of the world around them.

Introduction of the Candidates and Conferral of Membership

The President directs the Secretary to introduce the candidates. This can be done by calling their names as they enter the hall or by asking them to stand as their name is called if they are already present and seated.

Individual introductions may also be done at the presentation of certificates and pins. If candidates are not present, their names could be read after all present are introduced.

Alpha Sigma Nu Pledge

As a member of Alpha Sigma Nu,
I promise to do everything in my power
to carry out the ideals of Scholarship,
Loyalty and Service.

I promise to be committed to intellectual integrity
and the pursuit of wisdom.

I promise to be loyal to the moral, social,
and religious ideals of my education.

I promise to be genuinely committed
to the well-being of others
and active in serving them.

I will do all this
in light of the Jesuit concern
for the greater honor and glory of God.

Acceptance of the Candidates

After the pledge has been recited, the President calls upon the institution President who formally declares the candidates members of Alpha Sigma Nu with the following statement, "As President of (**university**) and in the name of the Alpha Sigma Nu Board of Directors, I formally declare the candidates presented at this ceremony

to be members of Alpha Sigma Nu.”

In the absence of the institution President, the Chief Academic Officer, the Chapter Adviser, or a member of the Board of Directors can make the formal declaration of membership.

Presentation of Keys and Certificates

The President now requests the members to approach the President of the institution to receive their certificates and keys in the order agreed upon for the rite. Names should be clearly announced.

Conferral of Honorary Memberships

Honorary members may be introduced before or after the presentation of keys and certificates to student members. Honorary members stand while a designated student reads a citation. To avoid awkwardness, decide beforehand if the person(s) honored will come to the dais or stand at their place. At some schools, an honorary member is chosen to be the guest speaker.

Remarks by the Institution President, Chapter Adviser or Guest Speaker

After the presentation of the keys and certificates, the President calls upon the President of the institution, the Chapter Adviser, or the guest speaker for appropriate remarks or a formal address.

Introduction of Board of Directors members or Alumni representative

The Board of Directors member may be simply introduced, or may speak depending on the program.

The Alumni Club representative welcomes the new members to Alpha Sigma Nu:

- ♦ Reminding inductees that they join an alumni group of over 100,000 life-long members
- ♦ This is a remarkable network the inductees may now access by using the Alpha Sigma Nu Online Member Directory
- ♦ The Directory can be found at www.alphasigmanu.org.

Concluding the Ceremony

The program which follows will vary by Chapter. Announcements by the President will be made in the light of events planned to follow the Induction Ceremony. The President may instruct officers, student members, alumni and faculty to form a reception line. Thereupon the new members, in the order of the Secretary’s list, greet the President of the school, the Chapter Adviser, Chapter members, and honored guests to introduce themselves and to receive congratulations.

Highlighting the Lifetime Membership in Alpha Sigma Nu

New in 2025: During the announcements portion at the end of the induction ceremony, please remind the new inducted members to check out the Alpha Sigma Nu website to get involved and stay engaged with Alpha Sigma Nu and our partner Ignatian and Jesuit agencies. Here is a sample statement:

The Alpha Sigma Nu induction is just the start of your membership journey. We wish to remind you, our newest inductees, that membership in Alpha Sigma Nu is for a lifetime and gives you access to exclusive member benefits like travel grants, connections through mentoring, and other scholarships. The welcome brochure in your induction materials lists how you can learn more and keep your contact information updated!

SECTION V:

Appendix of

Essential Forms and Contact Information



Induction Order Form

To be emailed to the AΣN Central Office SIX weeks prior to your Induction ceremony
An additional and updated copy of this form must accompany late additions to your induction list.



We certify that the Alpha Sigma Nu inductee candidates have been vetted and approved by our chapter.

Chapter Adviser Signature: _____ date _____

University President Signature: _____ date _____

Chapter Adviser: _____ Chapter: _____

Date of induction: _____

*Total inductees @ \$70 each  Number of graduation medallions @ \$20 each 

*Total number of member **pins**: or member **pendants** (for wearing on a chain):

Junior inductees: _____ % of total enrollment _____

Senior inductees: _____ % of total enrollment _____

Graduate inductees: _____ % of total enrollment _____

Honorary inductees: _____ (maximum 5 - submit separate honorary membership forms for each)

Did you invite between the top 15-20% to apply? (circle Y/N)

How many total students were invited to apply? _____

- Please send us AΣN table tents (quantity: _____)
- Please send us AΣN pre-printed Program Covers (quantity: _____)
- We will hand-sign membership certificates when they arrive
- We want our signatures electronically printed as noted in the box below (instructions on page 2)**

Pre-print Institution President's Signature:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Emailed
Pre-print Faculty Adviser's Signature:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Emailed

Send our induction materials to:

Name _____

Address _____

City _____ State _____ ZIP _____

Email this form to:
 Sarah Craine
 sarah.craine@marquette.edu

Questions?
 Please contact Sarah Craine at
sarah.craine@marquette.edu or
 414.288.7545.

Alpha Sigma Nu Certificate Signature Pre-printing

Signatures of the Chapter Adviser and university president can be pre-printed on the new inductees' certificates. Signatures **MUST** be submitted with your induction order and should be received six weeks in advance of your induction date.

Procedure for Submitting Signatures

Signatures should be made in **black ink** on **white paper**. Scan the paper as a digital image in a high-resolution format (**.jpeg** or **.tiff**).

Email the image as an **attachment** to sarah.craine@marquette.edu.

Honorary Member Order Form

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

Candidate's Name (Including title and suffix): _____

Position/Title: _____

Degrees earned: _____

Please be sure to include this candidate on your member spreadsheet that is emailed to the Central Office.

This candidate is:

- A new University President*
- A new Chapter Adviser*
- A new Chief Mission Officer*
- A new Chief Academic Officer*
- A new Rector*
- Other

Name of Jesuit institution attended (if applicable): _____

Please attach:

- ♦ A brief Word document explaining how the AΣN tenets of Scholarship, Loyalty and Service have been realized in the candidate's professional and community life to merit nomination for honorary membership.

We certify that this Alpha Sigma Nu Honorary candidate has been approved by our Chapter.

Chapter Adviser Signature: _____ date _____

University President Signature: _____ date _____

***Alpha Sigma Nu Bylaws, Section 3.5 Ex-Officio Members:** The President, Chief Academic Officer, Chief Mission Officer, Rector, and the Chapter Adviser of the institution having an Alpha Sigma Nu Chapter are, by reason of their office, eligible to be active members of this Society with all rights and privileges pertaining thereto. Keys and certificates for these individuals may be awarded by the Board of Directors upon petition by the Chapter. *These candidates are not included in the five total nominations available to a Chapter each academic year. Induction fees are waived for these candidates.*



Induction Fee Billing Form

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

Name of School: _____

Number of Inductees at \$70.00 each: _____

Number of Graduation Medallions @ \$20 each: _____

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

Remit to:
Alpha Sigma Nu
1102 W. Wisconsin Ave., # 330
P.O. Box 1881
Milwaukee, WI 53201-1881

Chapter Adviser's Signature _____

Date Ordered: _____

Delivery Date: _____

Induction Date: _____

Alpha Sigma Nu Annual Chapter of the Year Award

Purpose: This annual award serves primarily to inspire Alpha Sigma Nu student chapters to excellence in scholarship, loyalty, and service, and to honor a chapter(s) whose performance is outstanding. In order to be considered, Chapter Presidents are required to submit the President's report two weeks prior to Commencement at the latest. The application also serves as an annual report to be kept in the Society's historical file. In addition, awarding the Chapter of the Year award gives AΣN an opportunity to publicize the Society and the winning Chapter(s) through various channels, increasing interest and energy around the Alpha Sigma Nu purpose, mission, and vision.

Timeline: Information regarding deadlines will be sent to chapters with specific details. The selection panel decides winner and the winning chapter(s) will be announced on web, social media, and email to follow.

Report is available [here](#).

President's Report Questions:

1. Chapter Name
2. Chapter President(s) Name(s)
3. Chapter Adviser Name
4. Please list your chapter's goals this year.
5. Please describe your e-board and the ways in which you worked together to achieve your chapter's goals.
6. Please describe how you involved other members of your chapter and university/college, including the Jesuits, in Alpha Sigma Nu events and activities.
7. Please describe all the ways you were able to get in touch (ex. e-newsletters, social media platform communications) with your members (prospective, current, and alumni), what you found effective, and what challenges you encountered.
8. Please describe the programs your chapter hosted (or co-hosted) and how they promoted scholarship, loyalty, and/or service, if at all. Elaborate upon the challenges you encountered and the successes you achieved.
9. Please tell us about your induction ceremony. How do you believe it was made to be a special event for its attendees? (This is an opportunity to highlight honorary guests and attendees, points of accessibility, or other unique characteristics, for example.)

10. Please highlight anything new your chapter implemented that you are proud of or that made an impact.
11. If known, please share the name and contact information (email address & phone number) of the chapter president-elect (along with other incoming executive officers) for the 2025-2026 academic year.

The Alexander Haig Fund for Alpha Sigma Nu Chapter Programs

These are the sample fields and questions from the online form.

Please complete this form online at the Alpha Sigma Nu website under Student Chapters tab.

Basic Information

University Name:

Chapter president name

Name of person completing the form:

Contact for person completing the form:

Program Information

Program/event date:

Amount requested (up to \$500):

Expected number in attendance:

Is this program for the Chapter or is it open to the campus community?

Is the chapter collaborating with any other departments or organizations for this program?

For the following questions, the more details provided the better the granting committee will understand the use of funds.

- Describe the program/initiative you are proposing to host (200 words maximum).
- How will the program promote the Alpha Sigma Nu tenets of Scholarship, Loyalty, and Service? (200 words maximum)
- How will this program build campus awareness of Alpha Sigma Nu? (200 words maximum)

Detailed Budget:

Include the following information, if applicable:

- Total program cost
- Cost of publicity, promotion, or communication
- Cost of Speaker/Presenter (fee/honorarium, travel, lodging, etc.)
- Cost of event (rental, food, drinks)
- Cost of transportation/materials/other

**Save receipts to include in post-program event report.

***Program approval from the Chapter Adviser is required for the grant to be issued. Correspondence about this request for funds will include the chapter adviser.**

Make check payable to:

Address in which the check should be sent:

Application to Charter a New International Chapter

Alpha Sigma Nu aims to charter new international chapters in a sustainable manner. The purpose of this application is to understand the context of the university/college and prepare the chapter to be successful in partnering with its local province of the Society of Jesus, university administration, prospective members, and alumni members.

The application questions are intended to provide the review team thorough and comprehensive context, to be maintained in Alpha Sigma Nu's records and historical archives, and for promotion of the chapter, when appropriate.

- a) Provide information and key points about the university that can help reviewers understand the institution's history, its context, relationship with the Society of Jesus and/or regional province. Please include a brief recent history that explains the institution's intent to charter a new chapter of Alpha Sigma Nu.
- b) To anticipate possible challenges, provide a brief statement on factors (contextual, existential, temporal, etc.) that may prohibit the chapter from thriving (see The Thriving Chapter document, p. 13) of this Handbook.
- c) How many full-time Jesuits are employed at your campus? What are their roles?
- d) Alpha Sigma Nu acknowledges that each campus will administer the honor according to their university's culture. What is your plan to induct students and how will you define loyalty? How will you evaluate service?
- e) What are the markers of Jesuit and Ignatian identity at the institution?
- f) Provide a petition in writing from the College/University President addressed to the Board Secretary expressing the commitment to a chapter of the honor society at the institution.
- g) Provide two or more letters of support from University administration (Deans, who will support the selection of eligible students, programs, events, and the care of the chapter's members, for example) and campus partner department heads.
- h) A declaration that the Chapter Adviser and Coordinator(s) have read the ASN Constitution and the Handbook for Chapters: Policies & Procedures.

Follow-up/Timeline for next steps

- a) The Alpha Sigma Nu Board of Directors will review the application and determine whether a site visit is necessary.
- b) When granted a charter, in partnership with the Chapter Adviser(s) and Coordinator(s), the Executive Director and Central Office staff will agree to terms manageable for the chapter to begin the selection and induction process.

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 between the top 15% and 20% of their class in each respective school or college and have a demonstrated record of service and loyalty to the Jesuit ideals. Only 5% of each class is inducted.

What are the benefits?

- 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 33 Jesuit institutions in the U.S. and internationally.
- Connection to the AΣN online member directory of 100,000+ Alpha Sigma Nu members
- Membership in Alpha Sigma Nu Alumni Clubs upon graduation

What is the cost?

The one-time cost of \$70 covers the cost of your member certificate, your official (engraved) member pin or pendant, and lifetime membership. While there are no annual dues, our members continue to support Alpha Sigma Nu through donations to the annual Sustaining Fund.

Where can I find more information?

At our website, www.alphasigmanu.org. Each campus Chapter has a local Chapter Adviser and Chapter officers you can contact for more information.

Are there networking possibilities?

Yes. AΣN has more than 100,000 members. 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, LinkedIn, X, and Instagram.



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.